



Step-By-Step Registration Instructions for New Members

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 upper-left hand side of the screen, click “Browse”. Scroll down and click “Membership”.
4. Select the kind of membership (Regular or Associate) you would like to purchase for the semester from the “Purchase Membership” field. Then click “Submit”.
5. The system will take you to the Create New Student Profile page, where you will create your online profile. *Please note that fields marked with a red asterisk are required.*
6. Enter a user name of your choice. *Note it must be a minimum of 6 characters.* This can be an email address providing you and your spouse do not share the same email.
7. Create a password. *Passwords must be a minimum 8 characters, must contain a number and any two of the following: upper-case letters, lower-case letters, or special characters (for example: ({}!@\$%^&*).* Also, *your password cannot contain more than three letters of your last name.* Enter and re-enter the password in the designated fields.
8. *Write down your username and password now, so that you can easily log back in to manage your requests, add courses, and update your contact information. We suggest writing your username and password inside your CWA catalog and saving it until you receive the catalog for the next semester.*
9. Enter a password hint in the “Password Hint” field in case you forget your password in the future.

10. Select a verification question from the "Identify Verification Question" field. Enter the answer to the selected question in the "Identify Verification Answer" field.
11. Enter and re-enter your email address in the designated fields.
12. *If you have already chosen a membership, your choice will be reflected in the "Purchase Membership" field. If you have not chosen a membership type, or you would like to change your choice, you can do so in the "Purchase Membership?" field. Please note that in order to create your online profile, you will be required to purchase a membership.*
13. Enter your first and last name, as well as a nickname for your Osher nametag (nickname is first name only).
14. Enter your primary address and your phone number.
15. Click "Continue".
16. Select "Yes" or "No" to let us know if we may include you on our mailing lists to receive a catalog.
17. Answer the next few demographic questions which tell us if you are a graduate of W&M, what your work experience has been, how you heard about us, and your age range.
18. Click "Continue".
19. You can ignore the next two fields regarding company affiliation and maiden name.
20. Click "Submit". You will be taken to your shopping cart which will display your summer membership purchase.
21. Click on "Choose Additional Classes" button at the bottom of the cart.
22. Enter a keyword from a desired course title in the "search for a class" field in the upper-right side of the page and click "GO". Any course with that name will appear each in a rectangular box. At the bottom of the box you will see words add to cart or if full add to wait list.
23. Click "ADD TO CART" at the bottom of each course you want to add.
24. Repeat steps 22 & 23 until you have all desired courses in your cart.

25. If the course is full you will see the words: "Add to Waiting List". Click that if you wish to be added to the wait list for that course. We will contact you if an opening occurs.
26. When you have added all the courses and activities you want, click "View Cart" at the upper right of the screen, then click "Checkout".
27. Click on the words "Agree to Refund Policy All"
28. **On the next page, you MUST click "Checkout" AGAIN.**
29. Enter your credit card information, etc. and then click "Pay Now."
30. You will receive email confirmation of your successful enrollments AND wait listed courses.