

# NC STATE UNIVERSITY

## REPORTER Help Documentation

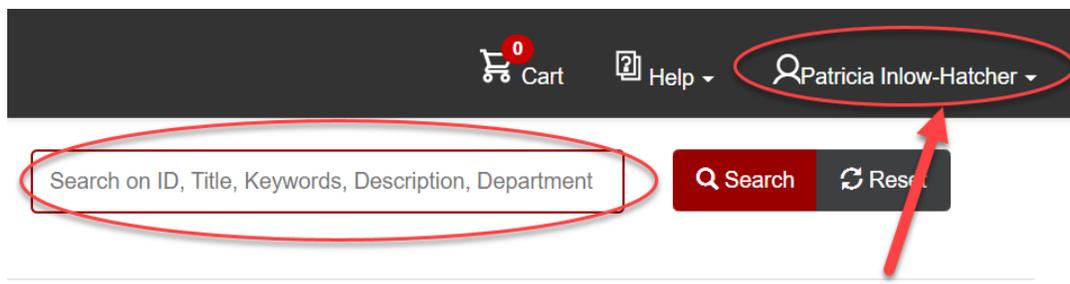
# Registration Help Guide

[Click here for a video tutorial on registering for OLLI Courses](#)

- ◆ [Setup your Brickyard Account](#) (click on this link to jump to this point in the guide)
- ◆ [Registering for OLLI Events Using the Catalog Calendar & List View](#) (click on this link to jump to this point in the guide)

### How To Avoid Common Issues That Might Arise When Registering:

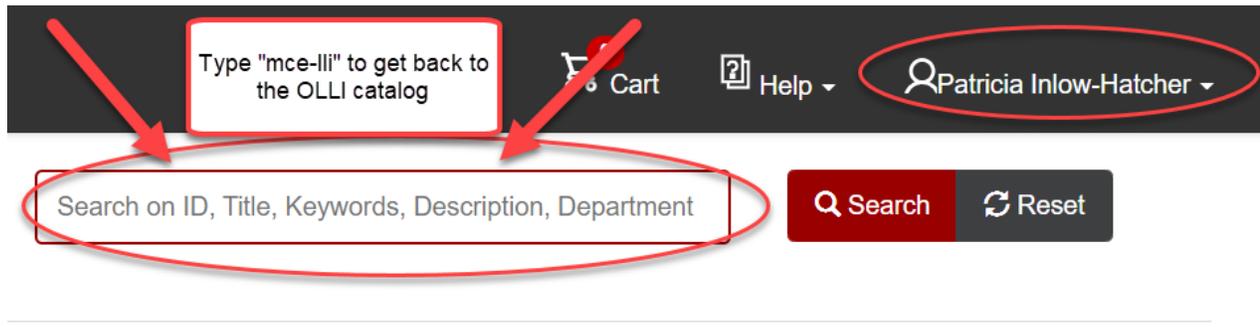
1. For the best experience, login first or create your Brickyard Account as soon as you see something you want to register for. You know that you have successfully logged in when you see your name in the upper right hand corner of your screen:



2. Once you have added an item to your cart, you can continue to scroll down the OLLI website page or enter course names in the Search box. Do not click on the "Catalog" that you see in the upper left corner. That is the "catalog" of all NC State University non credit courses in the registration system.



But... if you do click on "Catalog" you can find your way back to the OLLI course catalog pretty easily. Look for the search box at the top of the page and type in the code for OLLI classes – "MCE-LLI" – that will get you back to where you want to be.

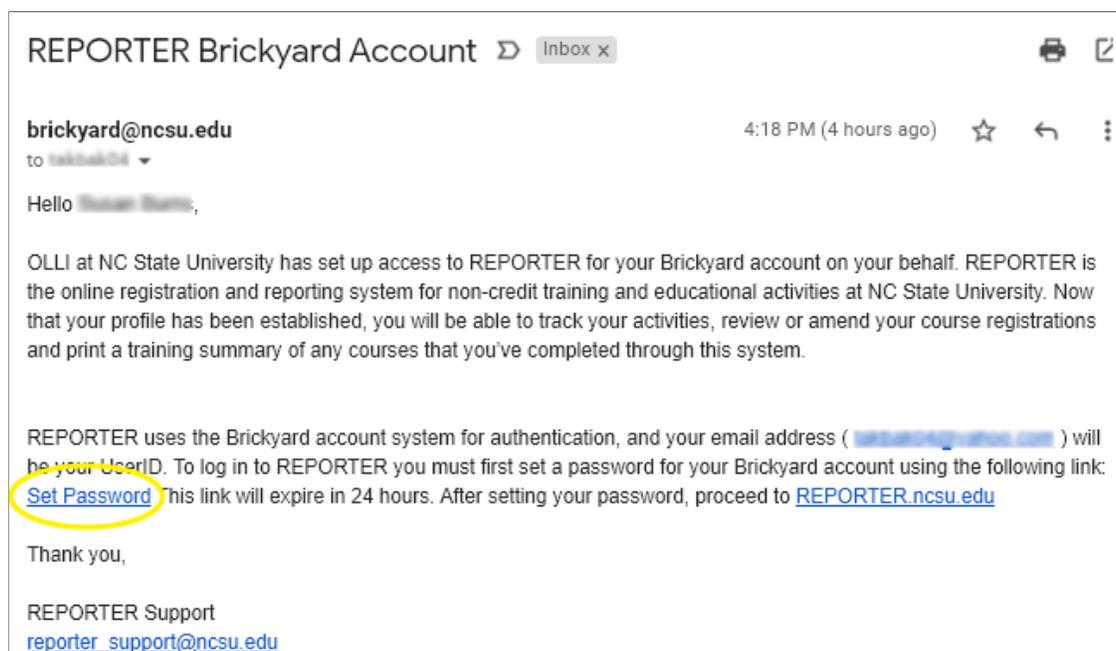


3. Once **logged in**, you can also keep multiple tabs open on your browser and still have just one cart:



## Setup Your New Brickyard Account

1. You will receive an email from '[brickyard@ncsu.edu](mailto:brickyard@ncsu.edu)' upon creation of your new REPORTER account. Click the "**Set Password**" link in the email to set a password for your account.



