Quick Guide to the BOLLI Registration Procedure

Please Have on Hand:

Before you visit www.brandeis.edu/bolli to register for membership, please have on hand:

1) Your checkbook (for echeck payment) or credit card
2) A copy of your selected course preferences, with course codes
3) An understanding of your preferred membership type, based on the options described on our website: http://www.brandeis.edu/bolli/membership/index.html

You may click “save” at any time and your information will be saved so you can complete registration at a later date.

Six Easy Steps:

Step 1: Go to the registration website: http://www.brandeis.edu/bolli/membership/register.html. If you have been a BOLLI member before and have already created a username and password, please log-in and proceed to Step 3.

Step 2: If you have never been a member before, you need to create a “BOLLI registration login,” also called a username. You will use your email address as your username. You also need to choose a password according to the rules stated regarding upper and lower case and special characters. We highly recommend that you record the email and password, and put it in a place to which you can return in the future should you forget this information.

You will receive an email message confirming that your account has been created and giving you a link to click in order to continue with registration. This email may take a few minutes to arrive. Clicking on the link in the email will return you to the original screen. You can now log in using the username (i.e. email address) and password that you have created. This will take you to a screen where you can choose the membership you wish to purchase.

Step 3: On the left side of the screen, you’ll see a box labeled “Purchase Membership.” Choose the type of membership you’d like to purchase and click on the name. Follow the prompts to confirm the type of membership you’d like to purchase.

Step 4: The next page is managed by TMS (Brandeis’s university-wide Tuition Management System). You can pay either by credit card or by eCheck (i.e. debit from a checking or savings account). There is a 2.99% service charge added if you choose to pay
by credit card. **There is no fee for eCheck processing.** If you choose the eCheck option, please contact your bank in advance to confirm that your account allows electronic debiting by a third party such as the BOLLI. If your payment is returned, you may incur a $25 charge. We cannot accept paper checks at this time.

**Step 5:** Once your payment status is confirmed, you can proceed by clicking on “Back to Dashboard.” On the right side of the screen you'll see a box labeled “Register for a Program.” Please click REGISTER next to “BOLLI Study Groups- Spring 2016.”

**Step 6:** You’ll be prompted to confirm your personal information. After you confirm, you'll see a page labeled “Choose Course Preferences.” Please answer all questions and choose courses from the drop-down menu. Double check your course preferences before clicking “Select and Continue.” You will receive an email confirming the preferences you listed.

**Do You Need Help?**

If you encounter any problems while registering, please contact Matthew Medeiros at 781-736-2992 or mmedeiros@brandeis.edu. Though we recommend starting with an email communication, phone and in-person support (by appointment) will be readily available throughout the registration period. We aim to respond as quickly as possible, but priority will be given to those who make advance appointments. You can expect to hear back from us within 3 business days in most cases. Please note that there is no advantage to registering early because courses will be assigned by lottery, not first come, first served.