



OSHER@Dartmouth

Discovering the new. The provocative. The timeless.

Guide to Online Registration

The following pages contain computer screen images. The links you see are not active.

**To view our website, visit
<http://osher.dartmouth.edu>**

**To visit the registration/login page directly, go to
<http://reg130.imperisoft.com/Dartmouth/Search/Registrations.aspx>**

Before you begin...

The following icons are used throughout this guide. Here's what each of them is used for:



The arrow stands for the mouse “pointer” that appears on your computer screen. The arrows in this guide point to the parts of the websites discussed on each page. The position of the mouse pointer on your screen should match the position you see in the guide.



The keyboard icon indicates that something on the page requires you to type or enter information from your keyboard.



This icon represents your hand on your mouse. Most of the steps listed in this guide require **ONE SINGLE CLICK** of your mouse. Be cautious: Double-clicking could cause you to perform the wrong action.

How to Get to the Online Registration Page

Option 1: Start at the Osher at Dartmouth homepage

Option 2: Head directly to the online registration page

<http://reg130.imperisoft.com/Dartmouth/Search/Registrations.aspx>

Note: If you select this option, your instructions begin on page 4 of this guide.

Step 1: Visit the osher.dartmouth.edu page.

osher.dartmouth.edu

Dartmouth

Osher Lifelong Learning Institute at Dartmouth

HOME COURSES NEWS STUDY LEADERS EVENTS & LECTURES SUMMER LECTURE SERIES

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Quick Links

- ABOUT
- CONTACT US
- FORMS
- LOCATIONS
- MEMBERSHIP & REGISTRATION
- TRIPS
- Osher Calendar

ABOUT US

The Osher Lifelong Learning Institute at Dartmouth (OSHER@Dartmouth) is a volunteer organization that provides lifelong educational programs for residents in the greater Upper Valley.

Our program offers year-round opportunities to study timely and provocative subjects by participating in courses, attending lectures, interacting at social events, taking part in group journeys, and much more! Please browse through our website for more

The links below will take you away from this page to our registration website.

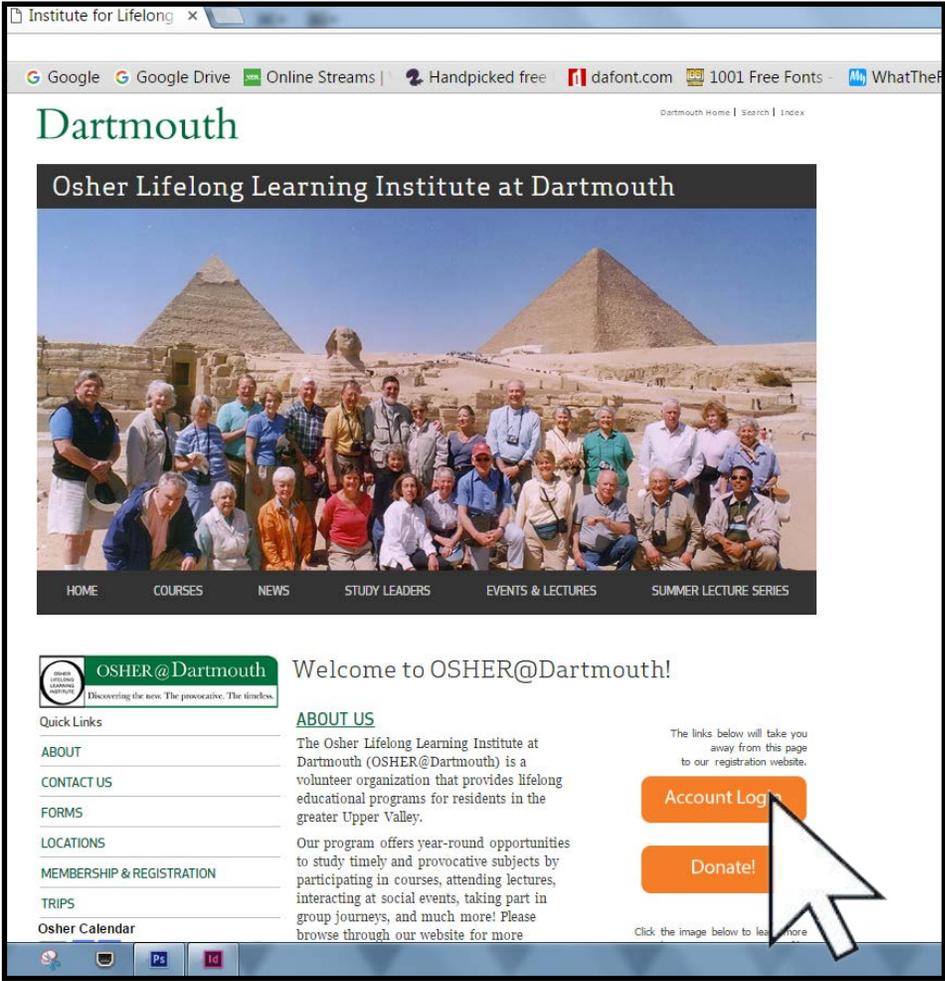
Account Login

Donate!

