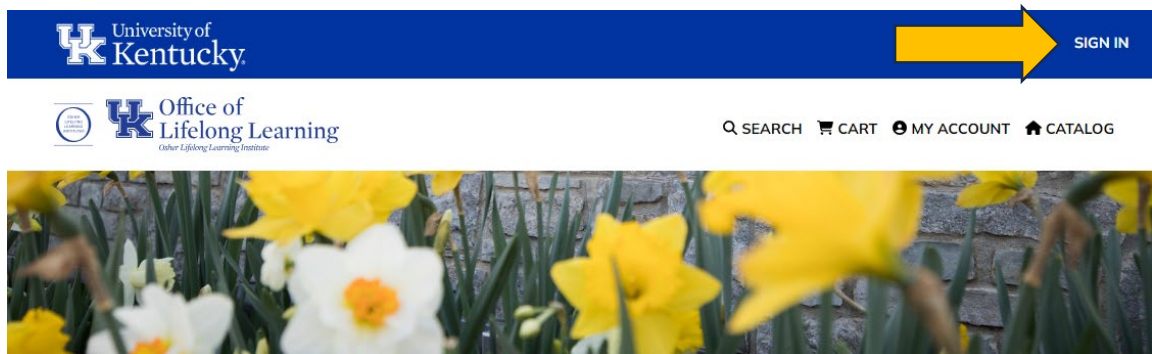




OLLI at UK Registration Website HOW TO CREATE AN ACCOUNT

1. Go to the OLLI at UK registration website at <https://olli.uky.edu/uky>
2. Click on **"SIGN IN"** in the blue bar at the top right corner of the page.



On the **"Sign In"** page, fill in information on the **"Create New Account"** box. It will look like the image below (**"Sign In to Existing Account"** only works for current account holders):

Sign In

You must sign in to your account to register for courses. To sign in, enter your user name and password. If you don't have an account, you can create one quickly by specifying a user name, password, and email address.

When creating your username: Choose something unique to you. It must be a minimum of six characters. You may use any combination of letters and numbers. Username is not case-sensitive.

When creating your password: Choose something unique to you. It must be a minimum of eight characters. You may use any combination of upper & lower case letters, numbers, and special characters (!@#\$%^&*+=|<>?/\). Password is case-sensitive and must be entered exactly the same way each time.

Sign In to Existing Account

Username:
nfarr1

Password:
.....

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

Create New Account

Username:

Password:

Retype password:

Email:

Retype email:

CREATE ACCOUNT

Create New Account

Username:

Password:

Retype password:

Email:

Retype email:

CREATE ACCOUNT



The Eye buttons let you view the password you are setting, making it easier to ensure it matches in both text fields.

Username: Choose something unique to you. **Username must be a minimum of six characters.** Otherwise you will get an error message. You may use any combination of letters and numbers. Username is not case-sensitive.

Password: Make sure the “**Password**” and “**Retype password**” fields match, otherwise you will get an error message (to make this process easier, you may click on the Eye buttons to unveil the characters you have typed in). Choose something unique to you. **Password must be a minimum of eight characters.** You may use any combination of upper & lower case letters, numbers, and special characters (!@#\$%^&*~+=|<>?/\). Password is case-sensitive and must be entered exactly the same way each time.

Email: Make sure the “**Email**” and “**Retype email**” fields match, otherwise you will get an error message. Also make sure the Email you select is valid, and preferably one you use often.

*****Be sure to save your username and password in a physical/digital notepad, through your internet browser’s Password Manager (Chrome, Firefox, Safari, etc.) or in a password manager application. If you do forget your username and password, please refer to the “Username & Password Management” Document.**

- Click the **“CREATE ACCOUNT”** button. You will then be directed to the **“MY CONTACT INFORMATION”** page.
- Enter in your contact information in each field. Required fields are indicated by an asterisk (*)

My Information

Enter your contact information and click Submit.

MY CONTACT INFORMATION

Required fields are indicated by an asterisk (*)

Title:	<input type="text" value="None"/>		
* First name:	<input type="text" value="First"/>		
Initial:	<input type="text"/>		
* Last name:	<input type="text" value="Last"/>		
* Address 1:	<input type="text" value="My Address"/>		
Address 2:	<input type="text"/>		
* City:	<input type="text" value="Lexington"/>		
* State:	<input type="text" value="Kentucky"/>		
* Zip Code:	<input type="text" value="40506"/>		
* Day phone:	<input type="text" value="859"/>	<input type="text" value="111"/>	<input type="text" value="2222"/> Ext. <input type="text"/>
Eve phone:	<input type="text"/>	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Mobile:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Check here if you agree to receive mobile text notifications.		
* Date Of Birth:	<input type="text" value="01/01/1950"/>		(MM/DD/YYYY)
How did you hear about us?	<input type="text" value="Newspaper"/>		
* Gender:	<input type="text" value="--Select One--"/>		
What is your ethnic origin?	<input type="text" value="Other"/>		
<input type="checkbox"/> Check here to opt-out of occasional marketing emails.			



- After filling out the information, click the **“SUBMIT”** button at the bottom right of the page.
- You will then be taken to the **“CATALOG”** page of the registration site, where you can register for membership, courses in Lexington & Morehead, socials, events, trips, and more.

7. You will also receive a confirmation email sent the email address you for your account.

☐ ☆ email

Account creation confirmed. - Dear Nick, Welcome to the OLLI at UK! Thank



Your username recovery request has been received.

