

# **Guide to Online Registration**

**The following pages contain computer screen images,  
but the images are not linked to a webpage.**

**To visit our registration page, go to  
<http://reg130.imperisoft.com/Dartmouth/Search/Registration.aspx>**

**To visit our main website, go to  
<http://osher.dartmouth.edu>**

**NOTE: This guide is intended for use by those who have an existing account with OSHER@Dartmouth. If you have registered for Osher activities in the last several years, you already have an account. If you have never been a member of ILEAD or OSHER@Dartmouth, you will need to open an account before you can begin registration.**

# Before you begin...

**The following icons are used throughout this guide. Here's what they each represent:**



**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. Their position in this document may vary from their appearance on your screen.**



**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**  
**<http://osher.dartmouth.edu>**

## **Option 2:**

**Head directly to the online registration page**  
**<https://reg130.imperisoft.com/Dartmouth/Search/Registration.aspx>**

**(Skip to page 6 if you choose option 2.)**

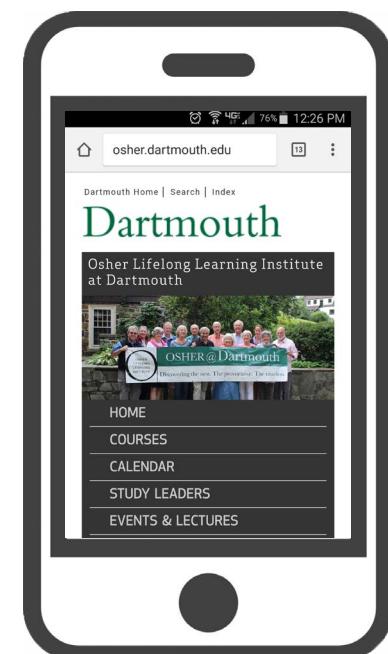
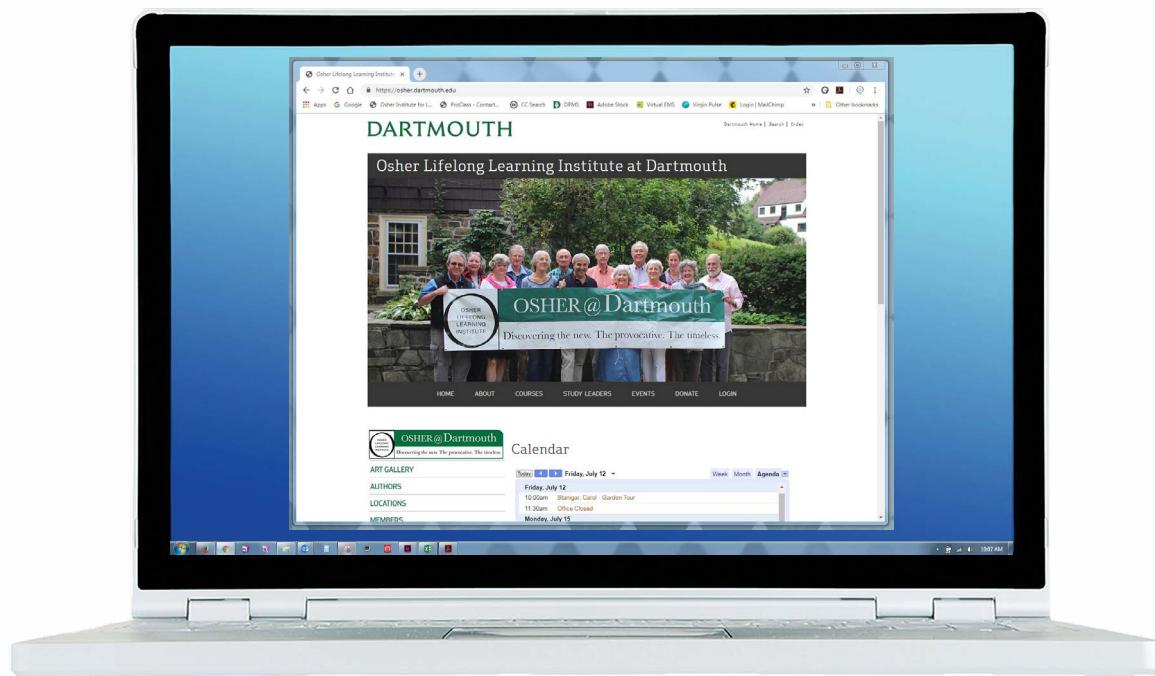
# **Step 1: Visit [osher.dartmouth.edu](http://osher.dartmouth.edu)**

