



MEMBER PORTAL GUIDE

SIGNING IN

To sign in to your OLLI at UNT member account, go to olli.unt.edu/members and click **Sign In**. Then scroll down until you see the sign in fields that are pictured below. Enter your Username & Password and then click the green **Sign In** button.

Sign in to existing account

A screenshot of the sign-in form. It has two input fields: "Username:" and "Password:". Below the fields are two links: "Find my Username" and "Reset my Password". A green "Sign In" button is located in the bottom right corner of the form area.

Username:

Password:

[Find my Username](#)
[Reset my Password](#)

Sign In

RECOVERING YOUR USERNAME

Forgotten your Username? Go to olli.unt.edu/members and click **Recover Username** to be taken to the Username Recovery screen. Here, you'll be asked to provide the email address associated with your member account. Once you enter your email address, click the green **Find My Username** button to receive an email containing your Username.

Username Recovery

If you are unable to log in or forgotten your username, please follow the instructions below. If you continue to have trouble, please contact our registration office: olli@unt.edu or 940-369-7293.

To recover your username:

1. Enter the email address associated with your member account.
2. Click on the "Find my Username" button
3. An email will be sent to you that includes the username associated with your email address.

Enter the email address you used for registration.

A screenshot of the username recovery form. It has one input field labeled "Email:". Below the field is a green "Find My Username" button.

Email:

Find My Username

RESETTING YOUR PASSWORD

Forgotten your Password? Go to olli.unt.edu/members and click **Reset Password** to be taken to the Password Reset screen. Here, you'll be asked to provide your Username and the email address associated with your member account. Once you enter both of these, click the green **Reset My Password** button to receive an email containing a new temporary password.

Password Reset

If you are unable to sign in or forgotten your password, please follow the instructions below. If you continue to have trouble, please contact our registration office: olli@unt.edu or 940-369-7293.

To reset your Password:

1. Enter the unique username associated with your member account.
2. Enter the email address associated with your member account.
3. Click on the "Reset my Password" button
4. An email will be sent to you with a temporary password for you to access your account.

Enter the email address and username you used for registration.

Username:	<input type="text"/>
Email:	<input type="text"/>
<input type="button" value="Reset My Password"/>	

Once you receive this new password, repeat the steps for signing in to your account (included in the previous section of this Guide) using the new password. You can then follow the instructions for creating your own new password included on the next page of this Guide.

Please, don't share your password via email!

Our staff does not have access to your password and cannot verify it for you.

MANAGING YOUR ACCOUNT

Once you've signed in to your account, you will see a list of menu options near the top of your screen. You can manage your account by clicking the **My Account** option in that menu. You will then be shown your Account Overview and a list of options. The following sections of this Guide will cover the options included in your Account Overview.

Welcome, Jordan

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Account Overview

Select from the options below.

[My Profile](#)

[My Username & Password](#)

[My Order History](#)

[My Course/Event List](#)

[My Membership](#)

EDITING YOUR MEMBER PROFILE

If you've recently moved, changed your email address, or gotten a new phone number, you can update your profile details by clicking the **My Profile** option. You will then be shown a screen with several fields containing your contact information. You can make changes by deleting the outdated information in any field and typing new information in its place. Once you're finished, be sure to click the green **Save Changes** button at the bottom of your screen.

CHANGING YOUR USERNAME OR PASSWORD

It's not a good idea to use the same Username and Password for different websites. We recommend that your OLLI at UNT Username & Password are unique. You can change these by clicking the **My Username & Password** option.

CHECKING YOUR MEMBERSHIP EXPIRATION DATE

If you'd like to confirm the date when your current membership will expire, click the **My Membership** option. You'll then be shown your membership type and the date when the membership will expire (365 days after the date of purchase). If your membership expiration date falls in the middle of a semester, you will be able to attend courses and events through the end of that semester. Once the semester ends, you will need to purchase a new annual membership.

To purchase a new membership, click the Categories option at the top of your screen. Then click the image for the Membership category to select your new annual membership option.

