

CREATING A NEW ACCOUNT

(New Members ONLY)

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: Select “Create an account” in order to create a new account for first-time registration.

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Lily Gardner Logout

Not logged in X

You are administratively impersonating this applicant and will be able to make changes and see data, such as unreleased decisions, that the applicant would not be able to do or see directly. You should only impersonate a single user and application at a time, so do not open multiple tabs or windows within the same browser when impersonating.

Application Management

Returning users:
Log in to continue an application.

First-time users:
Create an account to start a new application.

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Step 3: Please enter the requested information (Email address, First/Last Name and Birthdate) to create a new account. Then click “Continue.”

Please note that your birthdate is only requested in the event that a password reset is needed.

You will be asked to re-enter your birthdate in Step 5.

If you’d prefer not to use your own birthdate, please pick a memorable date as you will need to recall this to verify your account.



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Register

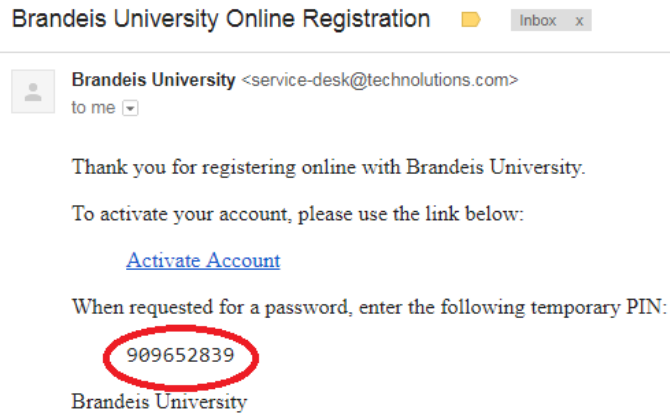
To register for an account, please enter the information requested below.

Email Address	<input type="text" value="lgardner@brandeis.edu"/>
First Name	<input type="text" value="Lilytest"/>
Last Name	<input type="text" value="Testerson"/>
Birthdate	<input type="text" value="January"/> <input type="text" value="1"/> <input type="text" value="2000"/>

Continue



Step 4: You will need to login into your email account (*the one you provided in the previous step*) to retrieve an email to activate your account. Once you open the email, click “Activate Account.” **(Copy or take note of the temporary PIN number, as this is needed for Step 5).**



Step 5: Paste or enter your temporary pin from the email and your birthdate, as entered in step 3. Then click “Login.”

Login

A temporary PIN has been sent to your email address. If you do not receive this n

Email	lgardner@brandeis.edu switch
Account	Testerson, Lilytest
Temporary PIN	<input type="password" value="....."/>
Birthdate	January ▾ 1 ▾ 2000 ▾



Step 6: 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.”



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Change Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✘ At least one letter
- ✘ At least one capital letter
- ✘ At least one number
- ✘ Be at least 8 characters
- ✘ New passwords must match



Should you experience any issues with your application at any time including issues with submitting payment, please reach out to BOLLI Program Coordinator at 781-736-2992 or bolli@brandeis.edu