

Quick Guide to Registration

Spring 2024



**Getting Ready:
Spring 2024 at the Osher Institute**

I. Navigate the New Website

II. Create an Account (first-time users only)

III. Register



Site URL
learnatosher.wm.edu

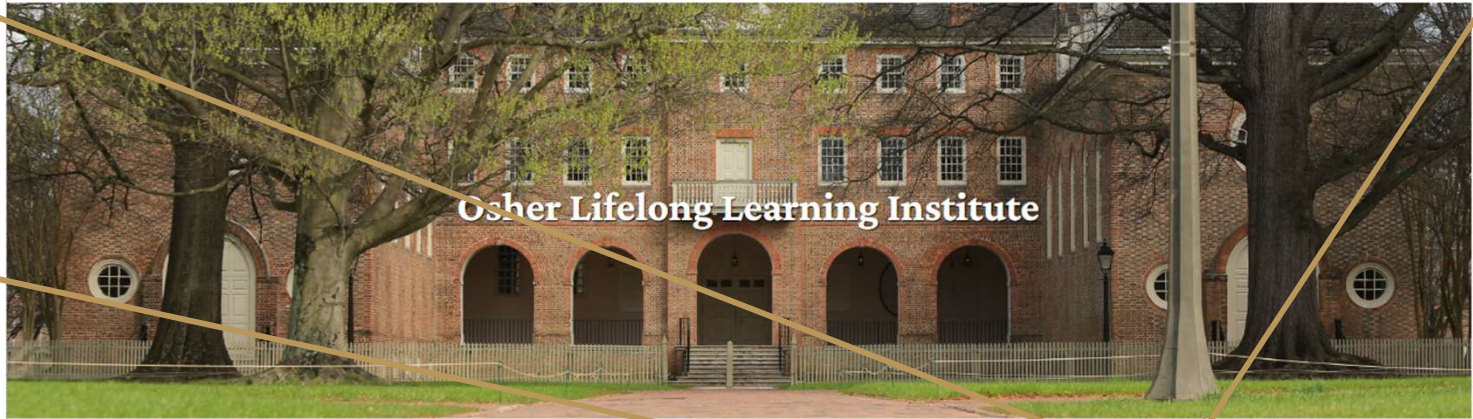
learnatosher.wm.edu/vm/category/category.aspx



Advanced Search

Home

Click to return to this page ("home page")



Osher Lifelong Learning Institute

Contact Sign In Cart Account Home Search

"Quick Click"

- Contact
- Sign In
- Account
- Home
- Search

Main Content

- **Get Started**
Registration tools & tasks
- **Courses**
View & select
- **Resources**
Info, map, forms, class notes, etc.
- **Connect**
Learn more, reach out, support, get involved

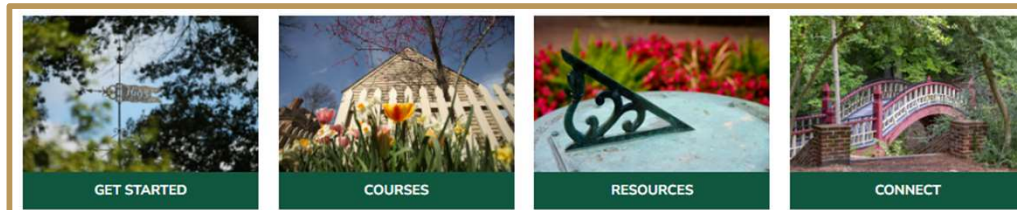
Welcome to Spring 2024

Cool days will soon turn warm, beckoning tulips, redbuds, and dogwoods to rise and shine – heralding a new season of life and learning

Come, experience Springtime at Osher

CREATE MY ACCOUNT

New User Account Setup



Fast Scroll to Top of Page



Main Content

All site content is clickable from this (home) page

Content is organized into 4 categories:

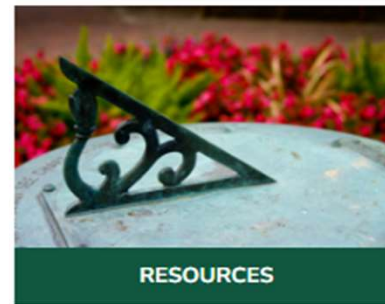
Get Started
- Registration tasks and tools



- ★ Register
- ★ Buy a Parking Permit
- View Catalog PDF
- Catalog Updates
- Registration Tips
- Class Selection Worksheet



- by Subject Area
- All
- New
- Zoom
- Advanced Search



- Locations & Parking
- Campus Map
- Course Notes
- Calendar
- Scholarships
- Policies & Forms



- About
- Give
- Volunteer
- Teach
- Advertise
- Contact



WILLIAM & MARY
CHARTERED 1693

Osher Lifelong Learning Institute at William & Mary

5330 Discovery Park Blvd., Williamsburg, VA 23188

wm.edu/osher • osher@wm.edu • (757) 221-1506

Office hours: Monday-Friday, 8 a.m. – 5 p.m.

