THE UNIVERSITY OF ARIZONA
OSHER LIFELONG LEARNING INSTITUTE

Priority Registration Request (PRR) Quick Start Guide

A Few Tips

- "Action" buttons (such as "Save" or "Add to Cart") are usually at the bottom of the page. You may need to scroll down to see the buttons.
- Many pages have helpful tips in a blue box at the top of the page. Some page also have a "help" option near the top of the page. Click the blue question mark to see more information.

6 Easy Steps to Requesting Classes

1. **Log in.** Go to olli.arizona.edu/login . Type in your email address and password and click the *Login* button. [**NOTE:** if you have not yet reviewed and updated your account information, you will need to do so before continuing with registration.]

2. **View classes for your campus.** Choose your campus under the *My Membership* top menu. This will show you a list of all spring classes for your campus. You can use the search box on the left side of the screen to narrow down the list of classes (for example, you can search by class subject or day of week).

3. View class details. Click the *Click to View* button or the class name in the class list.

3. **Choose whether you want to be a classroom host.** Choose *Yes* or *No* in the "I am interested in being a classroom host…" field at the bottom of the page.

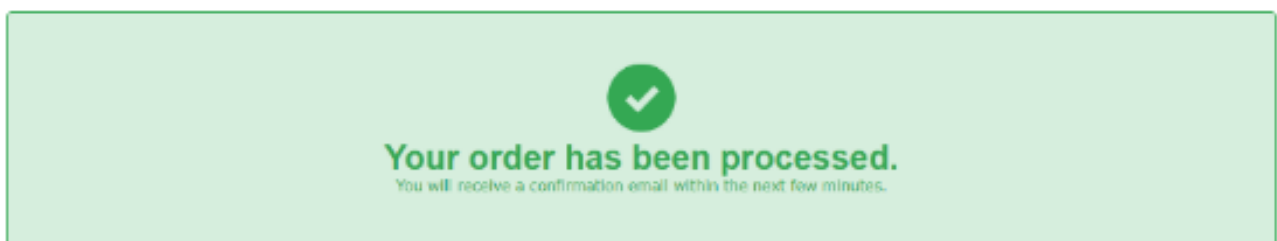4. **Click the *Register* button** at the bottom of the page to add class to your cart.

[NOTE: If you do not see the Register button at the bottom of the screen, you have already requested/registered for that class.]

In the pop-up window, click "continue shopping" to request more classes or click "checkout" to prioritize your classes.

6. **Prioritize your classes**. After you click "checkout," the prioritization screen will show all the classes you have requested and allow you to prioritize them.

Click on any class and drag it to a new position to re-order your priorities.

When you are done, click the *Save & Continue* button at the bottom of the screen. This will complete your request.

✓

Your order has been processed.
You will receive a confirmation email within the next few minutes.

Congratulations, you're done! When you see the green confirmation message, your priorities have been saved. Hooray! You will receive a confirmation email in a few minutes. You can edit your priorities up until the end of the PRR period.