Pro Class
Online Registration
305-919-5900
Not sure if you have an account in the system already?

Call: 305-919-5900
CREATE NEW ACCOUNT
1. Click on “Start Here”
1. Create a Username (you may want to use your email address, but it is not required)

2. Create a Password
   • Must contain:
     • An uppercase letter
     • A minimum of 3 lowercase letters
     • A number
     • A non-numeric character (e.g. $ @ # %)

3. Confirm Password
*ONLY fields with a red star are required.

1. Relationship to account = Individual (only option)
2. (Optional) Referred by <this is a drop down with options>
3. First name
4. Last name
5. (Optional) Gender
6. Home Phone (xxx-xxx-xxxx) <or the number you want us to use>
7. (Optional) Work Phone and/or Mobile
8. Email
9. (Optional) License Plate Number (used for parking at FIU)
Primary Address

1. Country
2. State
3. Address Line One
4. (Optional) Address Line Two (apartment, building, etc.)
5. City
6. Zip

Click “Submit”
ACCESS ACCOUNT
Log in to existing account.

1. Enter Username
2. Enter Password
3. Click “Login”
   • Click “Forgot Password” if you do not remember your password.
Navigation

Home = OLLI at FIU Website

Search = Search for online classes to register for

Select Membership = Add or renew membership

Donate Option
1. Select Semester (Winter A 2020)
2. (Optional) Content Area
3. (Optional) Class Type
4. (Optional) Day
5. Show = Classes (Bundles not available at this time)
6. Search
Welcome to OLLI at Florida International University

- If you are new to this site, create an account first.
- If you are a returning user, log in to your online account or click the **Forgot Password** to retrieve your username/reset your password.
- Help on how to Retrieve your Username and Reset your Password, click here.
- Select Semester below to start registering for classes.

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**Art History**

Content Area: Art History | Level: Anyone
Instructor(s): Droulers, Armando

Date: 1/13/2020-2/17/2020 | Location: Biscayne Bay Campus | Room: TBD
Time: 12:30 PM-2:00 PM EST on Mon
Course Fee: $100.00

**Beginning Drawing**

Content Area: Art | Level: Anyone
Instructor(s): Cohen, Silvia

Date: 1/13/2020-2/17/2020 | Location: Biscayne Bay Campus | Room: AC2-212
Time: 10:30 AM-1:30 PM EST on Mon
Course Fee: $85.00

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- **Membership Required**
  - Determines if you need to be a member to register.

- **You must become a member before you can register.**

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**Course Title**
Click on title to see description.

**Instructor**

Class dates & location
Class time
Class fee
Example of a course that is open to anyone.
Click “Register” to add to your cart.

Author discussion: The Apple and the Shady Tree
1-Time Lecture | Available
Content Area: History, Literature | Level: Anyone
Instructor(s): Novick Goldberg, Lisa
Date: 2/10/2020 (one day) | Location: Total Wines & More | Room: Private Event Space
Time: 4:00 PM-6:00 PM EST on Mon

Register
After you click “Register”, this is the screen that will appear. 

Click “Continue” to keep adding classes. 

Click “Checkout” to continue to payment options. 

If you click “continue” and decide you really wanted to “checkout”, you can go to your “shopping cart”. 

<To right corner of your screen.>
1. Check classes you registered for.

2. Delete those you don’t want.

3. Review terms using scroll on side.

4. If you agree…Agree to Terms of Use.

5. Click “Continue”.

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<table>
<thead>
<tr>
<th>Student</th>
<th>Type</th>
<th>Description</th>
<th>Action</th>
<th>Course Fee</th>
<th>Additional Fees</th>
<th>Additional Items</th>
<th>Payment Options</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>× Andre, Sherry</td>
<td>1-Time Lecture</td>
<td>Winter A 2020 – Author discussion: The Apple and the Shady Tree</td>
<td>Register</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
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</tbody>
</table>

Subtotal: $0.00

Total: $0.00

Amount Due Today: $0.00

You have no amount due today.

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**Terms of Use**

**Florida International University Osher Lifelong Learning Institute (OLLI)**

Payment and Refund Policy

Payments:
- All payments must be made in full on or before the first day of each course.
- Payments are credit card ONLY. Payments in cash or by check will not be accepted.
- OLLI membership (a separate fee) includes the following benefits:
  - Discounted course fees (see course only at [https://ollii.fiu.edu](https://ollii.fiu.edu))

I have read and agree with the policies and procedures set forth.

[Continue]
First time payments will be required to submit a new card.

You may save the card if desired (optional).

Complete CC info and verify billing address or enter a new one.

You may also add a new email if desired.

Click “Submit”.
### Your Account

Scroll down to review registrations, payments, and contact info.

#### Printable invoices/schedules

<table>
<thead>
<tr>
<th>Student</th>
<th>Type</th>
<th>Class</th>
<th>Start Date</th>
<th>Balance</th>
<th>Mark</th>
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<tbody>
<tr>
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<td>1-Time Lecture</td>
<td>Presidential Assassin.</td>
<td>2/20/2020 12:30 PM EST</td>
<td>$15.00</td>
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<td>1-Time Lecture</td>
<td>Author Discussion</td>
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<td>Download PDF</td>
</tr>
<tr>
<td>Andre, Sherry</td>
<td>1-Time Lecture</td>
<td>Author Discussion</td>
<td>2/20/2020 12:30 PM EST</td>
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