**(works for desktops, laptops, and mobile devices)**

**1) Open your browser and type “[osher.dartmouth.edu](http://osher.dartmouth.edu)” into the address bar.**



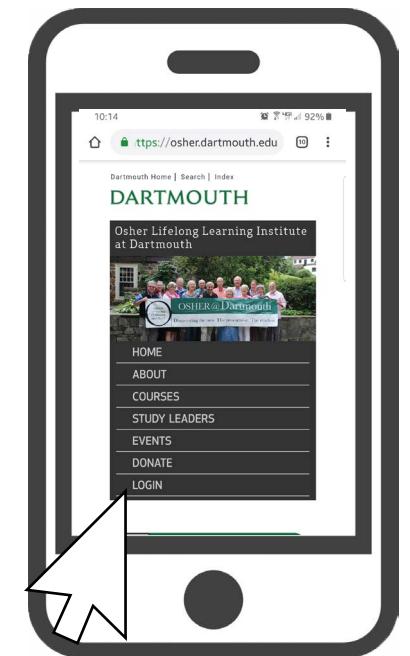
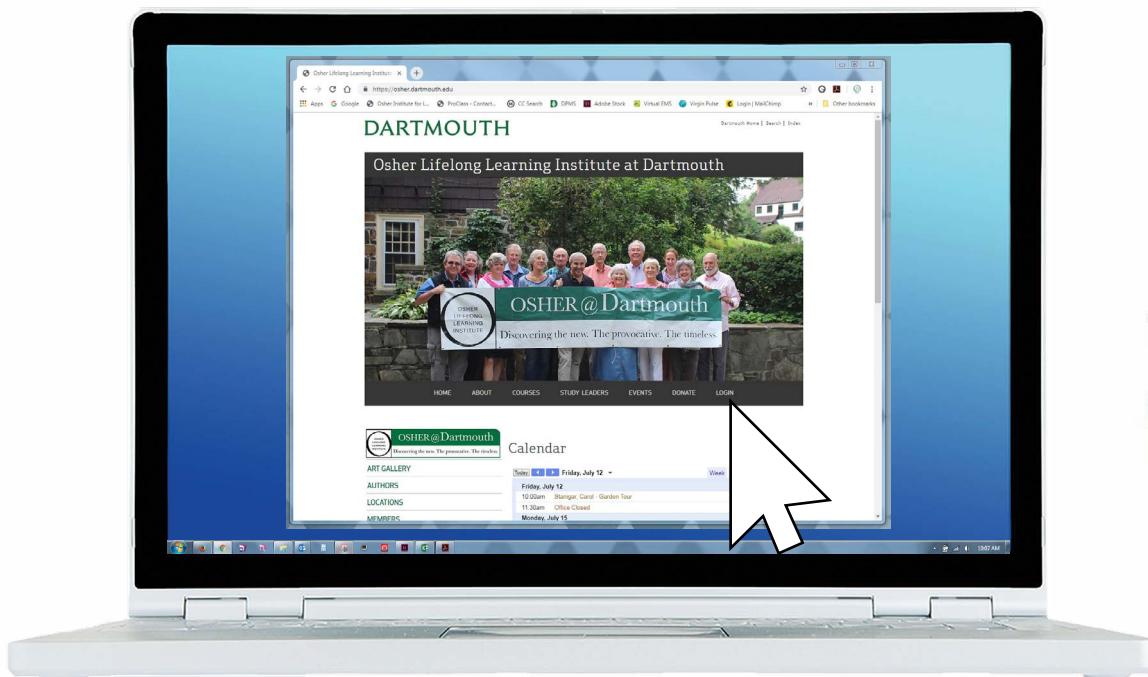
**2) You should see the OSHER@Dartmouth home page, shown here:**



# **Step 2: Click the 'Login' Link**

**(works for both desktops/laptops and mobile devices)**

**Find the 'Login' button on the main page of our website and click it once. After clicking the button, you will be taken to a new page.**

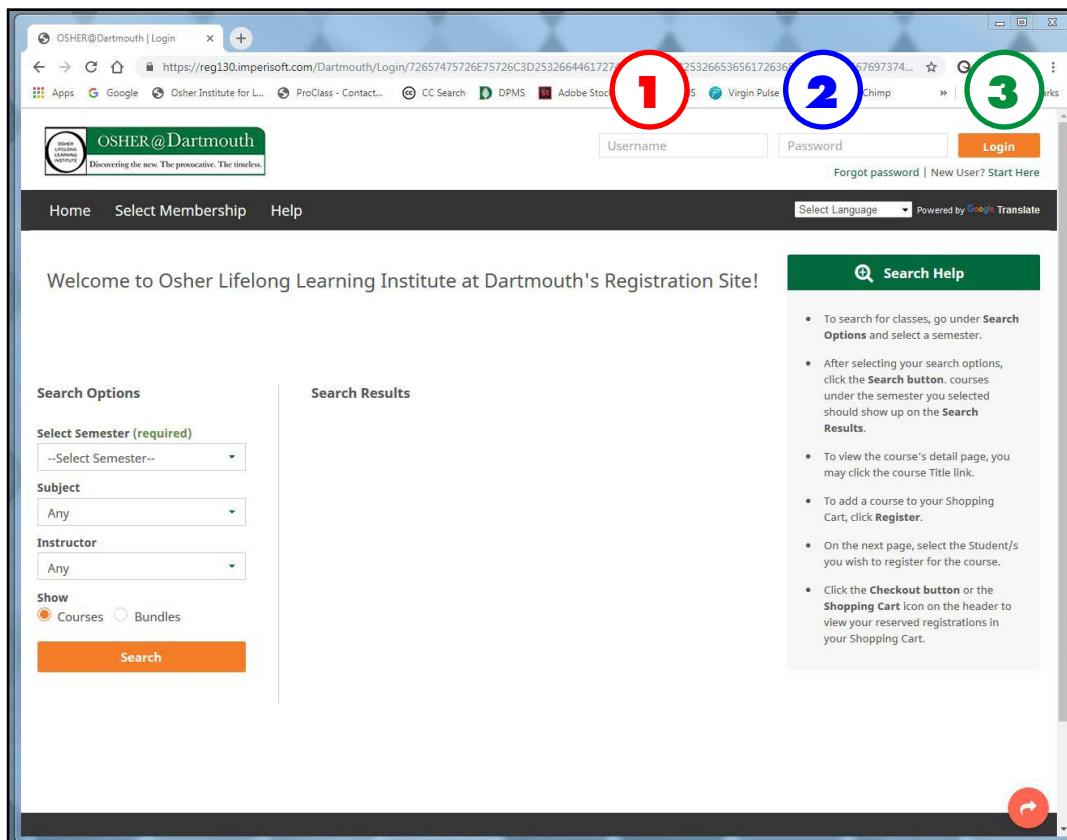


# Step 3: Main Registration Page

(For the rest of this document, we will be showing images you would see using a laptop or desktop computer. While the appearance may vary on a mobile device, the same basic instructions should apply.)

