



Summer Registration Opens Monday, May 9 at 8am!

View the Course Catalog on
the Osher website and access
the registration link from
the website on Monday morning

Registration System Reminders

Welcome to IRIS, the registration system for Osher!

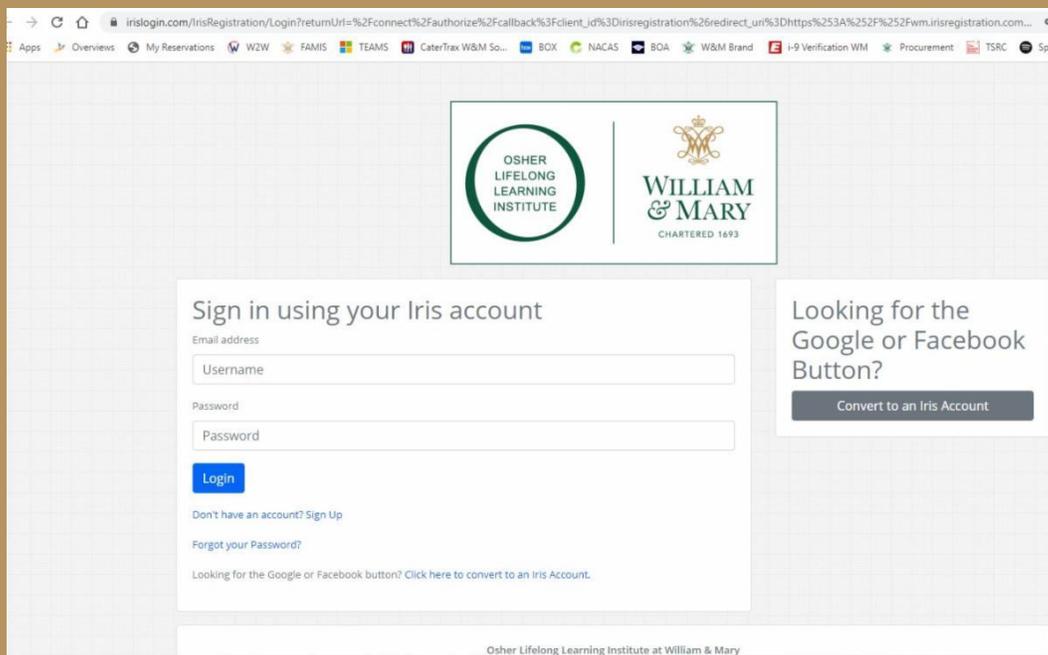
This step-by-step guide below can be used to assist you through the login and registration process.

Step 1:

Navigate to the new Summer Registration site home page via the registration link on the Osher website.

You will need to create an account the first time you log in. Please choose **"Don't Have An Account? Sign Up"** on the landing page to create your account.

If you have already created an account (because you registered for Summer 2021 or Fall 2022, etc.), you may be asked for the Registration System "Code", if so, please enter **OLLI2022SUMMER** to continue.



The screenshot shows a web browser window displaying the registration page for the Osher Lifelong Learning Institute at William & Mary. The page features the institute's logo and a sign-in form. The form includes fields for "Email address" (with "Username" as a placeholder) and "Password", a "Login" button, and links for "Don't have an account? Sign Up" and "Forgot your Password?". A separate box on the right asks "Looking for the Google or Facebook Button?" and contains a "Convert to an Iris Account" button. The footer of the page reads "Osher Lifelong Learning Institute at William & Mary".

Step 2:

If you do not already have an account, after clicking "Sign Up", you will be taken to a screen to create your account.

Please remember to keep your login and password in a safe and secure place. Your username should be your email address, the password can be one of your choosing. **Your password should be a minimum of 10 characters (a combination of upper case, lower case, and numbers only).**

After entering the required information, you'll need to click the "**Register**" button at the bottom of the screen.

Register for an Iris Account

Use the form below to create a new account.

Password must be between 10 and 64 characters long. The password strength must be Grade 3 - OK or Grade 4 - Strong.

Email

Confirm Email

Password

Password Strength:

Confirm Password

First Name

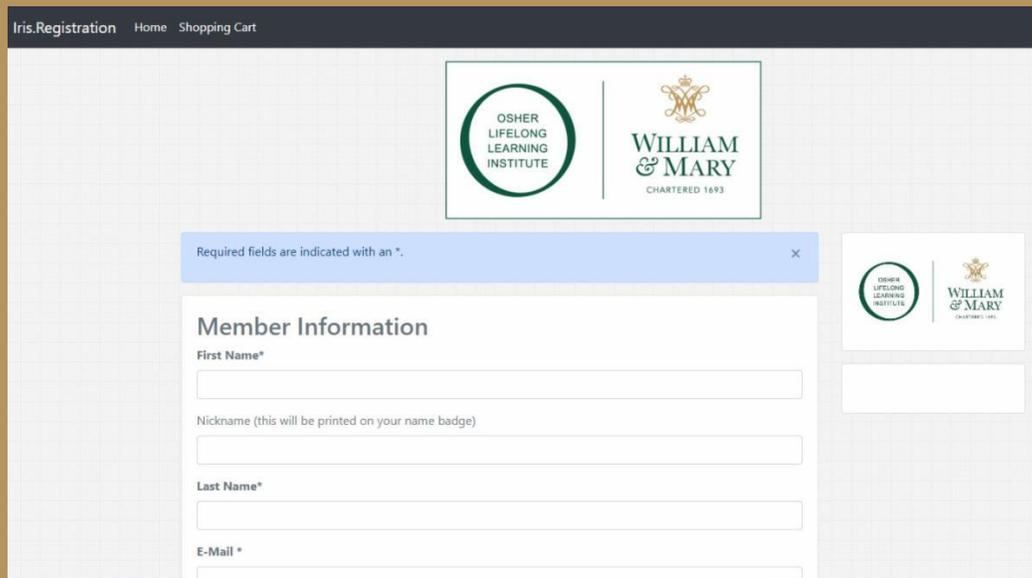
Last Name

Register

Step 3:

