

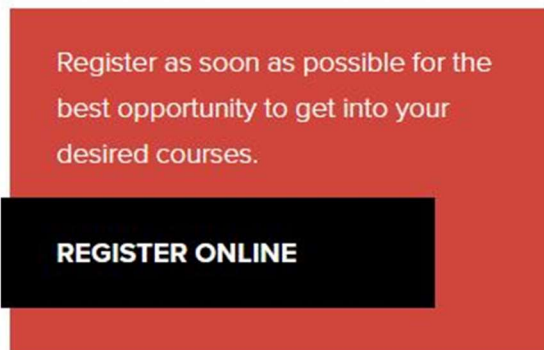
## Online Registration Process

Before you begin:

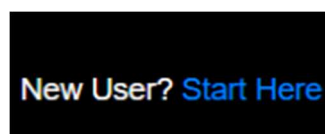
1. Please know which courses you are interested in taking and have this information ready when you register online.
2. If you are a new or current member who is registering through this system for the first time, please use the applicable instructions below to create or retrieve your username and password. Be sure to save the information somewhere safe and secure.
3. **Membership is required in order to take classes at Osher.** If you have questions regarding your current membership status please contact Osher staff at [osher@towson.edu](mailto:osher@towson.edu).

## Instructions:


1. **Osher Online Registration Page:**
  - a. Visit the following link to access the registration page. It is recommended to bookmark this page for future use.  
  
[www.towson.edu/OsherRegistration](http://www.towson.edu/OsherRegistration)
  - b. Click the *Register Online* button to be directed to the online registration site to begin.



2. **Creating an Account (New Members):**
  - a. If you are using this system for the first time and have not previously registered for classes, click the *Start Here* link in the top right of the page.



- b. You will be asked to fill out all of your personal information. Make sure to fill out all required fields (marked with an \*), and click *Submit* at the bottom of the form when finished.



- c. Your account has been successfully created. Remember to **SAVE** your username and password information somewhere safe and secure for future use. You may now begin registering for classes when registration opens.

### 3. Logging In (Current Members):

- a. If you have accessed this registration site before and have your username and password ready, click the *Login* button in the top right of the page.



- b. If you have accessed this registration site before, but cannot remember your password, click the *Forgot password* link after clicking *Login*. You will be prompted to enter your email address, and a password reset link will be sent to you. **This step should also be used for current members who have not previously accessed this registration site.**

**Forgot your password? [Click here](#)**


### 4. Selecting Courses:

- a. Return to the Search page (if necessary, click *Search* located at the top left of the page) and select a semester from the *Select Semester* dropdown on the left side of the page.

Select Semester (required)



- b. Click *Search* to view the list of the available courses.



- c. For each class you would like to enroll in, click on the course to view the details
- d. To register, click the checkbox next to your name and *Register* under that course's details to add them to your cart. You must do this for all courses you would like to register for.

**Register** ↻

- e. You will see the following message: “Your selections have been saved. You have 30 minutes to complete the registration process before these items are removed from your shopping cart. To continue, choose an option from the list below.” To continue registering for more classes, select *Continue*. When you are done selecting your courses, click *Checkout*.

**Continue**

**Checkout**

- f. If you accidentally click *Continue* after you are done selecting your courses, you can access your cart in the top right of the page.



## 5. Checking Out:

- a. Once you are on the Checkout page, review your selections to make sure you have selected the courses, as well as confirming dates, times, etc. If you are taking both sessions of an eight-week course, please confirm that you have selected both Session I and Session II.
- b. Review the Code of Conduct, and check the box indicating that you have read and agree to the Terms of Use.

## Terms of Use

### OSHER CODE OF CONDUCT

The Osher Lifelong Learning Institute at Towson University adheres to a policy of mutual respect between members, instructors, volunteers, staff, and the campus community. By joining Osher at Towson University, members agree to uphold the shared values of mutual respect, personal and academic integrity, and civil discourse.

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

- c. You will see a message indicating that there is no amount due. **This is a system generated message and you must proceed to the following step to complete your enrollment and payment.** Click *Continue* to process your registrations.

You have no amount due today.




- d. You will be sent an email confirmation with the courses you have successfully registered for. Please save this email or print a copy for your records.
- e. **PLEASE PROCEED TO ONLINE PAYMENT TO COMPLETE YOUR ENROLLMENT IN SELECTED COURSES. Your transaction is not complete until you have submitted your payment.**

6. Online Payment:


- a. Click *Tuition Payment* from the menu at the top of the page.



- b. Click *Select* for the appropriate tuition payment amount.



- c. Confirm that the cost and description is correct and click *Continue* to move on to payment.



- d. Complete the payment form and click *Continue*.



7. Registration Complete:

- a. When your payment has been accepted by the system, you will be automatically redirected back to the registration page with the following message: "You have successfully completed the registration type purchase process".

For any questions, please contact Osher staff at [osher@towson.edu](mailto:osher@towson.edu)