**Once you arrive at the main registration page (shown below), look at the top of the screen for the 'Username' and 'Password' boxes. They are situated next to an orange 'Login' button. You will need to:**

- 1) Type your username into the 'Username' box**
- 2) Type your password into the 'Password' box**
- 3) Click once on the 'Login' button**



**NOTE: Your username and password are case-sensitive, which means you must enter upper- and lower-case letters if they are used in either field.**

# Step 3a: Multiple Contacts/Household Accounts

**This page only applies to members who share a household membership/account with a spouse or partner. Proceed to the next page if your account is not connected to another person.**

**If you share a household account with your spouse or partner (meaning your accounts are connected through a household membership, and one of you is considered the primary account-holder), your screen will change and show a pull-down menu similar to the following image. You must click on the right side of the pull-down tab and choose the name of person who is registering. Your screen will then change to reflect the info shown on the next page of this guide.**

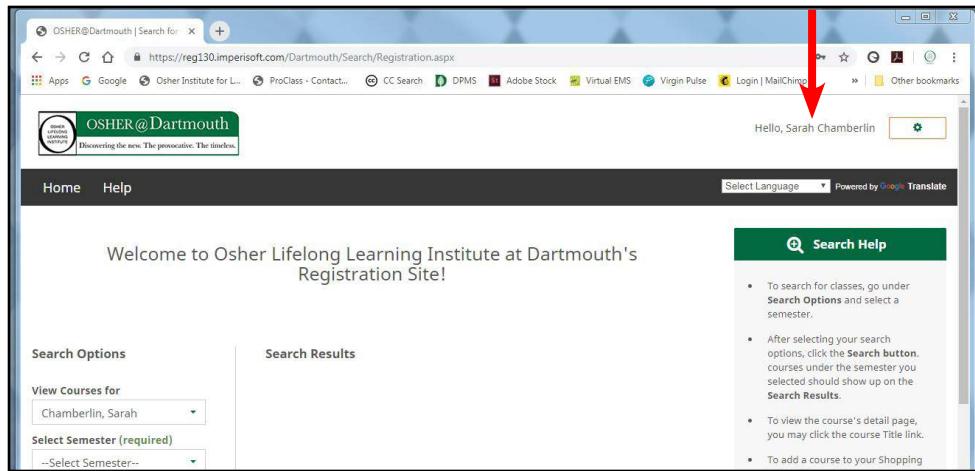


The screenshot shows a web browser window for the OSHER@Dartmouth website. At the top, there is a header bar with the logo 'OSHER@Dartmouth' and the tagline 'Discovering the new. The provocative. The timeless.' On the right side of the header, it says 'Hello, Lisa King' and has a 'Log Out' button. Below the header, there is a navigation bar with links for 'Home' and 'Select Membership'. On the far right of the navigation bar, there are 'Select Language' and 'Powered by Google Translate' options. The main content area contains a form field with the placeholder text 'Nothing selected'. To the left of this field, there is a small note: '\* Select your account:'. At the bottom of the page, there is contact information: '7 Lebanon Street, Suite 107, Hanover, NH 03755-1413 - (603) 646-0154', 'Office Hours: Monday through Thursday from 8:30 AM – 4:30 PM · Friday from 8:30 AM – 1:00 PM', and an email address 'osher@dartmouth.edu · osher.dartmouth.edu'. A large white cursor arrow is positioned over the 'Nothing selected' dropdown menu.



# Step 4: After Logging In

If you have successfully logged in, the screen will change, and your name should appear at the top of the window.



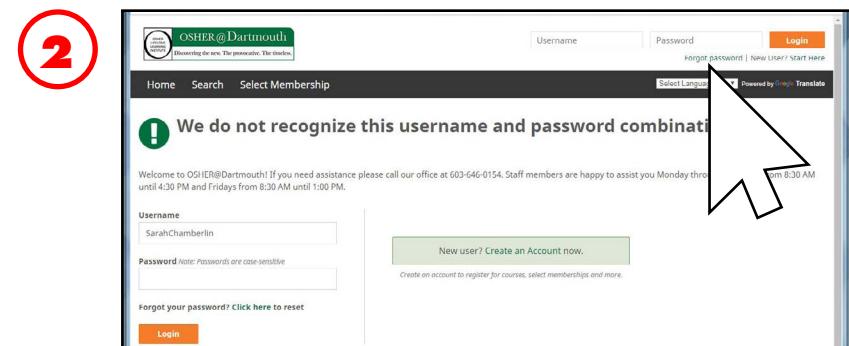
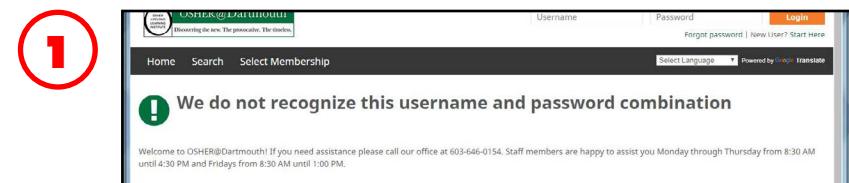
## Troubleshooting:

### 1) Incorrect Entry

If you enter an incorrect username and/or password, the screen will change and show the message at the right. Go back up to the top of the screen and try again. If the same results appear, try step 2, below.

### 2) Forgotten Password/Username

If the "We do not recognize" message continues to appear, you may be entering the wrong username and/or password. If this is the case, or if you cannot remember your username and/or password, click the 'Forgot password' link just below the username and password fields. When the screen changes, enter your email address in the field that shows up, and the system will email you to help with your login. Follow the instructions provided in that email message.



# Step 5: Search for Courses

**After logging in, you can begin searching for courses. You do so by scrolling down slightly and looking for the “Search Options” section of the page (shown below on the left). You can make your search very broad or very narrow, depending on what you’re looking for. Bear in mind that only the ‘Semester’ field is REQUIRED - the remaining fields are optional.**

**NOTE: The first box in the Search Options will normally show your name; if you are a member of a household, it may show the name of your other household member. Be sure to select the name of the person for whom you are selecting courses.**

The screenshot shows a web browser window for the Osher Lifelong Learning Institute at Dartmouth's Registration Site. The URL is https://reg130.imperisoft.com/Dartmouth/Search/Registration.aspx. The page has a dark header bar with 'OSHER@Dartmouth' and a logo, and a dark footer bar with a red circular icon. The main content area has a light background. On the left, there is a 'Search Options' sidebar with dropdown menus for 'View Courses for' (set to 'Chamberlin, Sarah'), 'Select Semester (required)' (set to '--Select Semester--'), 'Subject' (set to 'Any'), 'Instructor' (set to 'Any'), and 'Show' (radio buttons for 'Courses' and 'Bundles'). Below these is an orange 'Search' button. To the right of the sidebar is a 'Search Results' section which is currently empty. A large black cursor arrow points from the bottom left towards the 'Search' button. On the far right, there is a green 'Search Help' sidebar with a list of instructions:

- To search for classes, go under **Search Options** and select a semester.
- After selecting your search options, click the **Search button**. courses under the semester you selected should show up on the **Search Results**.
- To view the course's detail page, you may click the course Title link.
- To add a course to your Shopping Cart, click **Register**.
- On the next page, select the Student/s you wish to register for the course.
- Click the **Checkout button** or the **Shopping Cart** Icon on the header to view your reserved registrations in your Shopping Cart.

