OLLI Training Guides

Creating Your Destiny 1 Account & Study Group Registration

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Dear OLLI Member:

Welcome to the new Destiny One platform that we will be using for Osher LLI at Tufts. We have created a video and instruction guide to make this process as easy as possible.

We highly recommend watching the video before you get started (it is only about three minutes). We also recommend having the instructions guide open as you begin the registration process. This guide was created to address as many possible questions as we could, provide clear screenshots and instructions, etc.

A few notes before you get started:

1. This is a brand-new system for us, so even if you may have registered and/or paid on our portals before you will be registering as a new user. You will need to set up a new account.

2. Only those fields marked with a red asterisk (*) need to be completed. The sections on ‘Race/Ethnicity’ and ‘Education’ are optional and do not have to be filled out.

3. The ‘Policies and Disclosures’ section must be answered, but your answers will not affect membership status or your registration in any way. This information is needed for internal reasons by the University.

4. Once your account has been created, you will not need to create another one again. This is a ‘one time’ process. You will be able to use your account for all future study group registrations.

As always if you have questions or problems we are here to help you! Feel free to reach out to us at osherlli@tufts.edu.

Best,

Callan and Kathy
Quick Reference Guide

Please note: This guide designed for those members who are comfortable with technology and do not need the detailed instructions on the following pages in the guide.

Creating Your Destiny 1 Account: (All OLLI Members will need to create a NEW account)

1. Go to Courses.tufts.edu – In the top right corner, click Log in icon
2. I am a new user
3. Fill in all required information. The SSN is not needed (check box that you are not including SSN).
4. You will be sent an email with a link to create a password.
5. In the email, click on the link and create a password. Note: password requirements of at least characters, including at least one number, uppercase letter, and lowercase letter. Be sure to save your password. (You will need this information to register for classes)

Registering for Membership:

1. You will receive an email from osherlli@tufts.edu with a link to register/renew your OLLI membership. Click on the link.
2. Sign into your Destiny 1 Account
3. Add payment information – click Submit.
Detailed Instructions
Creating Your Account in Destiny 1

1. Go to courses.tufts.edu
2. In the top right corner, click the “Login” icon

4. On the next screen, create your username. Your username should be personal to you and can contain numbers and letters with **no** spaces in between.

5. In the next section, enter in your contact and personal information. **NOTE**: You do **not** need to enter your social security number.
   a. If you do not wish to disclose your social security number, check the box next to “**Student declines to provide Social Security Number**”

6. After you fill out all required fields, review the “**Contact and Privacy Preferences**” to choose your communication preferences.
   a. You can opt-in to the following communication types:
      i. Email – This includes OLLI Weekly Digest, OLLI Monthly Newsletter, OLLI Study Group Registration periods, Study Group confirmation receipts
      ii. Mail – This includes member materials that can not be sent over email
   b. **NOTE**: OLLI Weekly Digest, OLLI Monthly Newsletter, and OLLI Study Group Registration links will continue to be sent over email.

7. After reviewing, click “**Submit**” at the bottom of the page.
8. If there are no errors, you will see “Welcome to Tufts University” on your screen.

Welcome to Tufts University

A new account has been created for you. You should receive an email to the address you provided with a link to create a password. Please take a minute to do this before browsing courses.

a. Error messages may appear if you did not complete required fields. If this happens, double-check that all the fields with “*” next to them have been filled out.
Setting Your Password for Your New Destiny 1 Account

1. Go to your email and find the email sent to you from noreply@tufts.edu with the subject line “Tufts University New Account.”
2. Click the hyperlink labelled “Click here to choose a new password”

![Image of Tufts University New Account page]

3. On the webpage that the hyperlink navigates you to, enter what you would like your password to be in the box under “New Password***” Retype your chosen password in the second box. Click “Save.”
   a. Password must be a minimum of 6 character and have both alpha and numeric characters with at least one upper case letter.

![Image of New Password input field]
4. If there are no issues with your chosen password, your screen will say “Password Successfully Created.”

5. You have now successfully created your new OLLI Destiny 1 account!

**NOTE:** Please be sure to remember your password and save it in a safe place.
Resetting Your Destiny 1 Username or Password

If you forget your username or password, follow these next steps to reset your password and get back into your Destiny 1 account

1. Go to courses.tufts.edu and click “Login.”
2. Under “I have an account already” click either “forgot username” or “forgot password” based on what credential you don’t remember.

3. If you forgot your username, you will be prompted to enter the email you used to create your account. Enter your email and click “Continue.”
4. If you forgot your password, you will be prompted to enter your Destiny 1 username. Enter your username and click "Continue."

5. For both cases, a reset link will be sent to your email and you will then be able to set a new username or password.
Registering for Membership

1. You will receive an email from OsherLLI@tufts.edu with a link to register/renew your OLLI membership. Click on this link.
2. You will be brought to your Cart with an OLLI Membership fee in it.
3. Click “Checkout.”

4. If you are not already signed in, sign into your new Destiny 1 account.
5. Add payment information and click, “Submit”
6. You have now successfully secured your OLLI membership for the current year!
Registering for Study Groups

1. Go to courses.tufts.edu
2. Click “Browse Courses”

3. In the search bar under “Browse Courses,” type “OLLI” and click “Apply”
   a. This screen will now only show you available OLLI Study Groups
4. Click on the study group you are interested in enrolling in
   a. This will open a new page with more information on the study group you have selected including dates, time, description, and study group leader bio.
5. On the right-hand side of the page, click the “View Details” dropdown.
6. Click the blue button labeled “Add to Cart.”
7. A “Proceed to Checkout” pop-up will appear. On it, select “I am a Visiting Student.”

8. If you are not already logged in, enter your Destiny 1 username and password under “I have an account already.”
   a. If you had not created your Destiny 1 account yet, please refer to page 2 of this guide.
9. When logged in, you will be brought to your cart that has your selected study group in it.
   a. NOTE: If you have not registered for membership, a membership fee will automatically be added to your cart
10. Click “Checkout.”

11. Select your payment method.
   a. If you are paying by card, input your card information. Click Submit.
b. If you would like to pay by check, select “Pay by Another Method.” This will credit an invoice and you can send us a check to complete your enrollment into your Study Group.

12. When you have completed your payment, you have successfully registered for your Study Group and will receive a confirmation receipt from course@tufts.edu with the subject “Transaction Confirmation.”

**NOTE:** If you opt to pay by check, you will not see your Study Group listed until your invoice is fulfilled.
OLLI at Tufts Contact Information

If you have any issues or further questions on creating your Destiny 1 account, becoming an OLLI member, or how to register for study groups, please contact the OLLI team directly.

OLLI at Tufts
Phone: 617-627-5699
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