How to register for a BOLLI membership

Step 1: Navigate to the BOLLI registration page at http://www.brandeis.edu/bolli/prospective-members/become-a-member/register-now.html and then click on the “Register Now” button. This will take you to the registration home page as shown below.

Step 2: If you are a returning member, click “Log in” to log in to your account. If you are a new member, go back to the documentation on How to Create an Account, and then return to Step 8 after creating your account.

* PLEASE NOTE: All returning members will need to reset their passwords to register for Fall 2018. Returning members received an email on Monday July 16 at 9:00 am including a link to reset your password. Please use the link in the email and then return to step 8. Alternately, you can contact Lily Gardner at 781-736-2992 or lgardner@brandeis.edu
How to Reset Your Password

**Step 3:** If you have forgotten your password OR if you are a returning member registering for the Fall 2018 term, click “Forgot Your Password?” next to the “Password” field.

*Please note: If you have forgotten which email address you used to register or encounter difficulty resetting your password, contact Lily Gardner at lgardner@brandeis.edu or 781-736-2992.*
Step 4: Enter your email address and birthdate in order to request a password reset. Then click “Reset Password.”
**Step 5:** You will receive an email with a temporary pin. If you do not receive this email, check your junk mail. Copy the pin number located in this email.

It was requested that the password for this account be reset.

To access your account, please use the link below:

**Access Account**

When requested for a password, enter the following temporary, randomly-generated PIN:

409658838

You will have an opportunity to change your password after authenticating.

Brandeis University

**Step 6:** Paste or enter the temporary pin you received in your email into the field “Temporary PIN,” and enter your birthdate. Click “Login” to proceed.
Step 7: Create a new password for your account. This must include the following: at least 8 characters long, with at least one letter, one capital letter, and one number. You will need to re-enter this into the “New Password (again)” line. Then click “Set Password.”
Step 8: Please click “Start New Application” to begin a new application.

*Please note: If you are a returning member, you will be able to see past applications listed, but you must create a new application for the new term.
**Step 9:** In the pop-up window, please click “Create Application” to create a new application for the new term.
**Step 10:** Please click “Open Application” to go to the first page of the new application.

### Application Management

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
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<tbody>
<tr>
<td>BOLLI Fall 2018</td>
<td>In Progress</td>
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</tbody>
</table>

You have started 1 application, listed below, using this account.

### Application Details

- **Started:** 07/13/2018
- **Status:** In Progress

- BOLLI 2018
- BOLLI Fall 2018

- **Open Application**
Step 11: On the first page, you will see instructions for completing your application. Please read these instructions carefully, then click “Continue” to go to the next page.
**Step 12:** On the Personal Information page, please enter the requested information making sure to include at least one telephone number. Click “Continue” at the bottom of the page to proceed.
**Step 13:** On the Membership Selection page, carefully review the pricing table at the top and then answer the following questions to determine the best membership option for you. Then click “Continue” at the bottom of the page to proceed.

For more information on membership types, visit [http://www.brandeis.edu/bolli/prospective-members/become-a-member/membership-options.html](http://www.brandeis.edu/bolli/prospective-members/become-a-member/membership-options.html)
Step 14: Please carefully review and answer the Course Constraints questions and then input your course preferences. You can input up to 8 course selections. Please note that you will either need to input at least 6 course choices to be considered for the lottery OR check the box that says “I acknowledge that providing fewer than six course choices will mean that I may not be assigned a full course load of two 10-week courses or the equivalent.”

*Please Note: If you selected a Lecture and Activities membership in Step 9, you will not see this page and can skip to step 15 of this User Guide.
Step 15: On the Photography Waiver page, please read the waiver carefully and click “I agree.” Then click “Continue” at the bottom of the page to proceed. If you do not agree, please select “I do not agree” and then click “Continue” at the bottom of the page.

*Your answer on this page has no effect on your status or membership with BOLLI.*
Step 16: On the Emergency Contact page, you will be asked for information on your emergency contact. Please note that this page is optional. Then click “Continue” at the bottom of the page to proceed.
**Step 17:** On the Additional Information page, please carefully read and answer the following additional questions. Then click “Continue” at the bottom of the page to proceed.
**Step 18:** On the confirmation page, please carefully review your membership selection and price that you will be prompted to pay for.

*Please note: If you need to change your membership type, you can navigate back to the Membership Selection page by clicking the link labeled “Membership Selection” on the left hand side of the page.

Otherwise, click “Continue” at the bottom of the page to proceed to the final “Submit” page.
Step 19: If there are any errors or missing required information, you will be prompted to navigate back and enter in the missing information. If you do not see any error messages you can click “Submit Application” to submit your application for BOLLI membership.

Step 20: In the pop-up window, please click “OK” to proceed with your application submission and to submit payment.
**Step 21:** On the Payment page, please enter all relevant payment information. Once you have entered all information, please click “Submit Payment” at the bottom of the screen. You will receive an email confirmation sent to the email address connected to your account.
Should you experience any issues with your application at any time including issues with submitting payment, please reach out to Lily Gardner at 781-736-2992 or lgardner@brandeis.edu