# Step 5a: Search by Semester

**Click on the 'Semester' pull-down menu, select the item you want (Fall 2019 in the example below), then click the orange Search button. A list of results should appear on the screen (below, right).**

Search Options

**View Courses for**  
Chamberlin, Sarah

**Select Semester (required)**  
Fall 2019

**Subject**  
Any

**Instructor**  
Any

**Show**  
 Courses  Bundles

**Search**



## Search Results

### A National Treasure: The Appalachian Trail (and Random Acts of Kindness)

Fall Term 1-4 sessions | Registration opens Monday, July 22, 2019 12:01 AM EDT  
Subject: 700 Soc Science | Level: New  
Instructor(s): Cook, Gregory  
Date: 9/10/2019-9/17/2019 | Location: R.W. Black Community Center - Hanover, NH  
| Room: Room 212  
Time: 1:00 PM-3:00 PM EDT on Tue  
Tuition: \$40.00

### And the Walls Came Tumblin' Down: 1989 and the Year That Changed the World

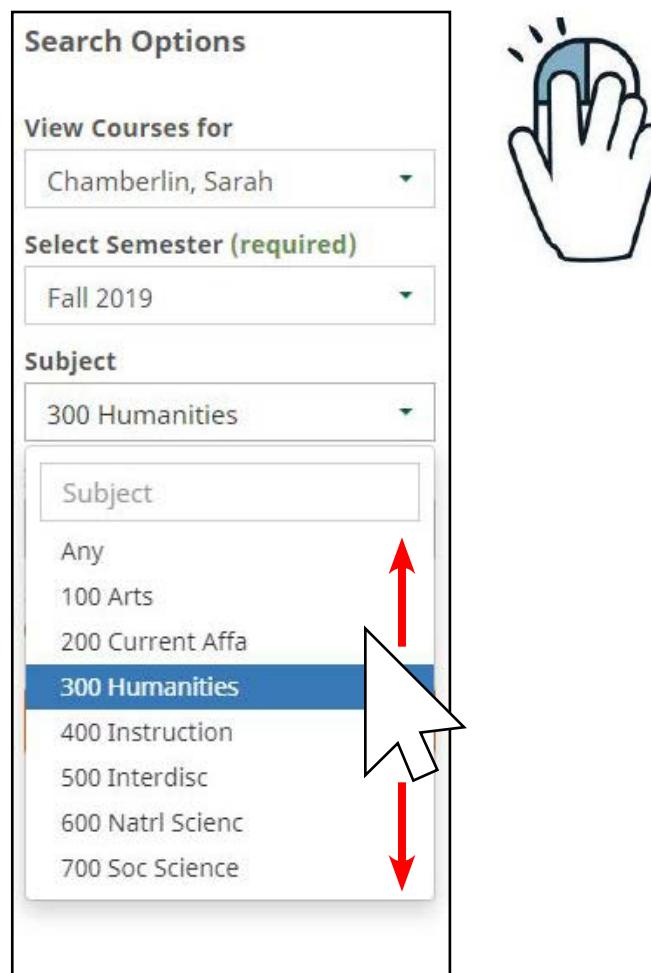
Fall Term 5-6 sessions | Registration opens Monday, July 22, 2019 12:01 AM EDT  
Subject: 700 Soc Science | Level: New  
Instructor(s): Lariviere, Gene  
Date: 9/11/2019-10/23/2019 | Location: Hotel Coolidge - White River Junction, VT  
| Room: Vermont Room  
Time: 2:00 PM-4:00 PM EDT on Wed  
Tuition: \$70.00

### Whatever Became of Jesus? How American Christianity Lost Its Way

Fall Term 7-8 sessions | Registration opens Monday, July 22, 2019 12:01 AM EDT  
Subject: 300 Humanities | Level: New  
Instructor(s): Tierney, Philip  
Date: 9/11/2019-11/13/2019 | Location: Kendal at Hanover | Room: Chalmers  
Time: 10:00 AM-12:00 PM EDT on Wed

## Step 5b: Narrow Your Search

If you are looking for a specific subject or Instructor (a.k.a. Study Leader), you can narrow your search by making selections in any of the other fields in the Search Options menu. Remember, the only required field is Semester - you can select as many or as few of the remaining fields as you want in order to refine your search results. When you've made your selections, click the 'Search' button.



# Step 6: Search Results

Once you have a list of search results, you can either:

- 1) Click on the course/event title to view the full description. (A registration link will appear on that page if registration is open.)
- 2) Click on the 'Register' button below the course listing to immediately begin registering for that course or event. (Remember, the 'Register' button only appears if registration is open.)



Search Results

**Member Series Ticket**

Member Series Ticket | Available (Membership Required)

Date: 7/11/2019-8/15/2019 | Location: Hopkins Center | Room: Spaulding Auditorium

Time: 9:00 AM-11:30 AM EDT on Th

Tuition: \$95.00

**Register**

**Non-Member Series Ticket**

Non-Mbr Series Ticket | Available

Date: 7/11/2019-8/15/2019 | Location: Hopkins Center | Room: Spaulding Auditorium

Time: 9:00 AM-11:30 AM EDT on Th

Tuition: \$120.00

**Register**

**Troubleshooting:**  
If the orange button reads 'Select Membership' (see image below), your membership is not current. Clicking this button will take you to the membership purchase/renewal page instead of the course registration page. You will need to complete a membership purchase/renewal before continuing with the course registration process.