Main Content

All site content is clickable from this (home) page

Content is organized into 4 categories:

Get Started

- Registration tasks and tools

Courses

- View classes (by a variety of parameters)

- Select classes (after signing in and adding membership to your cart)

- Organized by date within subcategory



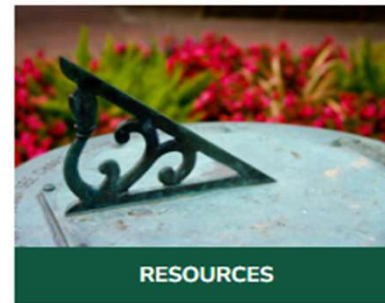
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COURSES

- by Subject Area
- All
- New
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- Advanced Search



RESOURCES

- Locations & Parking
- Campus Map
- Course Notes
- Calendar
- Scholarships
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CONNECT

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- Information, map, class notes, forms, etc.

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- Learn more, reach out, support, get involved



GET STARTED

- ★ Register
- ★ Buy a Parking Permit
- View Catalog PDF
- Catalog Updates
- Registration Tips
- Class Selection Worksheet



COURSES

- by Subject Area
- All
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- Advanced Search



RESOURCES

- Locations & Parking
- Campus Map
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Step 1

Click to Create Your User Account

- **New users must set up an account to register for courses** (we're all new users this semester)
- **Once and done**
 - Once you have an account, you will use this same login each semester

The screenshot shows the website learnatosher.wm.edu/wm/category/category.aspx. The header includes the Osher Lifelong Learning Institute logo and the William & Mary logo (Chartered 1793). The main banner features a photograph of a brick building with the text "Osher Lifelong Learning Institute". Below the banner is a navigation bar with links for Contact, Sign In, Cart, Account, Home, and Search. The main content area has a "Welcome to Spring 2024" heading, followed by a paragraph of text and a "Come, experience Springtime at Osher" sub-heading. A "CREATE MY ACCOUNT" button is highlighted with a red box and a red arrow pointing to it from the text "Click to Create Your User Account". Below the button are four image-based navigation tiles: "GET STARTED", "COURSES", "RESOURCES", and "CONNECT". A "TOP" button is visible in the bottom right corner.

Step 2

To Create Your New Account

Important! The login information you used to register in previous semesters is NOT recognized by this new system

Be sure to enter your information in the “Create New Account” box, NOT the “Sign in to Existing Account” box

A Choose a user name

B Choose a password and retype it

C Specify your email* and retype it

***Tip:**

You and your spouse/partner can use the same email address, but you must create separate accounts – each with a unique user name

Make a note of your user name and password

D Click “Create Account”

Contact Sign In Cart Account Home Search

Sign In / Create an Account

Already have an account?
Great! You'll need to sign in below to register for courses, prioritize your class selections, and add or change classes.

First-time user?
Welcome! Let's create your account so you can get started. Here's how:

1. Choose a user name

- At least 6 characters
- Any combination of letters and number
- Not case sensitive

2. Choose a password

- At least 6 characters
- Any combination of upper- and lower case letters, numbers, and special characters: !@#\$%^&*~+=|<>?/\
- Password is case sensitive; you must enter it exactly the same each time

3. Specify your email address

- **Note:** You and your spouse/partner must use the same email address. But you each must have a separate member account (i.e., a unique user name/password)

4. **TIP:** Make a note of your user name and password. You'll need it to register, review your course selections, rank your courses for the lottery, and more.