After you log in, you will be taken to the first page of the registration site.

You may be asked for the Registration System "Code", if so, please enter **OLLI2022SUMMER** to continue.



The screenshot shows the registration site interface. At the top, there is a navigation bar with links for "Iris.Registration", "Home", and "Shopping Cart". Below this, the logos for "OSHER LIFELONG LEARNING INSTITUTE" and "WILLIAM & MARY CHARTERED 1693" are displayed. A blue notification bar states "Required fields are indicated with an *". The main content area features a "Member Information" form with the following fields: "First Name*", "Nickname (this will be printed on your name badge)", "Last Name*", and "E-Mail *". Each field is represented by a white input box. To the right of the form, there is a smaller version of the Osher Lifelong Learning Institute and William & Mary logos.

We have only one membership type for summer and it will autocharge to your cart - so no need to add it to your cart, you'll find it present at the end of the registration process. Registration fee for summer session is \$35 per person and registration is on a first-come, first-served basis.

The summer session runs June 1-30, 2022.

Step 4:

When you're ready, after entering your general information on the first screen, click "**Next**" to move to the next screen to choose your courses and lectures for the summer.

Step 5:

After you finish advancing through the screens, choosing the courses and lectures you'd like to take this spring under their corresponding subject areas, you'll come to the checkout page. You'll notice that you will have an "**Order Total**" listed.

If you have a discount code for the fall session, you'll want to add it in the box where it says "**Apply a coupon code:**" before advancing any further. Please type in your discount code and hit "**Apply**". You should see your "**Order Total**" adjust to the new balance of \$0 for your membership fee. Special event fees are not covered by any discount codes.

If you do not have a discount code, please disregard the coupon code box.

Now, you can hit the "**Continue To Checkout**" button to complete your registration.

At this point, you can make your Credit Card payment and you will see the balance due on the right side of the screen. When ready, click "**Make a Payment**" and you will be redirected to the online payment gateway because you have a balance due. If you used a discount code and have a \$0 balance, you will not be redirected to the online payment gateway.

The online payment gateway (TouchNet) accepts Visa, Master Card, Discover, and American Express.

Registration Review

To see or review your selected courses, please click on the **Events** tab.

You can double check your rank order of courses at this time. If adjustments are needed, please use the "**Edit Your Registration**" link to go back into your registration to make changes before completing your transaction today.

[Edit Registration](#) [Edit Cart](#)

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m m m
Edit Billing Address

Apply a coupon code:
 [Apply](#)

[Continue To Checkout](#)

Items	\$135.00
Tax	\$0.00
Order Total	\$135.00



Order Transactions

Description	Date	Amount
1 Regular Membership. 1 @ \$135.00.	7/21/2021 10:09:01 PM	\$135.00
iMovie for iOS (iPad and/or iPhone) - Rick Chase Fri 9:30-11:30am 3 Sessions 10/29/2021-11/12/2021 Zoom, 5 @ \$0.00	7/21/2021 10:09:01 PM	\$0.00
Mastering Your iPhone/iPad Camera and Photo Applications - Rick Chase Wed 9:30-11:30am 3 Sessions 11/17/2021-12/8/2021 Zoom, 1 @ \$0.00	7/21/2021 10:09:01 PM	\$0.00

Please select the type of payment you would like to make and the payment amount.

Payment Type:

A full payment is required.
 Payment Amount:

[Make a Payment](#)



If you have any questions as you're working to log in to IRIS for the first time, call us at 757-221-1506 or send an email to osher@wm.edu and we'll set up a time to assist you one-on-one! If you accidentally purchase a duplicate membership, please call the office so we can assist you.

******* HELPFUL TIPS *******

Write down and keep a copy of the classes you're interested in or mark up the pages in your catalog and have it handy when you begin

working through the registration system. It will also help you to not lose track when registering. The registration system is organized in the same order as the catalog.

You can use the buttons at the bottom of each screen to move to the "Previous" screen or the "Next" screen. So you can toggle back and forth as needed during the registration process.

You may re-enter the registration system to change your classes at any time. If you are asked for a code at the beginning of the registration process, use **OLLI2022SUMMER**

*******IMPORTANT*******

**Please take your time moving
through the registration system.**

There is a very large amount of data contained on each screen, please scroll down through each screen to scan courses (listed with instructor, date, and time). You are able to navigate to the previous page if needed during the registration process.

We hope you find the new registration system, IRIS, a user friendly experience with information organized in a logical manner.

[Make a Gift to Osher Lifelong Learning at William & Mary](#)