Practice Registering for a Course

Special Event | Membership Required

Date: 7/9/2019-7/22/2019

Time: 10:00 AM-10:00 AM EDT on Wed

**Select Membership**

# Step 6a: View Description Before Registering

If you click the title of the course or event, the page will change to show you more information. You can see the course schedule, location, cost, and read the Study Leader biography. You can also either click the 'Register' button to register for the course, or click the 'Search' button to return to your search results. (Remember, the 'Register' button only appears if registration is open.)



The screenshot shows a web browser window for OSHER@Dartmouth. The URL is https://reg130.imperisoft.com/Dartmouth/ProgramDetail/3731383032/Registration.aspx. The page displays details for a course titled "Session 3: Affirmative Action". The course is described as a "Single SLS Ticket". It includes information about the location (Hopkins Center, Spaulding Auditorium), date (7/25/2019), time (9:00 AM-11:30 AM EDT on Th), and level (NEW). A link to download the iCalendar is provided. The course description notes that U.S. colleges are implementing special Affirmative Action admission policies where academic achievement is only one factor, designed to generate a student body with more economic, racial, sexual, and global diversity. It mentions that opponents claim these policies unfairly discriminate against applicants with better academic qualifications, while supporters argue they enhance multicultural understanding and critical thinking. Opponents also note that several Asian-American students at Harvard sued the university, alleging racial discrimination. The page also states that tickets will be available via WILL CALL ONLY at Spaulding Auditorium.

OSHER@Dartmouth | Session 3: Affirmative Action

https://reg130.imperisoft.com/Dartmouth/ProgramDetail/3731383032/Registration.aspx

OSHER@Dartmouth | Discovering the new. The provocative. The timeless.

Hello, Sarah Chamberlin

Home Search Select Language Powered by Google Translate

Session 3: Affirmative Action

Single SLS Ticket

Location : Hopkins Center  
Room :Spaulding Auditorium

Date : 7/25/2019 (one day)  
Time : 9:00 AM-11:30 AM EDT on Th  
Level : NEW  
[Download iCalendar](#)

Status Available

Tuition: \$25.00

I would like to register Chamberlin, Sarah

Register

Course Description :  
Speakers:  
Adam Mortara  
Neal Katyal  
  
Moderator:  
Daniel Benjamin

Most U.S. colleges are implementing special Affirmative Action admission policies where academic achievement is only one factor, designed to generate a student body with more economic, racial, sexual, and global diversity. They claim their broader student diversity pool results in enhanced multicultural understanding and critical thinking. Opponents of these policies claim they unfairly discriminate against applicants with better academic qualifications, and thus are a violation of civil rights laws. Several Asian-American students among this group recently sued Harvard, alleging racial discrimination. What are the legal merits of each position?

Tickets purchased for this lecture will be available via WILL CALL ONLY. Tickets may be picked up the day of the lecture ONLY at Spaulding Auditorium at the ticket table, staffed by OSHER@Dartmouth.

# Step 7a: Register

**Whether you make your decision to register for a course on the search results page or on the course description page, click the orange 'Register' button. You will be taken to a new page.**

Search Results

**Member Series Ticket**  
Member Series Ticket | Available (Membership Required)  
Date: 7/11/2019-8/15/2019 | Location: Hopkins Center | Room: Spaulding Auditorium  
Time: 9:00 AM-11:30 AM EDT on Th  
Tuition: \$95.00

**Non-Member Series Ticket**  
Non-Mbr Series Ticket | Available  
Date: 7/11/2019-8/15/2019 | Location: Hopkins Center | Room: Spaulding Auditorium  
Time: 9:00 AM-11:30 AM EDT on Th  
Tuition: \$120.00

**Session 2: Gun Rights**

**Register**

**Non-Member Series Ticket**  
Non-Mbr Series Ticket | Available  
Date: 7/11/2019-8/15/2019 | Location: Hopkins Center | Room: Spaulding Auditorium  
Time: 9:00 AM-11:30 AM EDT on Th  
Tuition: \$120.00

**Register**



'Register' buttons on the search results page.

OSHER@Dartmouth | Session 3: Affirmative Action

Single SLS Tickets

Location: Hopkins Center  
Room: Spaulding Auditorium

Date: 7/15/2019 (one day)  
Time: 9:00 AM-11:30 AM EDT on Th  
Level: NEW  
[Download iCalendar](#)

Status: Available  
Tuition: \$25.00  
I would like to register: Chamberlin, Sarah

**Register**

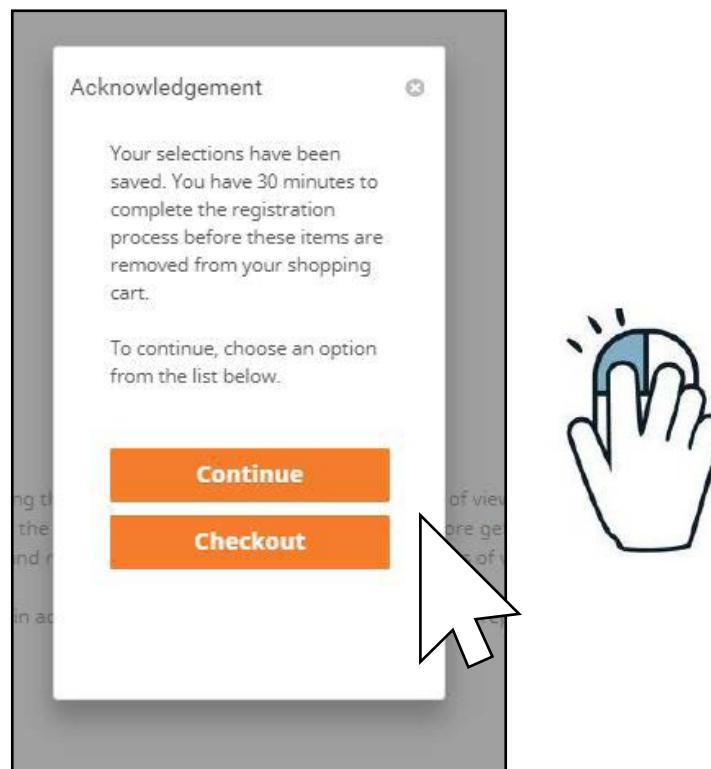
Course Description:  
Speakers:  
Adam Mortara  
Neal Katyal  
Moderator:  
Daniel Benjamin

Tickets purchased for this lecture will be available via WILL CALL ONLY. Tickets may be picked up the day of the lecture ONLY at Spaulding Auditorium at the ticket table, staffed by OSHER@Dartmouth.

