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Log On to Osher Online Registration with Email/Student ID and Password

The Osher Online Registration Log On site can be accessed via https://acecreek.boisestate.edu/UserLogon.awp1 or by selecting Membership and Registration Login from the Osher Lifelong Learning Institute site (http://www.boisestate.edu/osopher/).

1. Enter your Email Address OR Student ID in the Email Address field.
2. Enter your password.
   a. Note: Refer to Create a password procedures if you have previously been an Osher member or if you have ever taken a course through Boise State University Extended Studies and never established a password.
3. Select the Log On button.
4. The Enrollment Card screen will appear when you have successfully logged into the Online Registration.

If this is not you, log off the system (you'll be given the opportunity to logon as a different user).

No Enrollment Card Entries at this time.
Create a Password

In order to establish a password, you’ll need to have an account with Boise State University-Division of Extended Studies and an active email address. If you are not certain whether you have an account or email address on record, please contact Boise State University-Extended Studies Central Registration at (208) 426-1709.

Once you are certain you have an account with a current email address, complete the following to set up a password:

1. Select Membership and Registration Login from the Osher Lifelong Learning Institute site (http://www.boisestate.edu/osher/).
2. Enter your Email Address OR Student ID in the Email Address field.
3. Enter the first initial of your first AND last name followed by your zip code in the Password field. This is a temporary password that will be used for logging on for the first time and until you establish a permanent password.
   a. Example:
      
      Name: John Smith  
      Address: 1910 University Drive  
      City, State, and Zip: Boise, ID 83707  
      Email Address: johnsmith@yahoo.com
4. Select the Log On button.

Osher Membership Registration and Log On

Current Osher Members Sign In

Please enter your Email Address (or Student ID) and Password.

Email Address:  
[Input field]

Password:  
[Input field]

Forgot your password?  

2) Enter email address: johnsmith@yahoo.com

3) Enter password: js83707

4) Select Log On

5. The Change Your Password screen will appear.
   a. Note: To view password guidelines, select Password Restrictions.
6. Enter your new permanent password in the New Password field.
7. Re-enter your new permanent password again in the Verify New Password field.
8. Select the Submit button.
9. A notification will be displayed once you have successfully created a permanent password. This password will be used for future access to the Osher Online Registration system.

10. If you encounter any errors, please contact Boise State University Extended Studies at (208) 426-1709.

Create a New Account

If you have never been a member, have never taken a course from Boise State University Extended Studies, or are certain you do not have an existing account, complete the instructions below to create a new account. If you are not certain whether you have an account, please contact Boise State University Extended Studies at (208) 426-1709.

1. Select https://acecreek.boisestate.edu/UserLogon.awp1 or select Membership and Registration Login from the Osher Lifelong Learning Institute site (http://www.boisestate.edu/osher/).
2. Select the Create Account button.

4. Enter a password and your personal information (i.e. First Name, Last Name, Address, etc.)
   a. Note: The fields with an asterisk are required and have to be populated.

5. Select the Create Account button.

Welcome! Create Your New Osher Member Account

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Please review your entries before you select the "Submit" button.

Submit

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Osher Membership Registration and Log On

Osher Member Sign In

Please enter your Email Address (or Student ID) and Password to access your enrollment card, account and history information.

Email Address:

Password:

Forgot your password?

Log On

New to the Osher Lifelong Learning Institute and want to become a member?

Returning or lapsed members do not need to create a new account. If you have any questions, please call 208-426-1700.

Create Account → 2) Select Create Account

4) Enter Password and Personal Information

5) Select Submit
6. A notification will be displayed once you have successfully created an account.

7. An email notification will also be sent from ESTellUs@boisestate.edu to the email address you entered, indicating that you’ve successfully created an account.

8. If you encounter any errors, please contact Boise State University Extended Studies at (208) 426-1709.
Forgot Your Password?

If you do not remember your password or would like to reset your password, complete the following:

1) Select https://acecreek.boisestate.edu/UserLogon.awp1 or select Membership and Registration Login from the Osher Lifelong Learning Institute site (http://www.boisestate.edu/oshер/).
2) Select the Forgot your password? link.

Osher Membership Registration and Log On

Current Osher Members Sign In

Please enter your Email Address (or Student ID) and Password.

Email Address: 
Password: 
Forgot your password? [2) Select Forgot your Password?]
Log On

3) The Password Request screen will appear.
   a. **Important:** The email address, full name, and zip code entered must exactly match the information we have in our records. If you need to verify the information we have on file, please contact Boise State University-Extended Studies at (208) 426-1709.
4) Enter your email address.
5) Enter your full name with spaces (First Name, Middle Initial, and Last Name).
6) Enter your zip code.
7) Select the Submit Request button.
8) A notification will be displayed if the information you’ve entered matches a record on file. If you encounter any errors, please contact Boise State University-Extended Studies at (208) 426-1709 to confirm the information we have on record.

A matching entry was located for lynn.harrsch@boisestate.edu

Instructions for accessing your account have been emailed to the above address. Please check your mail and note the appropriate information.

(Click your browser’s BACK button twice to bring up the login form.)

9. An email notification will also be sent from ESTellUs@boisestate.edu to your email address, which contains a link to reset your password.
   a. Access your email account and locate and open the email from ESTellUs@boisestate.edu with a subject of “Your Online Password.”
   b. Select the link to establish a password.

10. The Change Your Password screen appears.
    a. Note: To view password guidelines, select Password Restrictions.

11. Enter your new permanent password in the New Password field.

12. Re-enter your new permanent password in the Verify New Password field.

13. Select the Submit button.
14. A notification will be displayed once you have successfully changed your password.

Your password has been changed. Please note the new value.

