OLLI Online Registration Training
Locating New OLLI at UK Online Registration Website

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 “LOGIN/Create Account”.
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.
Click “Submit”

Fill out profile form in 3-Steps. Click continue to progress to next page.
***Membership will cover the Fall, Spring and Summer semesters and renews every Fall. If you have already purchased membership for the OLLI class year, please skip this step and go page 9.***

Choose the correct membership for your location from the drop down screen, either Lexington or Morehead and then click “Submit”.

To find the membership page, please click “Membership” on the navigation panel.
Click “All Classes” on navigation panel to view all OLLI classes or click either “Lexington Courses or Morehead Courses” to navigate to a specific course.
Viewing Courses

OLLI at UK offers courses in Lexington and Morehead. As an Annual Member, you can register for courses at either or both sites. *Please note the location of the courses offered so you are sure to choose from the site of your preference.

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.
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—Either View Cart or Checkout

• To view items in your shopping cart, click “View Cart”, which will pop open a screen for you to review.
• To checkout, you can click “Checkout” from the pop up screen or...
• Click the “Checkout” icon to directly begin checkout.
Please verify the contents of your shopping cart are correct.

Registration Changes:

• If you need to add a class, choose from the navigation panel “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.
• Enter credit card number and expiration. (No spaces or dashes, just the numbers)

• Billing information will automatically fill with address from student profile, but you can change the information. **Make sure the credit card billing address matches the address in the billing information, if not, then manually change it.**

• Leave Shipping Information blank

• Click “Pay Now”.

• 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