'Register' button on the course description page.

## Step 7b: Register

**After you click any 'Register' button, a pop-up window will appear. This window lets you know that your registration will be reserved (but not complete) for 30 minutes, and you can either Continue (allowing you to search and register for more courses) or Checkout (complete your registration by submitting payment).**



## Step 7c: Multiple Accounts

**This is how the 'Select Participants' list may appear when there are multiple people in your household. You must select the name of the participant(s) intending to take the course.**

Select Participants

Belback, Diane

Belback, Laura

**Register**



## Step 7d: Wait List Status

**WAIT LISTS:** If a class is full, but you want to register if a seat becomes available, you can add your name to the Wait List for that course. The 'Register' button will be replaced by a 'Wait List' button. Click that button to add yourself to the Wait List. (The OSHER@Dartmouth office will call you if a seat becomes available.) If you process a Wait List registration, you will not follow the Checkout process described later in this guide, as no payment is required or accepted for Wait List placement. Payment will be collected only if you are contacted by the office and offered placement in the class.

Practice Registering for a Course

Special Event | FULL

Date: 7/15/2019-7/22/2019

Time: 10:00 AM-10:00 AM EDT on Wed

**Wait List** 



## Step 7e: Register

**At any point after you've begun selecting registrations, you can check your status by looking at the top right of your screen. If you see a shopping cart icon next to your name, this means you have courses or events waiting for checkout. The number next to the cart indicates how many registrations are waiting. You have 30 minutes for each item; after 30 minutes that item will disappear from your cart.**

**Clicking on the cart will take you to the checkout screen.**



# Step 8: Checkout

You are now looking at the contents of your Shopping Cart. You should see a list of the courses/events you've selected, as well as a balance due. If you want to remove any of the items you've selected, you can click the 'X' that appears to the left of that item. Before you can continue, you must click the bubble next to the "I have read and agree..." The 'Continue' button at the bottom of the page (which starts out as a faded grey) will then change to orange.

OSHERR@Dartmouth | Confirm S... +

https://reg130.imperisoft.com/Dartmouth/Confirm/Registration.aspx

OSHER @ Dartmouth

Hello, Sarah Chamberlin

Home Search Select Language Powered by Google Translate

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

Participant	Type	Description	Action	Tuition	Additional Fees	Additional Items	Payment Options	Subtotal
Chamberlin, Sarah	Member Series Ticket	Summer Lecture Series 2019 -- Member Series Ticket	Register	\$95.00	\$0.00		Full (\$95.00)	\$95.00
Chamberlin, Sarah	Special Event	Practice Registering -- Practice Registering for a Course	Wait List	\$0.00	\$0.00		N/A	\$0.00

Subtotal: \$95.00 Tuition  
Coupon Discount: -\$0.00 [I Have A Coupon Code](#)

← STUDY LEADERS

Total: \$95.00  
Amount Due Today: -\$95.00

Your credit card will be charged \$95.00 today.

Terms of Use

All payments for courses will be paid in full at the time of registration. If you cancel a course up to two weeks before the start date, you will be refunded the balance of course less a \$10 administration fee. If you drop a course less than two weeks before the start date of the course, no money will be refunded, unless the course has been cancelled.

Attention Study Leaders: If you have a Teach-one Take-One Voucher code please select "I Have A Coupon Code" above. Type in code and select "Apple Coupon Code."

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

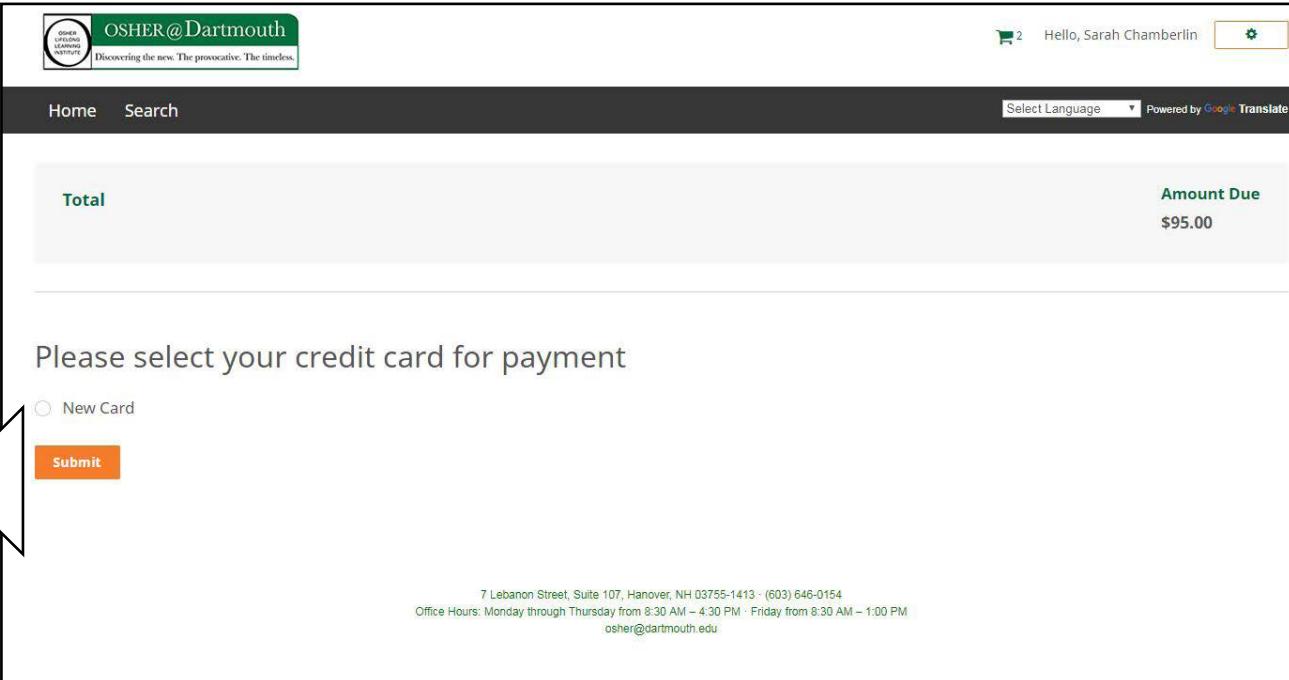
Continue

**STUDY LEADERS: Click on the "I Have A Coupon Code" link to add a coupon code from your Teach One, Take One voucher.**



# Step 8a: Checkout

**Your screen will change to a payment window. Please note that our system will never save your credit card information, which means you will always select 'New Card' to make a payment. Once you've clicked inside the 'New Card' button, more information will appear on the screen.**