Click the image below to learn more



Step 2: Click on the Account Login button.



NOTE: Other pages on our site might feature a “Register” or “Sign Up” button. They should all take you to the same place.

Step 3: Arrive at the Login page; enter your Username & Password, then click the orange Login button.

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7 Lebanon Street
Suite 107
Hanover, NH 03755
Phone: (603) 646-0154
osher.dartmouth.edu

Home | Select Membership | Help

Welcome to the OSHER@Dartmouth registration site!

LOG IN TO CHECK YOUR ACCOUNT STATUS.
Can't remember your password? [Click here to receive a reminder e-mail.](#)
Please contact the office at (603) 646-0154 **BEFORE** opening a new account!

Registration Still Available

Courses listed as FULL are closed for registration. All other courses may still have space available - call the office at (603) 646-0154 for more information.

* = required field

* Semester: --Select Semester--

Subject: Any Course Type: Any Day: Any

Search Show: Courses Bundles

LOGIN

Username: MyUserName Password: *****

Login

Forgot your password?
New User?

PENDING REGISTRATIONS

Items in pending registrations:
0

Donate Now!

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Trustwave
Trusted Commerce
Click to Validate

REMEMBER: Your Username and Password are case-sensitive, which means you need to enter capital letters and lower-case letters as needed - you can't default to all lower or all upper.



Step 4: Search for the course(s) you want by clicking once on the Select Semester menu.

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* = required field

* Semester: --Select Semester--

Subject: Any Course Type: Any

Search Show: Courses Bundles

LOGIN

Username: MyUserName Password: *****

Login

Forgot your password?

New User? Start Here

PENDING REGISTRATIONS

Items in pending registrations: 0

Donate Now!

NOTE: The Semester menu is the only required menu needed to perform a search. Other menu selections are optional.

The "Semester" selection here is used to refer to the category of courses or events, and not necessarily a specific term. For example, it can include selections for both Fall Term courses as well as Special Lectures for the current membership year.



Step 5: Move your mouse until you've highlighted the semester you want, then click once on that category.

The screenshot shows the OSHER@Dartmouth website header with contact information and navigation links. The main content area includes a welcome message, login instructions, and a registration status section. A search filter dropdown menu is open, showing options for 'Special Lectures 2015-2016', 'Spring Term 2016', and 'Summer 2016', with 'Summer 2016' selected. A mouse cursor is pointing at the 'Summer 2016' option. Other elements include a 'Donate Now!' button and a 'PENDING REGISTRATIONS' section showing 0 items.



NOTE: You can narrow your search even further by selecting from the Subject, Course Type, and Day menus.

Step 6: Once you've selected your search option(s), click the orange Search button.

The screenshot shows the OSHER@Dartmouth registration site. At the top left is the OSHER Lifelong Learning Institute logo. To its right is the text "OSHER@Dartmouth" and the tagline "Discovering the new. The provocative. The timeless." Further right is contact information: "7 Lebanon Street Suite 107 Hanover, NH 03755 Phone: (603) 646-0154 osher.dartmouth.edu". A group photo of people is on the far right. Below the header is a navigation bar with links: "Home | Search | Select Membership | My Account | Change Password | Log Out". The main content area has a "Welcome to the OSHER@Dartmouth registration site!" message. Below that is a "LOG IN TO CHECK YOUR ACCOUNT STATUS." section with a link for password reminders and contact information. A "Registration Still Available" section follows, explaining that "FULL" courses are closed and providing contact info. A legend indicates that an asterisk (*) denotes a required field. The search section includes a "*Semester:" dropdown menu set to "Summer 2016", and three dropdown menus for "Subject", "Course Type", and "Day", all set to "Any". Below these is an orange "Search" button, which is highlighted by a white mouse cursor. To the right of the search filters are radio buttons for "Courses" (selected) and "Bundles". On the right side of the page, there is a "WELCOME" section with a "Hello," followed by a blacked-out name. Below that is a "PENDING REGISTRATIONS" section showing "Items in pending registrations: 0". At the bottom right of the main content area is a gift icon and an orange "Donate Now!" button.



Step 7: You should see a list of results. If the course/event you want is listed, click on the Begin Registration link just below it.

