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
(works for desktops, laptops, and mobile devices)

1) Open your browser and type “osherdartmouth.edu” into the address bar.

2) You should see the OSHER@Dartmouth home page, shown here:
Step 2: Click the ‘Login’ Link
(work 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.
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.
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 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): Lavigne, 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.)

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.
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.)
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.

‘Register’ buttons on the search results page.

‘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 processed 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.
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.

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.
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.
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.
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 username 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

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