



HOW TO REGISTER ONLINE

Updated 7/22/21 by JW

Create Your Account

1. Go to olli.unt.edu/register and click the green **Create New Member Account** button.
2. Scroll down to the section titled **Create New Account**. Decide on the username and password that you would like to use your new member account and then enter them into the appropriate fields. Also enter the email address for an account that you check regularly. Then click the green **Create Account** button.
3. Enter your name and contact information into the appropriate fields. Then click the green **Submit** button.
4. You've just created your member account! You will now see the home screen of our **Member Portal**, which displays categories for our courses and events. However, in order to gain access to courses and events, you must first purchase a membership.

Purchase Your Membership

1. Click the image for the **Membership** category, which is listed on the top row in the far left column.
2. Click the green **Add to Cart** button beneath your desired membership type.
3. If the order appears correct in your **Shopping Cart**, click the green **Check Out** button.
4. The fields for your contact information should already be filled in. Click the green **Next** button to continue.
5. If you have any **Promo Codes** (for example, if this membership was purchased for you as a gift by a loved one) enter it in the appropriate field. Otherwise, click the green **Next** button to continue.
6. **Credit or Debit Card** will automatically be selected as your method of payment. Click the green **Next** button to continue.
7. If your **Billing Information** is the same as your contact information, check the appropriate box at the top of your screen to skip this step. Then click the green **Next** button to continue.
8. If all of your order, contact, and billing information appears correct, click the green **Purchase** button to be transferred to UNT's secure credit card payment portal.
9. The amount of your purchase will appear on the screen, along with your payment method. Click the gray **Continue** button to be taken to the screen where you will enter your credit card information.
10. Enter your credit card information and then click the gray **Continue** button.
11. When your order is complete, you'll be transferred back to the home page of our **Member Portal**. You can now enroll in any course or event that interests you!