OLLI Training Guides

Creating Your Destiny 1 Account & Course Registration

Table of Contents

Dear OLLI Member: ................................................................................................................................. 2
Quick Reference Guide ............................................................................................................................ 3
Detailed Instructions ................................................................................................................................. 4
Creating Your Account in Destiny 1 ....................................................................................................... 5
Setting Your Password for Your New Destiny 1 Account ................................................................. 8
Resetting Your Destiny 1 Username or Password ............................................................................. 10
Registering for Membership ................................................................................................................ 12
Registering for Courses .......................................................................................................................... 13
OLLI at Tufts Contact Information ..................................................................................................... 17
Dear OLLI Member:

Welcome to the Destiny One platform that we use for the Osher Lifelong Learning Institute at Tufts. We have created a video and instruction guide to make this process as easy as possible.

We recommend having the instructions guide open as you begin the registration process if it is your first time doing so. 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. 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.

2. 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.

3. 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 course 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 New OLLI Members will need to create a account)

1. Go to universitycollege.tufts.edu/isher-lifelong-learning-institute/browse
2. In the upper righthand corner, click Login in the
3. In the section I am a new user, enter your email address in both fields. Click Create Account.
4. On this next screen, fill in all required information. The SSN is not needed (check box that you are not including SSN).
5. You will be sent an email with a link to create a password.
6. 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 universitycollege.tufts.edu/osopher-lifelong-learning-institute/browse
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 Course Registration periods, Course 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 Course 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**

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.

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 universitycollege.tufts.edu/osopher-lifelong-learning-institute/browse 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. **On the first day of registration** you will receive an email from OsherLLI@tufts.edu with a link to register/renew your OLLI membership. Click on that link. **All other days** go to: [https://universitycollege.tufts.edu/osher-lifelong-learning-institute/membership/how-to-join](https://universitycollege.tufts.edu/osher-lifelong-learning-institute/membership/how-to-join) and click the link to “Become a Member” or “Renew Your Existing Membership.” You will be brought to your Cart with an OLLI Membership fee in it.

2. Click “Checkout.”

3. If you are not already signed in, sign into your new Destiny 1 account.

4. Add payment information and click, “Submit”

5. You have now successfully secured your OLLI membership for the current year!
Registering for Courses

1. Go to olli.tufts.edu
2. Click “Browse”

3. This screen will show you all available OLLI Courses

4. Click on the course you are interested in enrolling in
   a. This will open a new page with more information on the course you have selected including dates, time, description, and course 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. The blue bar will now say Proceed to Checkout. If you are ready to checkout, click Proceed to Checkout.

8. A “Proceed to Checkout” pop-up will appear. On it, select “I am not a Tufts Degree Student.”

9. 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.

10. When logged in, you will be brought to your cart that has your selected course in it.
a. **NOTE**: If you have not registered for membership, a membership fee will automatically be added to your cart.

b. **NOTE**: If you already have a membership, the membership fee will be removed after your login credentials have been entered.

11. Click “Checkout.”

12. Select your payment method.
   a. Paying by card is the preferred method; input your card information.

13. Click **Submit**.

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

The transaction was successfully completed. Thank you for registering with Tufts University. You will receive a confirmation of this receipt by email at the address listed below.

Tara Pope
55 Main Street
Medford, MA 02176
United States
Tara.poppe@tufts.edu
(617) 992-3083
Student Number: X02662

Transaction Billed To: 3880
Date: Nov 10, 2020

You still have more steps to complete
APR005: Unofficial Transcript - AXE X0-69 added to profile for completion.

Purchased

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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 courses, please contact the OLLI team directly.

OLLI at Tufts
Phone: 617-627-5699
Email: OsherLLI@tufts.edu