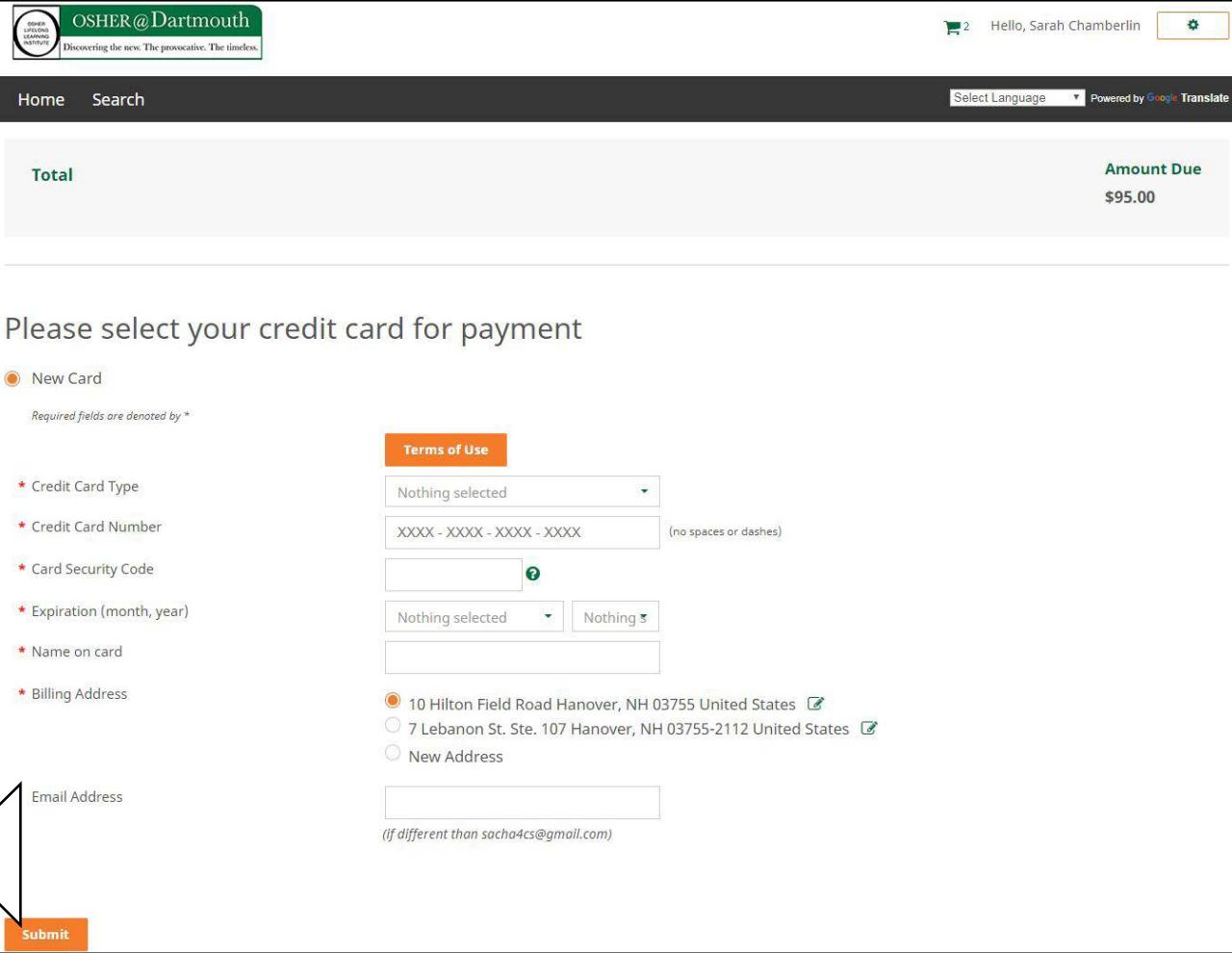


The screenshot shows a web browser window for OSHER@Dartmouth. At the top, there's a header bar with the logo 'OSHER@Dartmouth' and the tagline 'Discovering the new. The provocative. The timeless.' On the right side of the header, there are links for 'Hello, Sarah Chamberlin', a shopping cart icon with '2', and a gear icon. Below the header, a navigation bar has 'Home' and 'Search' links. To the right of the navigation bar are 'Select Language' and 'Powered by Google Translate' options. The main content area displays a 'Total' section on the left and an 'Amount Due' section on the right, both showing '\$95.00'. Below these sections, a message reads 'Please select your credit card for payment'. Underneath this message are two buttons: a radio button labeled 'New Card' and an orange 'Submit' button. A large mouse cursor icon is positioned on the left side of the page, pointing towards the 'New Card' button. At the bottom of the page, there is contact information: '7 Lebanon Street, Suite 107, Hanover, NH 03755-1413 · (603) 646-0154', 'Office Hours: Monday through Thursday from 8:30 AM – 4:30 PM · Friday from 8:30 AM – 1:00 PM', and an email address 'osher@dartmouth.edu'.



# Step 8b: Checkout

**Enter your credit card information. Remember, fields marked with an orange star are required - your payment will not be processed if those fields are not complete. When you have finished, click once on the 'Submit' button.**



OSHER LIFELONG LEARNING INSTITUTE  
Discovering the new. The provocative. The timeless.

