Step-By-Step Course
Request/Registration Instructions
for New Members

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 the **REGISTER** button.

3. On the left hand side of the screen, click “Browse”. Then scroll down and click on “Membership”.

4. Select the kind of membership (Regular or Associate) you wish 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 information.*

6. Enter a user name of your choice. *Note that the user name 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. Next create your 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 the password once, and then you will be asked to re-enter it.

8. *Record your username and password now in a convenient place, so that you may retrieve them when you would like to log in again to manage your requests, add courses, and update your contact information. We suggest writing this information inside your Osher Institute at W&M catalog and saving it until you receive the catalog for the next semester.*

9. Enter a hint in case you forget your password in the future.
10. Choose a verification question and answer.

11. Enter and re-enter your email address.

12. If you have already chosen a membership, your choice will be reflected here. If you have not chosen a membership type or you would like to change your choice, you can do so here. 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 Institute at W&M nametag (first name only).

14. Enter your primary address and your phone number.

15. Click “continue”.

16. 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 Osher Institute at W&M membership for the semester. Click “Check Out”.

22. This takes you to the payment screen. 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. You are now able to request courses. Click in the “search for a class” field at the top right of the screen, enter a keyword from a course title you wish to request, and click “GO.” Note courses do not appear in your cart – only the membership. Once you have paid for
membership, the cart will remain empty.

25. When you find the course you wish to request, scroll down and click “Request Class”.

26. For each course you request, a pop-up window will appear asking if you would like to serve as a host or class assistant for that course. Please enter “Yes” or “No” and click “submit”. We hope you will consider volunteering – these jobs are easy to do but very important to our organization, and training is provided.

27. A pop up screen asks if you want to continue registering. If yes, search for another course. Regular Members may request up to 8 courses, plus an unlimited number of activities and one-time lectures. Add one alternate in the event one of the courses you request is full.

28. After selecting the last course you wish to request, click “Prioritize.”

29. A screen appears that shows all of your selections. In the box to the left of each, enter a number to indicate your priority for that course, with number 1 being your highest priority. Prioritize activities and one-time lectures separately, if applicable, as these are prioritized separately from courses. When you are finished prioritizing all of your courses, activities, and one-time lectures, click the “Confirm Priorities” button.

30. Your request is now complete, and you may log out.