Guide to Online Registration

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

To view our website, visit http://oshер.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
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 page](image-url)
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.

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.

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.

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.
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.

NOTE: The ‘Begin Registration’ link will not appear until registration has opened. If you visit the page before opening time, you will need to REFRESH or RELOAD the page before the link will appear.

Google Chrome Refresh/Reload Button:

Mozilla Firefox Refresh/Reload Button:

Internet Explorer Refresh/Reload Button:

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.

NOTE: If there is more than one person in your account, you’ll see a checkbox for each person in your household. You can only select ONE person at a time. If another member of your household wishes to take the same class, you must process a separate registration for them.
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.
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.
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.

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.

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.

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

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!