* = required field

*Semester: Summer 2016

Subject Course Type Day
Any Any Any

Search Show: Courses Bundles

Showing 1-10 of 20 [Next](#)

[Forensic Anthropology: The Dark Side of Human Behavior](#) Summer Term 5-8 sessions
Location: Kendal at Hanover Room: Card Room
Monday, June 06, 2016-Monday, July 11, 2016 [View Schedule](#)
Instructor: Christie, Robert Subject: 700 Soc Science Level: New
Tuition: \$55.00
Status: **FULL (Membership Required)** Please call the office 603-646-0154 to be put on the waitlist. Thank you.

[The Orphan Trains and Other Programs of Outplacement of Children](#) Summer Term 1-4 sessions
Location: DOC House Room: D.O.C.
Tuesday, June 21, 2016-Thursday, June 30, 2016 Meets 9:00 AM-11:00 AM EDT on Tue Th
Instructor: Lariviere, Gene Subject: 700 Soc Science Level: NEW
Tuition: \$30.00
Status: **Available (Membership Required)**
[Begin Registration](#)



NOTE: If the course/event you want is full, the Begin Registration link will not appear, and the Status line will provide an explanation or instructions. Call the office if you see a wait-list notification and would like to add your name to the list.

Step 8: Place a check mark next to the name of the participant by clicking in the box next to the name of the person who wants to take the course/event. You can only select one person at a time.



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Home | Search | Select Membership | My Account | Change Password | Log Out

Select Students Page Introduction:

Course: [The Orphan Trains and Other Programs of Outplacement of Children](#)

Dates: Tuesday, June 21, 2016-Thursday, June 30, 2016

Tuition: \$30.00

Status: Available (Membership Required)

Select Participants

[Redacted Name]

I would like to...

- ▶ Add a new participant
- ▶ Search for more courses
- ▶ Select a membership

WELCOME
Hello, [Redacted Name]

PENDING REGISTRATIONS
Items in pending registrations:
0


[Donate Now!](#)

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Step 9: A pop-up window will appear. If you don't want to take part in the options that appear, leave the quantity for each at zero and click either the Continue or Cancel button. If you DO want to take part, change the number in the quantity field to one, then click the orange Continue button.

Select Students Page Introduction:

Course: The Orphan Trains and Other Programs of Outplacement of Children
Dates: Tuesday, June 21, 2016-Thursday, June 30, 2016

WELCOME
Hello, [REDACTED]

Select Additional Items for Heath, Irene

Please select additional items below for this registration by entering a quantity.
If you cannot change the quantity the amount shown is required for this registration.

I am willing to Serve as a Class Representative, if needed.

If you are willing to serve as a Class Rep. for this course, please enter "1." The Osher office will call to confirm if you are needed as a Class Rep.. To complete your registration, select "Continue" and click on "register" on the next page.

Price: \$0.00 ea. Quantity:

I am willing to Serve as Class Tech Assistant, if needed. (help leaders with equipment)

If willing to serve as Class Tech, please enter "1." The office will call to confirm if you are needed. To complete your registration, select "Continue" and click on "register" on the next page. To provide technical support in a classroom setting.

Price: \$0.00 ea. Quantity:



Step 10: You'll return to the Select Participants window, and you should now see a check mark next to the name you selected. Click the orange Register button.

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Home | Search | Select Membership | My Account | Change Password | Log Out

Select Students Page Introduction:

Course: [The Orphan Trains and Other Programs of Outplacement of Children](#)
Dates: Tuesday, June 21, 2016-Thursday, June 30, 2016
Tuition: \$30.00
Status: Available (Membership Required)

Select Participants

[Name] [Name]

I would like to...

- ▶ Add a new participant
- ▶ Search for more courses
- ▶ Select a membership

WELCOME
Hello, [Name]

PENDING REGISTRATIONS
Items in pending registrations:
0

Register

Donate Now!

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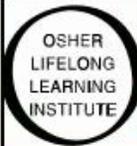
Step 11: A new window opens, and a confirmation message will appear near the top of the screen if your registration was successful. If you want more courses, click the Search link at the top of the “I would like to...” list. Click the Checkout link.

The screenshot shows the OSHER@Dartmouth website interface. At the top left is the OSHER Lifelong Learning Institute logo. The header includes the text "OSHER@Dartmouth" and the tagline "Discovering the new. The provocative. The timeless." Contact information for 7 Lebanon Street, Suite 107, Hanover, NH 03755 is provided, along with the phone number (603) 646-0154 and website osher.dartmouth.edu. A navigation bar contains links for Home, Search, Select Membership, My Account, Change Password, and Log Out. A yellow message box states: "Your selections have been saved. To continue, choose an option from the list below." Below this is a section titled "I would like to..." with a list of links: Search for more courses, View Orphan Trains and Other Programs of Outplacement of Children details, Select Membership, and Checkout. A mouse cursor is pointing at the "Search for more courses" link. On the right side, a "WELCOME" box says "Hello, [redacted]". Below it, a "PENDING REGISTRATIONS" box shows "Items in pending registrations: 1" and a "Checkout" button. Further down is a "Donate Now!" button with a gift icon. At the bottom, contact information is repeated: OSHER@Dartmouth - 7 Lebanon Street, Suite 107 - Hanover, NH 03755 Phone: (603) 646-0154 Fax: (603) 646-0138 E-mail: OSHER@dartmouth.edu - website: www.osher.dartmouth.edu. A Trustwave Trusted Commerce logo is at the bottom center.