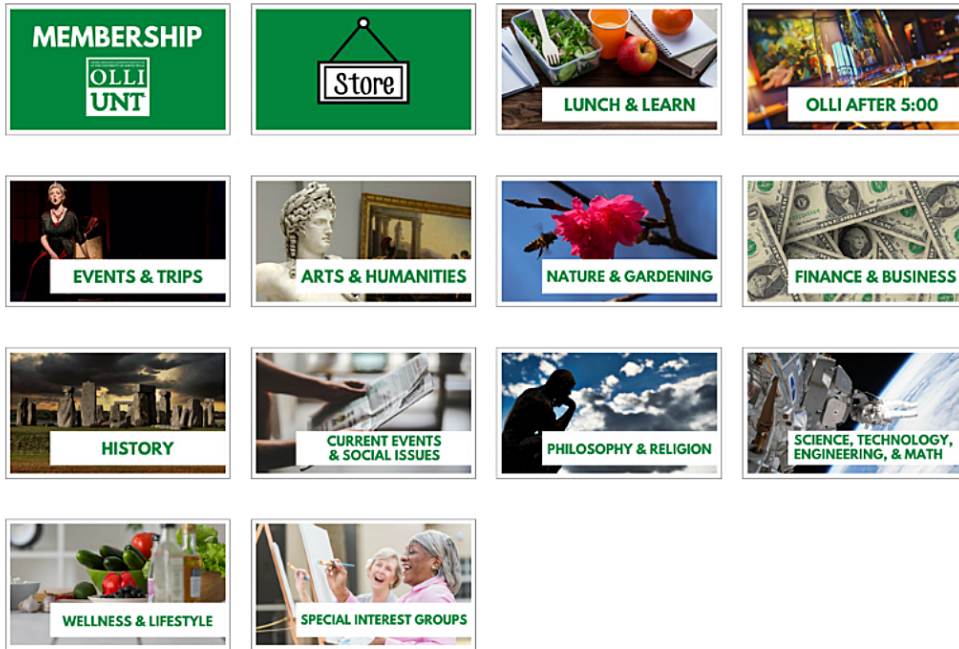
ENROLLING IN COURSES & EVENTS

To view the categories of courses & events being offered, click the Categories option at the top of your screen on the right-hand side. Then, click on any category image to view the courses or events listed under that category.

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Click on a category image below to view its contents.



To enroll in a course or event, click the green **Add To Cart** button directly below the description. If you do not see the button, it may mean that your membership has expired. If that's not the case, please contact olli@unt.edu for assistance.

2018 Fall Kickoff

Whether you're a current member or interested in joining OLLI at UNT for the first time, come enjoy refreshments and listen to informative presentations from OLLI at UNT members, faculty, and staff. At this event, you can pick up a copy of our printed catalog as well as registration and enrollment forms. Join OLLI at UNT on site or take information home with you to register at your convenience.

This event is open to the public as well as OLLI at UNT members.

Fee: \$0.00

Instructor: [Stephanie Reinke](#) Capacity Remaining: 49

Start Date - End Date: 8/7/2018 - 8/7/2018 Time: 1:00 PM - 2:30 PM

Sessions: 1 Day(s) of Week: Tu

Building: [Flower Mound Senior Center](#) Room: Shirley Voirin Ballroom A

[Add To Cart](#)

TIP: When you add an item to your shopping cart, you will then be taken to a new screen that shows your shopping cart. If you have more items to add and want to pick up where you left off, try clicking your internet browser's "back" button.

SEARCHING COURSES & EVENTS

By clicking the Search option at the top of the screen, you can conduct an Advanced Search of our Course & Event offerings. Enter search terms related to your interests in the **Keyword** field (such as war, retirement, music, birds, etc.) to search for courses and events that have been tagged with those terms. If you have a favorite instructor, find their name on the **Instructors** list and click it so that the name is highlighted (hold down the Ctrl key to select multiple names). If you want to search for classes that occur on particular days of the week at particular times of day, check the appropriate boxes in the **Schedule** section. Once you've finished setting the criteria, click the green **Search** button to view your results.

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Advanced Search

Search for a course by keyword and/or advanced search criteria.

Search

KEYWORD(S)

CATEGORY

—All Categories—

COURSE PRICE

All Prices

SCHEDULE

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Morning

Afternoon

Evening

INSTRUCTORS

—All Instructors—

Anderson, Thome

Budnar, Carolyn

Benningsfield, Milo

Bytacek, Glen

Booth, John

Brandon, Lynn

Briggie, Amber

Bueche, Fred

Caraway, Georgia

Chen, Paul

Starting on or after

(MM/DD/YYYY)

Search

CHECKING OUT

Once you're finished adding things to your cart, you'll need to check out in order for those courses and events are added to your account. Click the **View Cart** option at the top of your screen. You should then see all of the items that have been added to your cart. If you are an All Courses Included member, you should also see that any course fees associated with courses in your cart have been deducted from your Total. These deductions will be labelled as a **Membership Discount**.

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Shopping Cart

Preview the items in your cart.
To continue shopping, click **Categories** in the menu above. If you're done shopping, click **Check Out** below.

