OLLI at TTU Online Registration Tutorial

OLLI online registration works best in the google chrome browser.

1. Click the link below to begin.
https://www.depts.ttu.edu/olli/ellucian/elevatePreview/

This will be the first screen that you see.

Select where you attend OLLI classes to filter to view just those classes in your area.
Or if you are searching for a specific class use the filter box to search.

To find out more information about a class, click on the plus sign to expand the details.
2. If this is a class that you would like to register for click the Add Course button on the right hand side. At this time we are not able to register more than one person at a time for classes, i.e. Mr. and Mrs.
The course you selected will now be visible in your shopping cart.

### OLLI Course Signup Preview

**Filter By Location:**
- All Locations
- TTU Lubbock
- TTU at Abilene
- TTU at Fredericksburg
- TTU at Highland Lakes

**Dark Skies**

<table>
<thead>
<tr>
<th>Date: September 20, 2018</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Dark Skies and Why They Matter</strong></td>
<td>All plants and animals, including humans, evolved in a world cycled by the natural rhythms of daylight and dark, star-filled, night skies. In less than 150 years, the electric light has upset that rhythm, disrupting billions of years of natural darkness. “Dark Skies and Why They Matter” will educate our community about the impact of artificial light on all living things and, importantly, how to use “dark sky friendly” lighting in residential and commercial settings. Come learn how too much man made light during the night affects nature, our human health, decreases security, safety, and is an economical waste. Bridget’s talk will open your eyes to a concern you may never have thought about.</td>
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**Instructor:** Bridget Langdale, BFA, MRE, works with the International Dark Sky Organization and the Hill Country Alliance to increase public awareness about light pollution and to offer common sense solutions for individuals, businesses, communities, city councils, and county commissions.

Continue to review other courses by expanding and contracting the course listings by clicking the plus and minus signs.
3. Once you have selected the courses that you would like to register for. Click on the button that says checkout on the right hand side.

Once you have clicked checkout you will be taken to this page to create an account.
Fill in the First Name, Last Name and Email Address fields and click the button that says New Account. In the future when you visit this site you will click the button for returning students.

Once you have an account set up you will click the button for returning students.

Complete the requested fields to confirm your email address and include your birthday. Birthday is an important field to reduce any duplication of accounts and must be filled in to continue the registration. Click next when complete.
Choose a username and password. Select a security reminder question from the drop down menu. Answer your security question in the space provided and then confirm your answer in the additional space.
Continue to fill out required fields.

If your mailing address and your home address are the same click the box marked – Same as Home Address to autofill this fields. If you do have a different mailing address enter it in the fields shown.

Don’t forget to select your county from the drop down menu highlighted below. You will not be able to advance unless you select your county.
The registration system is equipped with an address verification feature that could provide the message listed below. You can either use the suggested address or use what you entered.

The next page or pages (depending on how many classes you signed up for) will include information on the classes registered for. Click next if the information is correct.
The next page includes a rundown of your class fees with a total due at the bottom of the page. Click next to be taken to the payment screen.

4. On this page enter your credit card number in the field designated. Click continue to advance.
Once you have completed your registrations and made payments you will get an email verification similar to the one below.

8/8/2018

Gmail - Thank you for your payment

Thank you for your payment
1 message

financial.services@tu.edu <financial.services@tu.edu> Tue, Aug 7, 2018 at 3:45 PM

This is an automated message to confirm that your payment has been submitted in the Amount of [$20.00]

Your Payment Method -- [xxxxxxxxxxxxxxxxxxxx]

Your Confirmation Number -- [20180807000000]

Sincerely,

Texas Tech University