OLLI Online Registration Training
There are two ways to find the OLLI at UK new online registration website:

1. Type the web address directly into the “address bar” of your web browser: http://uky.augusoft.net/

2. You can follow the link from the OLLI at UK Website: www.uky.edu/OLLI
To access your account or create a profile, please click “Sign In”.

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Welcome to the OLLI at UK Online Registration site!

Lexington 2014 Summer Catalog  
On-Line Registration  
Is now OPEN!

We are excited to be able to offer this new option for viewing class offerings, making changes to your profile, registering online, and receiving immediate confirmation of registration.

To view available courses, SIGs, etc., click “Courses” on the navigation bar to your left.

To update or create a brand new profile: click “Sign In” on the navigation bar to your left.

If you have any questions, please click the “Contact” button on the top banner, above right, to contact the OLLI Office.

**Please Note:**

- If you are already on the OLLI mailing list, we recommend that you activate your profile and update your information asap to ensure we have everything correct.

- If you will be Registering Online - you will find it extremely helpful to ensure your profile is set and you are comfortable accessing the different sections of this site prior to registration going “live”. You will then be able to move quickly and smoothly when registration opens.

**Class space is not held for you** while it is in your shopping cart. **Space is only confirmed after you have successfully progressed through the payment process.**
Fill in the Username and Password fields.

If you have forgotten your Password, please click the “Forgot your password?” link and follow the instructions to reset your password on the next page.

If you have forgotten your Username, please call the OLLI office at 257-2656 or email at Teresa.Hager@uky.edu

If you are completely new to the OLLI, please click “Create a New Profile” and go to Page 6 for further instruction.
Forgot Password Instructions

1. Input your User Name.
2. Enter the email address that we have on file for you. If unsure, please contact the OLLI Office at Teresa.Hager@uky.edu or 257-2656.
3. Enter the “Captcha” code accurately, as it is case sensitive.
4. Click “Submit”.
5. A password reset link will be sent to your email.
6. Go to your email and you will find an email that has instructions and a link to click in order to create a new password.
7. New password must be at least 8 characters and contain any two of the following three: uppercase, lower case, or special characters.
Choose “Member Profile” and click “Create Profile”.

- Fill out profile form which will allow you to create a “Username” and “Password” that you will then use in the future to log in to your account.
- “Click Submit”.

New OLLI Profile ONLY Sign In Instructions
Purchase Membership-Current and Non-Current Members

***Membership will cover the Fall, Spring and Summer semesters and renews every Fall. If you have already purchased membership then skip to page 10.***

If you are a current member then please skip to page 9.

1. If not a current member, then click on the membership tab.
Click “Sign up now”.  

Click “Submit”.  

Purchase Membership Non-Current Members
Click on “my profile”.

Click “Purchase New Membership”.

Click on “Renewal Membership Type” button and then click submit.
Click "Courses" on navigation panel to view OLLI Course Catalog.
Viewing Courses

Click on the categories to see the courses offered.

*There are two sites, Lexington and Morehead, so please be sure to choose the categories listed under the correct site to find classes in your area.
### Classes: Lexington Courses, SIGs, Etc.: Health & Wellness

Courses offered in these areas:

The courses listed below will be open for registration at noon on May 14th. Please click on the title for full course description, times, locations, etc.

To increase the size of the font in this screen, hold down your control button and move the scrolling wheel on your mouse.

<table>
<thead>
<tr>
<th>Class</th>
<th>Seats Left</th>
<th>Course Fee</th>
<th>Schedule</th>
<th>Location</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hatke Yoga</td>
<td>32</td>
<td>$13.00</td>
<td>Weekly - Mon, Wed, Fri 11:00 AM - 12:15 PM</td>
<td>Lexington</td>
<td></td>
<td>Add To Cart</td>
</tr>
<tr>
<td>Line Dance Level 1</td>
<td>1</td>
<td>$15.00</td>
<td>Weekly - Tuesdays 12:30 PM - 2:30 PM</td>
<td>Lexington, Central Baptist Church</td>
<td></td>
<td>Add To Cart</td>
</tr>
<tr>
<td>Line Dance Level 2</td>
<td>5</td>
<td>$15.00</td>
<td>Weekly - Thursdays 12:30 PM - 2:30 PM</td>
<td>Lexington</td>
<td></td>
<td>Add To Cart</td>
</tr>
<tr>
<td>Line Dance Level 3</td>
<td>7</td>
<td>$15.00</td>
<td>Weekly - Wednesdays 12:30 PM - 2:30 PM</td>
<td>Lexington</td>
<td></td>
<td>Add To Cart</td>
</tr>
<tr>
<td>Line Dance Returning Registrant</td>
<td>0</td>
<td>$15.00</td>
<td>Weekly - Wednesdays 11:00 AM - 12:15 PM</td>
<td>Lexington, Town Creek Christian Church</td>
<td></td>
<td>Waiting List</td>
</tr>
<tr>
<td>OLLI Fitness</td>
<td>44</td>
<td>$15.00</td>
<td>Weekly - Mon, Wed, Fri 11:00 AM - 12:15 PM</td>
<td>Lexington</td>
<td></td>
<td>Add To Cart</td>
</tr>
</tbody>
</table>

### Registration

- **To register for a class**, please click the “add to cart” box.
- **Closed classes will have a “Waiting List” box** and if you choose to be put on the waitlist, please click the box. You will not be charged to be on the waitlist.
You will be prompted to sign a “Risk Release” form for every class.

Please type “Yes” in the box and click submit.

After you type “Yes” the first time, the subsequent “Risk Release” prompts will have this recorded, so just click submit.
When Done Choosing Courses-Go to Shopping Cart

To check out at any time, click the “Shopping Cart” icon at the top of the screen OR...

Click “View Cart” to get to the shopping cart screen to verify registration.
Please verify the contents of your shopping cart are correct.

Registration Changes:

• If you need to add a class, click the “Courses” tab from the navigation panel or click “Choose Additional Classes”.

• To delete a class, click the “Remove Class” box.

Please click the link to read the “Refund Policy” and then check the box to agree to the terms.

After verification, please click the “Checkout” box.
Card information fills in from the student profile, but you can change the information.

Enter credit card number and expiration and click “Submit”.

Receipt and confirmation automatically emailed.
Final Registration Screen

- Print Receipt & Confirmation
- The confirmation will have the information you need to know regarding each specific class, including any materials needed.
- Use navigation panel to review profile, registration, waiting list or transactions.
- When finished, please sign out.
For any assistance, please contact the OLLI office. During registration, due to the high volume of calls, you will get a quicker response if you send an email:

Teresa Hager  
859-257-2656  
Teresa.Hager@uky.edu