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 type of membership (Regular or Associate) you wish like to purchase for the semester from the “Purchase Membership” field, then click “Submit.” Enter your credit card information, etc. and then click “Pay Now.”

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

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. 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 or activities added.

9. 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.

10. When you have added all the courses 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 screen, then click “Checkout”.

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

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