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](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 3 after creating your account.
Step 3: Please enter the requested information (email address and password) to login to your account to begin a new application for the term. Then click “Login” to proceed.

*If you have forgotten your password, you can click on “Forgot Your Password” to reset. Skip to page 16 for instructions on resetting your password. Alternately, you can contact a BOLLI Program Coordinator at 781-736-2992 or bolli@brandeis.edu.
Step 4: 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 5: In the pop-up window, please click “Create Application” to create a new application for the new term.
**Step 6:** 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>
<th>Started</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOLLI Spring 2018</td>
<td>In Progress</td>
<td>01/12/2018</td>
</tr>
</tbody>
</table>

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

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Open Application | Cancel
Step 7: 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.

*Please Note: If you selected and paid for an Annual Membership in the fall, you will not see this page and can skip to Step 8 of this User Guide.
Step 8: 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 9: 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.

*Please Note: If you selected and paid for an Annual Membership in the fall, you will not see this page and can skip to Step 10 of this User Guide.

For more information on membership types, visit http://www.brandeis.edu/bolli/prospective-members/become-a-member/membership-options.html
**Step 10:** Please carefully review and answer the *Course Constraints* questions and then input your course preferences. **We strongly recommend listing at least 5 course preferences.**

*Please Note: If you selected a Lecture and Activities membership in Step 9, you will not see this page and can skip to step 11 of this User Guide.*
Step 11: 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 12: 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 13:** 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 14:** 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 15: 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.

*Please note: If you selected and paid for an annual membership in the fall, you will NOT be asked to pay again, but you must still click “Finalize Application and Pay” in order to submit your application.

Step 16: In the pop-up window, please click “OK” to proceed with your application submission and to submit payment.
Step 17: 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.
How to Reset Your Password

**Step 1:** If you have forgotten your password, click “Forgot Your Password?” next to the “Password” field.

*Please note: If you have forgotten which Email Address you registered with, contact a BOLLI Program Coordinator at 781-736-2992 or bolli@brandeis.edu.*
Step 2: Enter your email address and birthdate in order to request a password reset. Then click “Reset Password.”

Reset Password
If you have forgotten your password, you may request a new password by email.

Email Address: igardner@brandeis.edu
Birthdate: January 1, 2000

Reset Password
Step 3: 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.

Brandeis University <service-desk@technolutions.com>  
to me  

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 4: 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 5:** 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.”
Should you experience any issues with your application at any time including issues with submitting payment, please reach out to a BOLLI Program Coordinator at 781-736-2992 or bolli@brandeis.edu