Online Registration Process

Before You Begin:

- Please know which courses you are interested in taking and have this information ready when you register online.
- Have your Visa or MasterCard credit card readily available for payment processing. **YOUR REGISTRATION WILL NOT BE COMPLETE UNTIL YOU HAVE SUBMITTED YOUR PAYMENT (see step 6).**
- When using the online registration system for the first time, current Osher members must access their username and create their password (see step 2) and new members must create an account using the instructions below (see step 3).
- If you share an email address with someone who is also registering for Osher courses, one of you **must** create a different email address in order to register. Those who use a different email address must register as a new member.
- If a course is showing as full, please add yourself to the waitlist. Osher staff will contact you if more seats become available.
- If you have a question about membership status, please contact Shelby Jones at sjones@towson.edu or 410-704-3688 **BEFORE** registration opens.
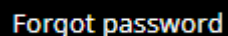
Instructions:

1. **Osher Online Registration Page:**
   a. Visit the following link to access the registration page. It is recommended to bookmark this page for future use.

   www.towson.edu/OsherRegistration

2. **Current Members – Accessing Your Username & Creating Your Password:**
   a. Current members have a system generated username. To access this information, click the *Forgot password* link in the top right of the page. You will be prompted to enter your email address, and a password reset link will be sent to you via email. Click the link within the email to continue.
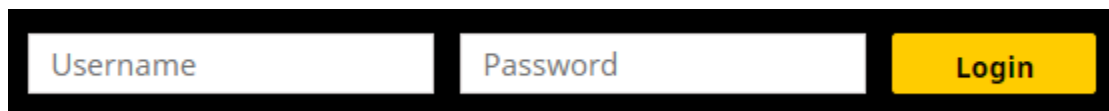
   Forgot password

   b. Your system generated username will be posted at the top of the Reset Password page. Please take note of this information.

   c. You will now be prompted to create your password. You must use the following criteria when creating a password:

Minimum of 8 characters, an uppercase letter, three lowercase letters, a digit and a non-alphanumeric character. An example of a password meeting this criteria is TowsonTigers1!

d. Remember to **SAVE** your username and password information somewhere safe and secure for future use.

e. After you have set up your account, enter your *Username* and *Password* and click the *Login* button on the top right of the page.
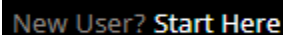
Username	Password	**Login**

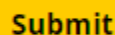f. If you are unable to retrieve your username and password, follow instructions below for new members.

3. **New Members - Creating an Account:**

a. If you do not have an account set up, click the *Start Here* link on the top right of the page.

New User? **Start Here**

b. You will be asked to fill out all of your personal information. Make sure to fill out all required fields (marked with an *****), and click *Submit* at the bottom of the form when finished.

Submit

c. Your account has been successfully created. Remember to **SAVE** your username and password information somewhere safe and secure for future use. You may now begin registering for classes when registration opens.

4. **Selecting Courses:**

a. Return to the Search page and select a semester from the *Select Semester* dropdown on the left side of the page.

Select Semester (required)

--Select Semester--

b. Click *Search* to view the list of the available courses.

Search

c. For each course you would like to enroll in, click *Register* under that course's details to add it to your cart. **If you are taking both sessions of an eight-week course, be sure that you have selected both Session I (SI) and Session II (SII).**

Register ➲

d. You will see the following message: "Your selections have been saved. **You have 60 minutes to complete the registration process before these items are removed from your shopping cart.** To continue, choose an option from the list below." To continue registering for more classes, select *Continue*. When you are done selecting your courses, click *Checkout*.

Continue   **Checkout**

e. If you accidentally click *Continue* after you are done selecting your courses, you can access your cart on the top right of the page.

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5. **Checking Out:**

a. Once you are on the Checkout page, review your selections to make sure you have selected the courses, as well as confirming dates, times, etc. **If you are taking both sessions of an eight-week course, be sure that you have selected both Session I (SI) and Session II (SII).**

b. Review the Code of Conduct, and check the box indicating that you have read and agree to the Terms of Use.

Terms of Use

OSHER CODE OF CONDUCT

The Osher Lifelong Learning Institute at Towson University adheres to a policy of mutual respect between members, instructors, volunteers, staff, and the campus community. By joining Osher at Towson University, members agree to uphold the shared values of mutual respect, personal and academic integrity, and civil discourse.

- Members will not behave in a hostile, dismissive, or derogatory way toward anyone in the Osher community or others in University community.

✔ I have read and agree with the policies and procedures set forth.

c. Click *Continue* to process your registrations. **You will not be paying at this time, and must proceed to the step 6 to complete your enrollment.**

Continue

d. You will be sent an email confirmation of your course selections. Please save this email or print a copy for your records.

e. **PLEASE PROCEED TO ONLINE PAYMENT (step 6) TO COMPLETE YOUR ENROLLMENT IN SELECTED COURSES - YOUR REGISTRATION WILL NOT BE COMPLETE UNTIL YOU HAVE SUBMITTED YOUR PAYMENT.**

6. **Online Payment:**
   a. Click *Select Tuition Payment* from the menu at the top of the page.

   Select Tuition Payment

   b. Click *Select* for the appropriate tuition payment type.

   Select

   c. Confirm that the cost and description is correct and click *Continue* to move on to payment.

   Continue

   d. Complete the payment form and click *Continue*.

   Continue

7. Registration Complete:
   a. When your payment has been accepted by the system, you will be automatically redirected back to the registration page with the following message: "You have successfully completed the tuition payment purchase process".

For any questions, please contact Osher staff at osher@towson.edu or 410-704-3688