Hello, Sarah Chamberlin

Home Search Select Language Powered by Google Translate

Total Amount Due  
\$95.00

Please select your credit card for payment

New Card

Required fields are denoted by \*

**Credit Card Type**

Nothing selected

**Credit Card Number**

XXXX - XXXX - XXXX - XXXX (no spaces or dashes)

**Card Security Code**

Nothing selected Nothing

**Expiration (month, year)**

Nothing selected Nothing

**Name on card**

Nothing

**Billing Address**

10 Hilton Field Road Hanover, NH 03755 United States   
 7 Lebanon St. Ste. 107 Hanover, NH 03755-2112 United States   
 New Address

Email Address

Submit

(if different than sacha4cs@gmail.com)



# Step 8c: Checkout

**After your credit card payment has been processed, a confirmation page will appear, showing the item(s) you have successfully paid for/processed. Pay close attention to the two areas indicated by the red brackets below:**

**The area at the top will inform you of the status of your registrations. If there are any failed items, you may need to start the registration process for that item over again.**

**The area below will display how much was charged to your credit card, and if you have any outstanding balance.**

**At this point, if the screen shows that you have successfully registered for your chosen items, you can either log out of your account, click the 'Search' option at the top of the screen to browse through more courses and events, or click 'Home' to go to [osher.dartmouth.edu](http://osher.dartmouth.edu).**

The screenshot shows a confirmation page from Osher@Dartmouth. At the top, there's a navigation bar with links for Home and Search. A large green button labeled 'Checkout' is prominently displayed. Below the navigation, a message says 'Your registration/purchase is complete. Click here for a printable page for your records.' It shows 1 item(s) succeeded and 0 item(s) failed. A section titled 'Successful Items:' lists one item: Chamberlin, Sarah, Practice Registering for a Course, Special Event, On Wait List, 7/15/2019, 10:00 AM EDT. Below this, it says 'Your credit card was not charged today.' and 'You have no balance due.' In the bottom right corner, there's a sidebar titled 'Search Help' with several bullet points about searching for classes and using the shopping cart.

Student	Item	Type	Status	Instructor(s)	Start Date	Start Time
Chamberlin, Sarah	Practice Registering for a Course	Special Event	On Wait List		7/15/2019	10:00 AM EDT

7 Lebanon Street, Suite 107, Hanover, NH 03755-1413 · (603) 646-0154  
Office Hours: Monday through Thursday from 8:30 AM – 4:30 PM · Friday from 8:30 AM – 1:00 PM  
[osher@dartmouth.edu](mailto:osher@dartmouth.edu)

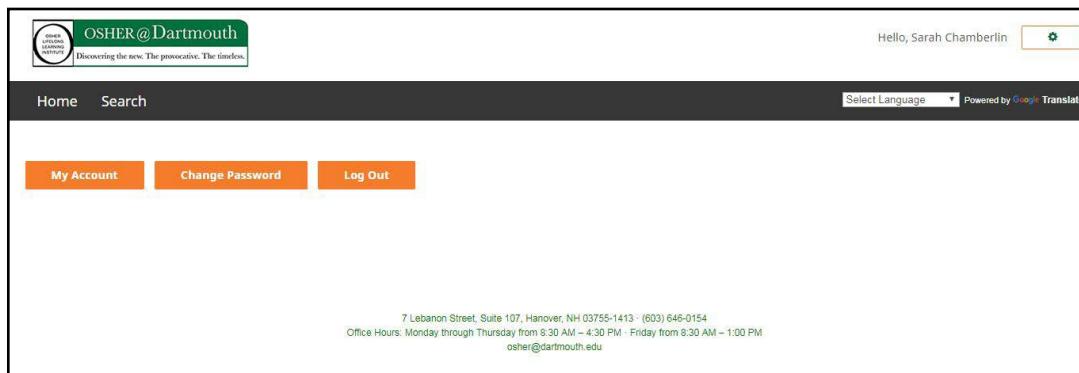
# Logging Out

**When you are ready to log out of your account, click the small green cog wheel next to your name at the top right of the screen.**



**The screen will change, showing you three options:**

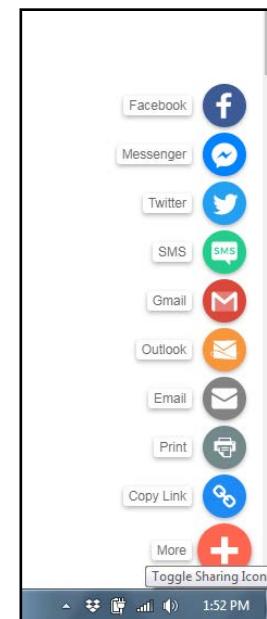
- My Account - clicking this button will take you to an overview of your account, where you can update your contact info, change your username, review your current and past registrations, etc.**
- Change Password - clicking this button will take you to a screen where you can change your password.**
- Log Out - clicking this button will log you out of your account; you will be returned to the main registration page, but the top right of the screen will return to the user-name and password entry boxes instead of your name.**



# **NOTE: The Orange 'Share' Arrow**

**You may notice the small curved arrow on an orange circle at the bottom right corner of the screen. This is the 'Share' button. You can ignore it if you choose, as it does not have anything to do with the registration process.**

**Clicking on this button opens a list of options that allow you to share the page you're currently viewing via Facebook, Messenger, Twitter, SMS, or by emailing it via Gmail, Outlook, or another email app. You can also print the page, or copy the link and paste it into a document or browser address bar. This may come in handy if you want to share info with a friend or family member about a course or event.**



**We hope this guide helps you when you wish to register for a course. If you have any questions or suggestions to improve this guide, please contact the OSHER@Dartmouth office at (603) 646-0154, or email [osher@dartmouth.edu](mailto:osher@dartmouth.edu)**

**Thank you!**

**Osher Lifelong Learning Institute at Dartmouth  
7 Lebanon Street, Suite 107  
Hanover, NH 03755**

**Office Hours:  
Mondays through Thursdays - 8:30 am to 4:30 pm  
Fridays - 8:30 am to 1:00 pm  
Saturdays and Sundays - Closed**