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 CWA 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”.

21. You will be taken to your shopping cart to purchase your CWA membership for the semester. Click “Check Out”.

22. This takes you to the payment page. Enter your credit card information and expiration date. Your billing address should already be filled in. (Note the address must match the address on file with your credit card.)

23. Click “Pay Now”.

24. When you receive the message that your payment has been accepted,
scroll down and select “Register”.

25. 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”.

26. Click “ADD TO CART” at the bottom of each course you want to add. A pop-up window will ask if you will help as a host or class assistant for each course added to your cart. Enter “Yes” or “No” to each question and click “Submit”. Please consider volunteering for these easy but very important jobs. Training is provided. Note that your cart, found in the upper right of the page, will display the number of courses and/or activities added.

27. Click “Add to Waiting List” for each full course for which you want to be added to the waiting list. We will contact you if an opening occurs.

28. When you have added all the courses, one-time lectures, and activities you want (up to 8 courses and unlimited one-time lectures and activities for Regular members), you **MUST** click “View Cart” at the upper right of the page, the click “Checkout”.

29. On the **next** page, you **MUST** click “Checkout” **AGAIN**.

30. You will receive email confirmation of your registrations and waiting list courses.