

Tips for Using the OLE! Website

www.oleanchorage.org

The first step is always to sign in with your **User Name** and **Password**. If you don't remember either, click on the **Green** prompts at the very top right hand side of the website homepage and follow the instructions. To change your Password, go to **Change Password** from the MAIN MENU. Then select [Edit Profile](#) and enter the password you want. SAVE.

Register for Courses Online. It's fast, it's easy, and it's immediate! You'll know right away if your name has been added to the course roster or if you're on the waiting list.

From the MAIN MENU, select **Registration**. From the next page, click on [Register for Classes Online](#). Click on the box to the left of each course you want. Click on **Continue** at the bottom of the page. Review the information on the next page, then click on SAVE.

Add or drop a course at any time. Select **My Courses** from the MAIN MENU. At the bottom of the list of the courses for which you are registered, click on the line to [add or drop courses](#). On the next screen, to DROP a course, click on the box with the check mark next to the course you want to drop. This will clear the box and you will be unregistered for the course. To ADD a course, click on the box next to the desired course to put a check mark in the box. Remember to click on **Continue**, and then SAVE.

View Course Materials. For courses for which you are registered, select **My Courses** from the MAIN MENU. Select the desired course from the list of your courses. At the bottom of the full course description are links to **Resources** if there are any materials that have been uploaded for the course. Click on the link to view the material.

You can also view course materials for any current or past OLE! course whether or not you registered for it. Select **Courses** from the MAIN MENU, then back in the left hand column select **Current Courses** or **Past Courses** to see lists of courses by OLE! term. Then select the course, go to **Resources** at the bottom and click on a link to materials.

Evaluate Your Courses. During the last week of a course, the course will be marked "closed." At that time, you can select **My Courses** from the MAIN MENU. At the bottom of the list of your courses, click on the line [Enter course evaluations](#). The next screen gives you a space to write comments about each course for which you were registered and a space to comment on the current term in general. Remember to click on SAVE. You can return to this screen later to edit or add comments. Always SAVE changes. Evaluations are compiled and shared with presenters but without identifying the writer. You can access the same evaluation screen from the MAIN MENU by selecting **Courses**, then **Course Evaluations**.

Classroom Locations. To find addresses and links to maps for the most frequently used classrooms, select **Courses** from the MAIN MENU, then back in the left hand column select **Classroom Locations**.

Have a question or concern about a course for which you are registered? First contact the class manager for that course. From the MAIN MENU select **My Courses**. From the list of your courses, select the course of interest. At the top of the page is listed the **Manager** with phone number and email address. Alternatively, contact one of the OLE! Managers of Managers, affectionately know as the MOMs. Find their name and contact information at **Contact Us** from the MAIN MENU.

Update your contact information. Have you moved? Changed your physical or email address or phone number? From the MAIN MENU select **Edit My Info**. Then edit or add information. Remember to SAVE your changes. If you don't want to receive emails from OLE! check the box on the lower left hand side. You can also see your **membership status** on this screen.