NOTE: If you see an error message instead of a confirmation, read the message carefully. If you select a course that conflicts with another registration, the system will make you aware of the conflict. Call the office if you need further assistance.

Step 12: You'll see a confirmation page appear. Review the info, clicking the Remove link if the wrong course appears. If everything is correct, click the orange Continue button.



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[Home](#) | [Search](#) | [Select Membership](#) | [My Account](#) | [Change Password](#) | [Log Out](#)

Below is your confirmation. If you have any questions, please feel free to contact the office at (603) 646-0154.

Items in your pending registrations:

	Participant	Type	Description	Action	Price	Add'l Fees	Additional Items	Deposit Options	Amount Due Today
Remove	[REDACTED]	Summer Term 1-4 sessions	Summer 2016 The Orphan Trains and Other Programs of Outplacement of Children	Register	\$30.00	\$0.00	\$0.00 [edit]	Full (\$30.00)	\$30.00

Total for items: \$30.00 *Price/Tuition + Additional Fees & Items (excluding wait listed courses)*

Coupon Discount: -\$0.00 [Apply Coupon Code](#)

Total Due: **\$30.00**

Amount Due Today: -\$30.00 *Deposit + Registration Fee (if applicable)*

Remaining Balance: **\$0.00**

Your credit card will be charged **\$30.00** today.

Continue >




NOTE: If you've received a Coupon Code, enter the info in the box above, then click once on the Apply Coupon Code link. The page should refresh and your total should update automatically.

Step 13: You'll be taken to a payment window. Click once on the New Credit Card bubble.

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Home | Search | Select Membership | My Account | Change Password | Log Out

Amount Due: **\$30.00**

Please select your credit card for payment:

Card Type	Last 4 Digits	Cardholder Name	Expiration Date
<input checked="" type="radio"/> New Credit Card			

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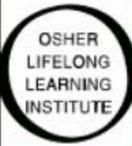
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NOTE: Our system does NOT save credit card information. You must enter your credit card info every time you make a payment in our system.

Step 14: Enter your credit card info. WE ONLY ACCEPT VISA AND MASTERCARD. When you've finished, click the orange Submit button.



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[Home](#) | [Search](#) | [Select Membership](#) | [My Account](#) | [Change Password](#) | [Log Out](#)

Amount Due: **\$30.00**

Please select your credit card for payment:

Card Type	Last 4 Digits	Cardholder Name	Expiration Date
<input checked="" type="radio"/> New Credit Card			

*Required fields are denoted by **

- * Credit Card Type:
- * Credit Card Number: (no spaces or dashes)
- * Card Security Code: 
- * Expiration (month, year):
- * Name on card:
- * Billing Address: St. , NH United States [Edit](#)
 New Address
- E-mail Address: (if different than @gmail.com)



Interlude: Your payment may take a moment to process - be patient if you see this window!

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[Home](#) | [Search](#) | [Select Membership](#) | [My Account](#) | [Change Password](#) | [Log Out](#)

Please wait while we process your item(s)

Do not hit the back button or refresh the page -- the checkout process will fail

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Step 16: If your registration is successful, you'll see this page. You're done! You can now log out of your account by clicking the Log Out link in the menu bar.

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Home | Search | Select Membership | My Account | Change Password | **Log Out**

Your registration/purchase is complete. Click [here](#) for a printable page for your records.

1 item(s) succeeded
 0 item(s) failed

Successful Items:

Student	Item	Type	Status	Instructor(s)	Start Date	Start Time
[Redacted]	The Orphan Trains	Summer Term 1-4 sessions	Registered		Tuesday, June 21, 2016	9:00 AM EDT

PENDING REGISTRATIONS
 Items in pending registrations:
 0

Your credit card was charged \$30.00 today.
 You have no balance due.

[Donate Now!](#)

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Click to Validate

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NOTE: If you wish to register for additional courses or events, you can select Search from the menu bar. You can also go to My Account to view your personal account information.

If you receive an error message, or if your registration and payment are not successful, the system will usually provide you with a reason for the error or failure. Please read the information on your screen in order to understand what has occurred. If you need further assistance, the office is happy to help.

Enjoy your courses!