

ORICL

ONLINE REGISTRATION INSTRUCTIONS/REMINDERS

Online Registration Instructions

Please register online using a PC or Mac computer. You may NOT be able to access all of our online registration features using an iPad or iPhone. *Online registration is not required, it is optional. Paper registrations will be accepted and processed for members in the order received.

If you are NEW TO ORICL please set up a new account:

To begin: click on the "Online Registration and Membership" link on the ORICL webpage. At the upper right, you will see a black button "Login." To the right of that button is "New User? Start Here". Click on the "Start Here" link and follow all the prompts to set up your account. Please remember that each person must have his or her own unique e-mail address. Couples should set up separate accounts.

If you are a CURRENT or PAST MEMBER please read:

To begin: click on the "Online Registration and Membership" link on the ORICL webpage. At the upper right, you will see a black button "Login." Click on that button. On the next page you will see the question "Forgot your username and/or password? Click here to reset." Click on that and it will take you to a page to enter your e-mail address associated with your account. You will receive an e-mail message (from Administrator) in your e-mail Inbox that will provide you with a randomly generated Username and Password. Use these to **LOGIN** to the system. **Please DO NOT create a new account.**

REMINDERS FOR ALL ONLINE USERS:

- Under "Search Options" **Term** field, select **the upcoming term**. Click on **Search** to see the entire term offerings or narrow your search by selecting **Category**. Follow the registration prompts that are linked to each course.
- Once you have selected classes/trips, go to the shopping cart in the upper right corner.
- A list of your selections displays. Your registration is NOT complete.
- You will then need to scroll to the "Terms of Use" and click in the box beside the line that reads "I have read and agree with . . ."
- Then hit "Continue" (highlighted blue) beside that text. It will take you to another page that lists "Successful Items". It gives you a choice to print that page.
- **It is only when you see the "Successful Items" that you have completed your registration!**

- To complete the process, pay for membership (if you are NOT already a member), and class materials fees or trip fees with your credit card (American Express, Discover, MasterCard or Visa).

OTHER REMINDERS REGARDING NAVIGATION FOR THE ONLINE ACCESS:

When you click on your name in the upper right of the screen, three tabs appear -- **“My Account,” “Change Password,”** and **“Log Out.”**

Under the **“My Account”** tab, scroll to the bottom. Tabs included are **“Invoices,” “Active Registrations,” “Other Registrations,” “Payments,”** and **“Credit Cards.”** Please take a few minutes to familiarize yourself with these features.