Sign In to Existing Account

Username:

Password:

Sign In

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

Create New Account

Username: **A**

Password: **B**

Retype password:

Email: **C**

Retype email:

Create Account **D**

Rules for creating your user name and password

Step 3

Complete Your Member Profile

- Required fields are marked with an asterisk (*)
- Prefer the Course Catalog by Mail?
(be sure to check the box)
- Click Submit to Finish Your Profile

My Information

Enter your contact information and click Submit.
Required fields are indicated by an asterisk (*)

Title:

* First name:

Initial:

* Last name:

* Address 1:

Address 2:

----- Intentional break in display of the form's fields for demonstration purposes -----

* Highest Level of Education:

Are you a US Military member (active or retired)? *

Please check the box if you are a William & Mary alumnus

Check this box if you prefer the catalog via U.S. mail rather than email.

Welcome

Now that you have an account...

...you're ready to register

...prioritize classes for the early reg lottery

...view your class choices (and your class schedule)

...update your contact info

... buy a parking permit

...reset your password

...participate!

The screenshot shows the Osher Lifelong Learning Institute website. At the top, there are logos for the Osher Lifelong Learning Institute and William & Mary. Below the logos is a large banner image of a brick building with arches. The text 'Osher Lifelong Learning Institute' is overlaid on the banner. A white box with the text 'Welcome, Mary Jane' is positioned over the banner. Below the banner, a navigation bar contains links for 'Contact', 'Sign Out', 'Cart', 'Account', 'Home', and 'Search'. A red box highlights the 'Welcome, Mary Jane' text, with a red arrow pointing from the text 'Welcome, Mary Jane' in the slide to this box. Below the navigation bar, the main content area features a 'Welcome to Spring 2024' heading, followed by a paragraph of text: 'Cool days will soon turn warm, beckoning tulips, redbuds, and dogwoods to rise and shine – heralding a new season of life and learning'. Below this is another paragraph: 'Come, experience Springtime at Osher'. A green button labeled 'CREATE MY ACCOUNT' is centered below the text. Below the button are four columns of content, each with a representative image and a heading: 'GET STARTED' (with an image of a signpost), 'COURSES' (with an image of a building and tulips), 'RESOURCES' (with an image of a compass), and 'CONNECT' (with an image of a bridge). Each column has a list of links below its heading.

GET STARTED	COURSES	RESOURCES	CONNECT
<ul style="list-style-type: none">RegisterBuy a Parking PermitView Catalog PDFCatalog UpdatesRegistration TipsClass Selection Worksheet	<ul style="list-style-type: none">by Subject AreaAllNewZoomAdvanced Search	<ul style="list-style-type: none">Locations & ParkingCampus MapCourse NotesCalendarScholarshipsPolicies & Forms	<ul style="list-style-type: none">AboutGiveVolunteerTeachAdvertiseContact

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All You Need to Know to Register

1. Sign in

You did create a user account, right?

2. Click on “Register”

It’s on the Home page under “Get Started”



3. Add a membership to your cart

(unless you are already a Spring member and have returned to add classes to your schedule)

4. Add courses to your cart (or join the wait list)

5. Check out

Done!



Let's Try It

1. Be sure you're signed in
 2. Click "Register"
 3. Add a membership to your cart
(unless you are already a Spring member and have returned to add classes to your schedule)
 4. Add courses to cart or join wait list
 5. Check out
(pay securely by credit card)
- Done!**



The screenshot shows the Osher website home page for Spring 2024. At the top, a navigation bar includes links for Contact, Sign Out, Cart, Account, Home, and Search. A red box highlights the text "Welcome, Mary Jane" in the top left corner. The main heading is "Welcome to Spring 2024", followed by a seasonal message and a "CREATE MY ACCOUNT" button. Below this are four columns: "GET STARTED" (with a star icon next to "Register"), "COURSES" (with "by Subject Area"), "RESOURCES" (with "Locations & Parking"), and "CONNECT" (with "About").

GET STARTED	COURSES	RESOURCES	CONNECT
★ Register	by Subject Area	Locations & Parking	About
Buy a Parking Permit	All	Campus Map	Give
View Catalog PDF	New	Course Notes	Volunteer
Catalog Updates	Zoom	Calendar	Teach
Registration Tips	Advanced Search	Scholarships	Advertise
Class Selection Worksheet		Policies & Forms	Contact

Thank you

Visit learnatosher.wm.edu to

- **Register**
- **View the Spring catalog** (the online PDF includes latest corrections/updates)
- **Check a summary of corrections to the print catalog**
- **View and print your class selections**
- **Learn about class locations and parking options**
- **Learn more about Osher & get involved**

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