1. Go to the Osher Institute at W&M Web site at www.wm.edu/osher.

2. In the center of the screen, click on the “REGISTER” button.

3. On the lower-left hand side of the screen, click "Sign Up" to create your student registration account. *If you already have an Iris account please skip to step 10*

4. The system will take you to the "Register for an Iris Account page" where you will follow the prompts to create your online profile. Please note that all fields are required.
5. Enter your email address in the first two designated fields.

6. Then create a password of your choice. *Note it must be at least 10 characters long.* Enter and re-enter the password in the designated fields.

7. Enter your First and Last name in the final two designated fields.

8. Write down your email address and password now, so that you can easily log back in to manage your requests, add courses, and update your contact information.

9. You should receive a confirmation email from Osher's new registration system, provided by Seattle Technology Group, (email will be from accounts@registration) indicating you have successfully created a new account with us!

10. To access your account, purchase a membership, and select your classes, please click on the link in the confirmation email. *Note: the link will begin with https://wm.irisregistration.com/Form/* (*If you already have an Iris account, please Log in with your username and password - see example below)
11. You will be taken to the registration screen. Begin by selecting your membership type and continue filling out your contact information and clicking "Next". Please note that all fields with an asterisk are required.
12. Select which membership type you would like to purchase (Regular Membership or Associate Membership). Once selected, scroll down the screen and click on "Next."

13. **Course Selection Page:** Select "Yes" or "No" on each topic area to indicate which type of courses you wish to view. Note: Only courses in areas you select "Yes" will appear for selection. If you wish to view all available courses you must indicate "Yes" on each topic area.

14. Scroll down this page to review the available courses. Select the box on the left-hand side of each corresponding course you wish to register for. Click "Next" when you have finished selecting your courses.

15. **One-Tme Lecture Page:** Scroll down this page to review the available one-time lectures. Select the box on the left-hand side of each corresponding lecture you wish to register for. Click "Next" when you have finished. **Note: You may take an unlimited amount of one-time lectures.**

16. **Activities and Town & Gown Pages:** Scroll down these pages to review the available activities and Town & Gown lectures. Select the box on the left-hand side of each corresponding activity or lecture you wish to register for. Click "Next" when you have finished. **Note: You may take an unlimited amount of activities and Town & Gown lectures.**

17. **Volunteer Page:** If interested, please review our available volunteer opportunities and select which you are interested in learning more about! Our office will then contact you with more information.

18. **Billing Information:** Please enter your billing information. This will be used to process your payment, including a credit/debit card where applicable. **Note: All fields are required.** Click "Save" when complete. If there is an error in your information the system will prompt you to fix it with instructions at the top of the page.
### Order Transactions

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Regular Membership. 1 @ $135.00.</td>
<td>2/13/2021</td>
<td>$135.00</td>
</tr>
<tr>
<td>8:12:08 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town and Gown Lecture Series - Thu 12:00 PM - 1:00 PM</td>
<td>2/13/2021</td>
<td>$0.00</td>
</tr>
<tr>
<td>6 session(s)</td>
<td>2/25/2021 - 4/15/2021</td>
<td>@ $0.00</td>
</tr>
<tr>
<td>8:12:08 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Order Balance:</strong></td>
<td></td>
<td><strong>$135.00</strong></td>
</tr>
</tbody>
</table>

Please select the type of payment you would like to make and the payment amount.

- **Payment Type:** Credit Card
- **Payment Amount:** $135.00

[Make a Payment]