1. Go to the Osher Institute at W&M Web site at [www.wm.edu/osher](http://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](http://www.wm.edu/osher) 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/...](https://wm.irisregistration.com/Form/...)* (*If you already have an Iris account, please Log in with your username and password - see example below)
11. Once logged in you will be taken to the **Registration Informational Page**: Please read this page in full and then click "Register Now" (Blue button).

**Member Information Page**: Please fill out fields with your member information. Then click "Next." All fields with * are required.
12. Select which membership type you would like to purchase (Regular Membership or Associate Membership). Once selected *you MUST click Add to Cart* then click 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 subject area.

14. **PRIORITIZE CLASSES:** (for Regular Memberships) Scroll down this page to review the available courses. You may prioritize up to 12 courses from the list. **Please indicate, in order of preference, your courses of choice by typing a number 1 (your first/highest choice) - 12 (your last/lowest choice) in the text box next to the course name.** Full descriptions of each course can be found in your course catalog and will be included on the summary email you will receive after completing this registration. The lottery will run and you will be enrolled in up to 8 courses as permitted by a regular membership level.

Click "Next" when you have finished prioritizing your courses.

15. **One-Tme Lecture, Activities Page, and Town & Gown:** After you finish prioritizing your courses, you will move on to prioritizing one-time lectures and activities on the next screens. Click "Next" when you have finished.

*Note:* You may take an unlimited amount of one-time lectures and activities (including T&G).

16. **Special events Page:** Here you may add special virtual programs at an additional fee (these are not included as a part of your membership fee). Please note, special events are on a first-come, first-served basis and are not included in the lottery process. Click Next when finished.

17. **Volunteer Opportunities Page:** If you are interested in volunteering, please select which activity you interested in - our office will contact you regarding this selection. Click Next.

18. **Cancellation Policy:** Please read the policy and type your initials indicating you have read and agree to the cancellation terms. (The deadline for a refund of the membership fee is the first day of the semester.) Click Next.
19. **Registration Review and Billing:** You'll notice that you will have an "Order Total" listed.

If you have a discount code for the summer session, you'll want to add it in the box where it says "Apply a coupon code:" and then click the button. Please type in your discount code and hit "Apply". You should see your "Order Total" adjust to the new balance of $0 for your membership fee. *You **MUST** click Finish Registration to complete your registration! Special event fees are not covered by any discount codes.

*If you do not have a discount code, please disregard the coupon code box.

20. Click the "**Continue To Checkout**" button to complete your registration.

You can make your Credit Card payment and you will see the balance due on the right side of the screen. When ready, click "**Make a Payment**" and you will be redirected to the online payment gateway because you have a balance due. If you used a discount code and have a $0 balance, you will not be redirected to the online payment gateway. The online payment gateway (TouchNet) accepts Visa, Master Card, and Discover. The site does not accept American Express.

Once you have applied payment, click Finish to ensure registration is submitted. You will receive a thank you message and a confirmation email with your registration details. If you have concerns your registration was not submitted properly, call our office at 757-221-1506 or email us at osher@wm.edu
HELPFUL TIPS:

- Write down and keep a copy of your prioritizations and have it handy when you begin working through the registration system. It will also help you to not lose track when prioritizing (the higher the priority, the lower the number - so, that means #1 is your highest priority).
- You will be able to scroll up and down through each type of offering (courses, one-time lectures, activities) which will make it easier for you to add your prioritizations into the boxes next to your choices.
- You can use the buttons at the bottom of each screen to move to the "Previous" screen or the "Next" screen. So you can toggle back and forth as needed during the registration process.