Office of Lifelong Learning
Osher Lifelong Learning Institute

OLLI at UK Instructor Portal
User Guide

1. Go to https://olli.uky.edu/uky/instructor/SignIn.aspx
2. Login with your assigned username and password.

Instructor Portal Login

Custom Description

Sign In to Instructor Account

Please note: Use the instructor sign-in information provided for you as an instructor
If you are a student, do not use a student username and password for this portal.

Username:

Password:

SIGN IN

3. You will see 3 items on the Dashboard page:

SIGN OUT

Welcome TestName TestInstructor

Home Custom Description

MY COURSES
A listing of all courses for which you are assigned as an instructor.

MY INFORMATION
View and update your personal information, boigraphy and mantain your account password.

MY SCHEDULE
A calendar showing all dates, course titles, class locations and the like.

MY COURSES: This will show you all courses that you are assigned as an instructor for. (see example below)

(optional) MY INFORMATION: Allows you to update your personal information, biography, and manage account password while logged in.

MY SCHEDULE: Similar to MY COURSES, as this will also show you all courses that you are assigned as an instructor for, except they are organized on a monthly calendar format. (see example below)

4. To access the class roster, either go to **MY COURSES**. Then click on the class you wish to access the roster for (note: you can also access the class roster from MY SCHEDULE, but you will need to find the course in the calendar, then click on it).

5. You will then be taken to the class roster page.

6. To get a copy of the email list in a spreadsheet, click the blue "EXPORT" button in the top right area of the page.

Custom Description

Sign In to Instructor Account

Please note: Use the instructor sign-in information provided for you as an instructor
If you are a student, do not use a student username and password for this portal.

Username:

Password:

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SIGN IN

FIND MY USERNAME   **RESET MY PASSWORD**

If you ever forget your username and/or password, the sign-in page has links to both "Find My Username" on the left and "Reset My Password" on the right. If you click "**Find My Username"**, you will be taken to the following page:

Username Recovery

If you are unable to log in or forgotten your username, please follow the instructions below.

To recover your Username:

1. Enter the email address* associated with your student account.

2. Click on the **Find my Username** button

3. An email will be sent to you that includes any username associated with your email address.
   Note: The email address must be the same as the one you entered when creating your profile.

Enter the email address you used for registration.

Email:

FIND MY USERNAME

RETURN TO SIGN IN

RESET MY PASSWORD

CONTACT US

If you click "**Reset My Password**", you will be taken to the following page:

Password Reset

If you have forgotten your password, please follow the instructions below.

To reset your Password:

1. Enter the unique username associated with your student account.

2. Enter the email address associated with your student account.

3. Click on the Reset my Password button.

4. An email will be sent to you with a link to reset your password.

Username: [   ]

Email: [   ]

SEND RESET EMAIL

RETURN TO SIGN IN

FIND MY USERNAME

CONTACT US

For password reset, you will need to make sure you have your username, so you may need to go to "Find My Username" first, which can be accessed from the password reset page. For both "Find My Username" and "Reset My Password", you will need to provide the email address associated with the account.