15. If you encounter any errors, please contact Boise State University Extended Studies at (208) 426-1709.

Log off Osher Online Registration

It is recommended that you log off when you are finished accessing your account. Logging off can be done from any screen within the Osher Online Registration system.

1. Select the Log Off button.
View Osher Offerings

To view Osher Offerings, select one of the Offering links located on the left navigation menu. Note: The offerings will only display if they are current offerings. If you would like to view past offerings, please refer to the Osher Brochure (link located on the left navigation menu).

1) The list of Offerings will be displayed.
2) Select the offering you are interested in.
3) Course Status screen will appear with the Osher offering details, which includes the following information:

- Course Name
- Description
- Required: This lists the memberships that are required in order to enroll in the course. (Scroll-down to view details.)
- Offering Date
- Dates to Meet
- Location (Scroll down to view details.)
- Instructor (Scroll down to view details.)
- Fee (Scroll down to view details if there are multiple fees or optional fees.)
- Available Openings
- Note: If online registration is not available for the offering, the following will be displayed:

   On-line registration is not available at this time. Please contact our office for more information. Support Person: The Division of Extended Studies. Phone: 208-426-1709 Email: ESTellUs@boisestate.edu
Register for Osher Memberships and Offerings

To register for Osher Memberships and Offerings complete the following:

1) Log in to the Osher Online Registration system.
   a. Note: For instructions on how to log on, refer to the Log on to Osher Online Registration with Email/Student ID and Password.

2) Locate the offerings in which you would like to register.
   a. Note: For instruction on how to view courses, refer to the View Osher Offerings.
   b. Important: You must meet the required membership in order to enroll in the offering.

3) From the Offering Status screen, select the Enroll Yourself button.
Works of Walt Whitman

Join us as we explore the writings of Walt Whitman and his place in American literature. Topics include Whitman’s spiritual beliefs, his philosophical and political allegiances, key themes such as self-realization and companionship, and his technical innovations as an originator of free verse. The course will also cover Whitman’s reputation, including early newspaper reviews of his poetry and recorded opinions by noted contemporaries such as Ralph Waldo Emerson and Henry David Thoreau. Texts discussed include Song of Myself, lyric poems such as Crossing Brooklyn Ferry and Out of the Cradle. Endlessly Rocking; his unpublished sequence of love poems Live Oak, with Moss; and the Civil War-era Drum-Taps, including the poet’s elegy to Lincoln, When Lilacs Last in the Dooryard Bloom’d.

Required: Osher Spring 2011 Membership (01/01/11-06/30/11)
Dates: January 19 - February 16, 2011
Meets: Wednesday from 10:00 AM to 12 N, 5 Sessions
Location: Ron & Linda Yanke Family Research Park
Instructor: Steven Olsen-Smith
Fee: $65

There are still openings remaining at this time.

2b) Select Enroll Yourself

A valid credit card will be required for payment. Please have your card information ready.

Enrollment Progress ... What's This?

Tell a Friend about this Course

a. If you have not met the membership requirement, you will receive the following error:

Cannot Enroll in this Course unless you are a member of Osher Spring 2011 Membership (01/01/11-06/30/11)

Important: You will need to enroll in the Osher Membership or add the membership to your Enrollment Card before you are able to enroll in the offering.

4) Once you have enrolled in the Osher Membership or added the Osher Membership to your enrollment card, locate the course and select the Enroll Yourself button.

5) The Enrollment Card will display with the option to Finish Registration, Add More Courses, or Cancel Entry.
   a. Select Add More Courses to continue enrolling in courses.
   b. Select Cancel Entry to not proceed with enrollment.
c. Once you have added all of the courses of interest, select the **Finish Registration** button and the Course Registration screen will appear.

d. Confirm the information and select the **Submit** button.

**Course Registration**

Enrollment submitted by: Lynn Harrsch

To pay by credit card, please review the cardholder information, then click **Submit** to access our on-line payment service:

Name on Card: Lynn Harrsch
Address: 220 East Park Center Boulevard
City: Boise
State: ID
Zip Code: 83713
Phone: 2084263733
Email: lynnhsrch@boisestate.edu

Amount due: $66.00

e. You will be directed to the secure site: Payment site.

f. Enter your credit card information and select Continue.
g. Once you select the Continue button, it is **important** that you wait for the transaction to complete. If you do not wait and select any button, this could cause your transaction to fail or duplicate.

h. A notification will be displayed confirming your transaction has been completed.

**Transaction Completed**

A confirmation has also been emailed to you.

i. If you are finished enrolling in courses, select the Log off link.
Transaction Completed

A confirmation has also been emailed to you.

Enrollment Confirmation for Lynn Harrsch

<table>
<thead>
<tr>
<th>Course</th>
<th>Work of Walt Whitman (113OLL1CL001) 01/19/2011 - 02/16/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets</td>
<td>Wednesday from 10:00 AM to 12 N. 5 Sessions</td>
</tr>
<tr>
<td>Location</td>
<td>Ron &amp; Linda Yanke Research Park</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

Total charges: $1.00

Credit cards will be processed each evening at midnight

Log off current user: i) Select Log off

Enrollment Progress...

j. An email notification will also be sent from ESTellUs@boisestate.edu to your email address, indicating you successfully enrolled and paid for your courses.
If you encounter any errors or are not certain if your transaction completed, contact Boise State University-Extended Studies at (208) 426-1709.

Remove Osher Offering from Enrollment Card

1. Removing Osher offerings from your enrollment card can only be completed if you have not paid for the offerings and the courses are listed on your enrollment card.
3. **Important:** The membership cannot be deleted from the enrollment card. You will have to select the Clear Card button to remove the membership. By selecting this button, it will remove all courses on the enrollment card as well.
Cancel Registration

Cancellations can only be done by contacting Boise State University Extended Studies at (208) 426-1709.