ITEM	PRICE	DETAILS
A Brief History of Early Jazz Section A 10:30 AM-12:00 PM 10/12/2018-10/12/2018 1 Sessions , Room: 4th Floor Lounge Instructor: Ron Fink	\$10.00	Remove item
Bumper Sticker Section 001 12:00 AM-12:00 AM 8/27/2018-8/27/2018 0 Sessions , Room: Instructor:	\$3.00	Remove item
Membership Discount	\$-10.00	
TOTAL:	\$3.00	

How did you hear about us?
--Select One--

Check Out

- Click the green **Check Out** button at the bottom of your Shopping Cart screen.
- You will then be taken to a screen asking for your contact information. Since you're already a member, these fields will automatically be filled for you. Scroll to the bottom of the screen and click the green **Next** button.
- If you have any **Promo Codes**, you'll be able to enter them on the following screen. If not, click **Next** again.
- The following screen will confirm that you'll be paying with a credit or debit card. Once again, click **Next** to continue.
- The following screen will ask for your **Billing Information**. If your billing address is the same as the address already associated with your member account, click the checkbox at the top of the screen. All of the field below will then go gray, allowing you to click the **Next** button at the bottom of the screen.
- The next screen will confirm all of the details from the previous screens. If all of the information appears correct, click the **Purchase** button at the bottom of the screen.
- You will then be handed off to UNT's secure credit card payment portal, where you will enter your credit card information.

VIEWING & PRINTING RECEIPTS FROM PREVIOUS PURCHASES

If you need to confirm a purchase that you have made through our site previously, click the **My Order History** option. A list of your previous transactions (since August 1, 2018) will be shown.

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History

Your previous purchases...

Click on the order number to view order details.

ORDER NUMBER	ORDER DATE	TOTAL
1000012	Wednesday, June 13, 2018	\$0.00
1005864	Thursday, July 19, 2018	\$0.00

Click on any **Order Number** to be shown a receipt for that transaction. You can print the receipt by clicking the printer icon in the top left hand corner of the receipt.



Order Receipt
August 1, 2018

Osher Lifelong Learning Institute at the University of North Texas
1155 Union Circle #310560
Denton, Texas 76203
940-369-7293
olli@unt.edu



Jordan Williams
1100 Dallas Drive
Suite 112
Denton, TX 76205

Order number: 1000012
Order date: 6/13/2018 2:03 PM
StudentID: CE1000011
Last Modified: 6/13/2018 2:03:35 PM
Modified By: Jordan,Williams
Emailed: Yes

Status	Item	Price	Qty	Students	Total
Registered	19-01; 18-01CLTES1234A : CampusCE Test Course Section AS 12:00 AM-1:00 AM 10/5/2012-12/7/2012 10 Sessions, Room: Instructor:	\$1.05	1	Jordan Williams	\$1.05
Registered	Membership Discount	\$1.05	1	Jordan Williams	(\$1.05)
SubTotal:					\$0.00
Total:					\$0.00
Paid:					\$0.00
Balance Due:					\$0.00

Student Information
Jordan Williams
1100 Dallas Drive
Suite 112
Denton, TX 76205

Payer Information

Payment Information

VIEWING & PRINTING YOUR COURSE/EVENT LIST

Want to see a list of the courses/events in which you've enrolled? Click the **My Course/Event List** option. You'll then be shown a list that you can sort using the **Sort By:** drop-down menu. You can sort the list by any of the fields included.

Please be aware that the SKU field includes internal codes that will not be relevant to you as a member. Most likely, you will want to sort the list by **Term** (or semester), **Title** (alphabetically), **Instructor** (alphabetically), **Date** (chronologically), **Building** (alphabetically), **Room** (alphabetically), or **Time** (chronologically).

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My Course/Event List

Click on the title to view course/event details.

Sort by :
SKU

Status :
--All--

Term :
--All--

Print

SKU	TERM	TITLE	INSTRUCTOR	CLASSDATES	BUILDING	ROOM	TIME	STATUS
18-01CLTES1234A	Fall 2018	CampusCE Test Course	test zctestinstructor	10/05/2012 - 12/07/2012			12:00 AM - 1:00 AM	Registered
19-01CLSET7003A	Fall 2018	2018 Fall Kickoff	Stephanie Reinke	08/07/2018 - 08/07/2018	Flower Mound Senior Center	Shirley Voirin Ballroom A	1:00 PM - 2:30 PM	Registered

Once the list has been sorted to your liking, you can click the green **Print** button to open a printable version of the list in a new window. Then, click the printer icon at the top of the new window to send the list to your printer.

WE'RE HERE TO HELP

Do you have a question that isn't covered in this guide? Click the Help option at the top of your screen to send us a message. You can also contact us by emailing olli@unt.edu or calling 940-369-7293.

Please, don't share your password with us via email!

Our staff does not have access to your password and cannot verify it for you. If you've forgotten your password, you can reset it by following the instructions on page 2 of this guide.