Here is the username information you requested from our website: **nfarr1**

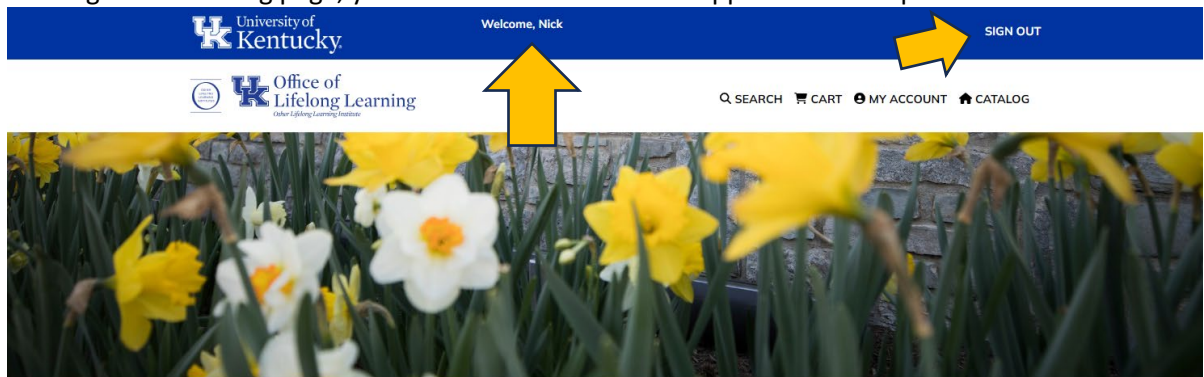
You may use your username to log into your account here: (link to sign in page)

If you have a question or comment, please feel free to reply to this email, or call the OLLI at UK office at (859)257-2656.

Thank you!

This will contain your username that you have set.

8. Looking at the Catalog page, you will notice new text that appears in the top blue bar area:



Course Catalog



9. When you see **“Welcome, (your first name)”** and **“SIGN OUT”** in the top blue bar, that means you are currently signed into your account. This will appear at the top of each page until you click the **“SIGN OUT”** button.

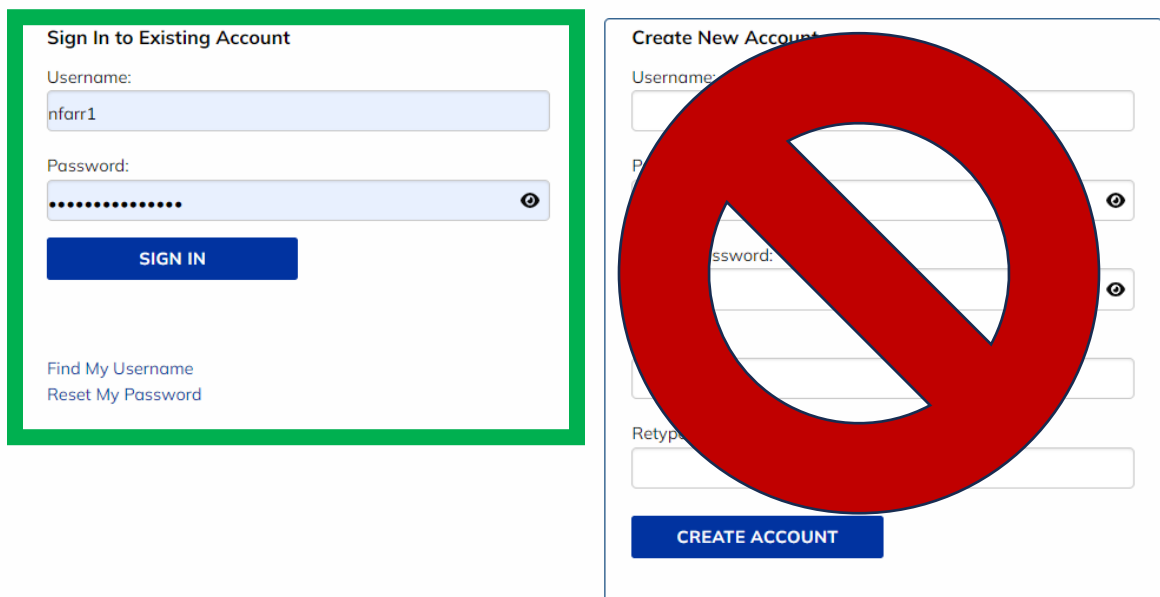
10. If you do not see **“Welcome, (your first name)”** and **“SIGN OUT,”** you will instead only see **“SIGN IN”** meaning you are not currently signed in.
11. If you are signed in, and click **“SIGN OUT,”** you will immediately be directed back to the Sign In page. This was the page you originally went to for creating an account:

Sign In

You must sign in to your account to register for courses. To sign in, enter your user name and password. If you don't have an account, you can create one quickly by specifying a user name, password, and email address.

When creating your username: Choose something unique to you. It must be a minimum of six characters. You may use any combination of letters and numbers. Username is not case-sensitive.

When creating your password: Choose something unique to you. It must be a minimum of eight characters. You may use any combination of upper & lower case letters, numbers, and special characters (!@#\$%^&*-=+<>?/). Password is case-sensitive and must be entered exactly the same way each time.



The image displays two side-by-side screenshots of a web application's account management interface. The left screenshot, titled "Sign In to Existing Account", features a form with a "Username:" field containing "nfarr1", a "Password:" field with masked characters, a blue "SIGN IN" button, and links for "Find My Username" and "Reset My Password". The right screenshot, titled "Create New Account", shows fields for "Username:", "Password:", and "Retype Password:", along with a blue "CREATE ACCOUNT" button. A large red prohibition sign is overlaid on the right screenshot, indicating that the "Create New Account" option should be ignored.

12. Since you have created the account already, ignore **“Create New Account”** and instead use the **“Sign In to Existing Account”** box. Use the Username and Password you set for your account, then click the **“SIGN IN”** button to sign back into your account.
13. You will be able to access and register for Membership, Lexington courses, Morehead courses, Events, Special Trips, and the website FAQs.