



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. Click “**LOGIN/CREATE ACCOUNT**” and enter the Username and Password you created previously. Forgot your login information? Click on the “Forgot your username” and/or “Forgot your password?” links in the sign-in box. Not working? Call 221-1506 for assistance. **DO NOT** create multiple accounts.
4. On the upper-left hand side, click “Browse”. Scroll down and click “Membership”.
5. Select the **Summer Membership** from the “Purchase Membership” field, then click “Submit.”
6. The step above takes you to a new screen, here click on “Choose Additional Classes” button at the bottom of the page.
7. Enter a keyword a desired course title in the “search for a class” field in the upper-right side of the page and click “GO”.
8. Click "ADD TO CART" at the bottom of each course you want to add.
9. Repeat steps 7 & 8 until you have all desired courses in your cart.
10. 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.

11. When you have added all the courses and activities you want, click “View Cart” at the upper right of the screen, then click “Checkout”.
12. Click on the words “Agree to Refund Policy All”
13. **On the next page, you MUST click “Checkout” AGAIN.**
14. Enter your credit card information, etc. and then click “Pay Now.”
15. You will receive email confirmation of your successful enrollments AND wait listed courses.