Note: If it has been more than 24 hours since you've received the link, the link will be expired. If your link has expired, click the link on the page to request a new password reset email.

NC STATE  
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[COVID-19 UPDATES](#)
[RESOURCES](#)

# Brickyard Account Password Reset

**Unable to process the current request. Missing or invalid token**

Please use the link provided in your password reset email or click [here](#) to request a new password reset email.

## Registering for OLLI Events Using the Catalog

- From the [OLLI website](#), click the [registration link](#). This will open the catalog of the REPORTER registration system. The catalog can be viewed as a list or as a calendar. Click on the tab to specify your view.

### a. Calendar View

▶ Advanced Search

Search results: 10

Catalog

View By Calendar

Note: The calendar view only shows scheduled events (classroom and webinar). Please use the Course View if you wish to include online courses.

April 2021

Today
month
week
day
<
>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7 <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Foundations of</span>	8 <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Foundations of</span>	9 <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Foundations of</span>	10 <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Pandemic Eco</span>
11 <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Pandemic Eco</span>	12 <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Foundations of</span> <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Pandemic Eco</span>	13 <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Foundations of</span> <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Pandemic Eco</span>	14 <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Foundations of</span> <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Pandemic Eco</span>	15 <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Foundations of</span> <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Investigating B</span> <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Pandemic Eco</span>	16 <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Foundations of</span> <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Pandemic Eco</span>	17 <span style="background-color: #0070c0; color: white; padding: 2px;">12:00 pm Latin for Begin</span> <span style="background-color: #0070c0; color: white; padding: 2px;">1:00 pm Pandemic Eco</span>
18	19	20	21	22	23	24

## b. List View

Catalog View By Calendar

Latin for Beginners Part 2 - MCE-LLI-1-151 Add to Watchlist Share

Start Date	Title	Available Seats	Restricted
4/17/2021	Latin for Beginners Part 2	4	!

Add to Cart

2. Clicking the name of an activity on the calendar OR clicking the name of the activity in the list will take you to the registration page with additional details. If you wish to register for that activity, click **Add to Cart** to prepare for checkout.

Foundations of Stress Management New Window

Back MCE-LLI2 Add to Watchlist Share

**Details**

**Description**  
Foundations of Stress Management

**Instructional Hours**  
6.00

**Subject Areas**  
Health, Nutrition & Wellness

**Foundations of Stress Management**  
**Seats Left: 34**  
**Cost: \$ 30.00**

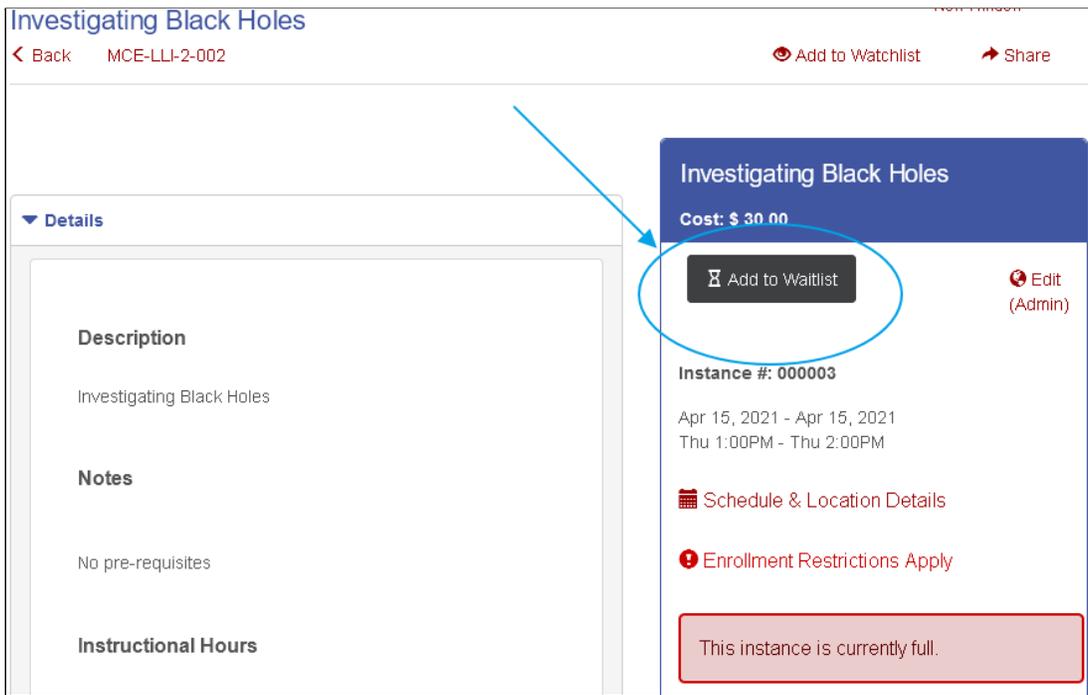
Add to Cart Edit (Admin)

**Instance #: 000002**  
Apr 7, 2021 - Apr 30, 2021  
Wed 1:00PM - Fri 2:00PM

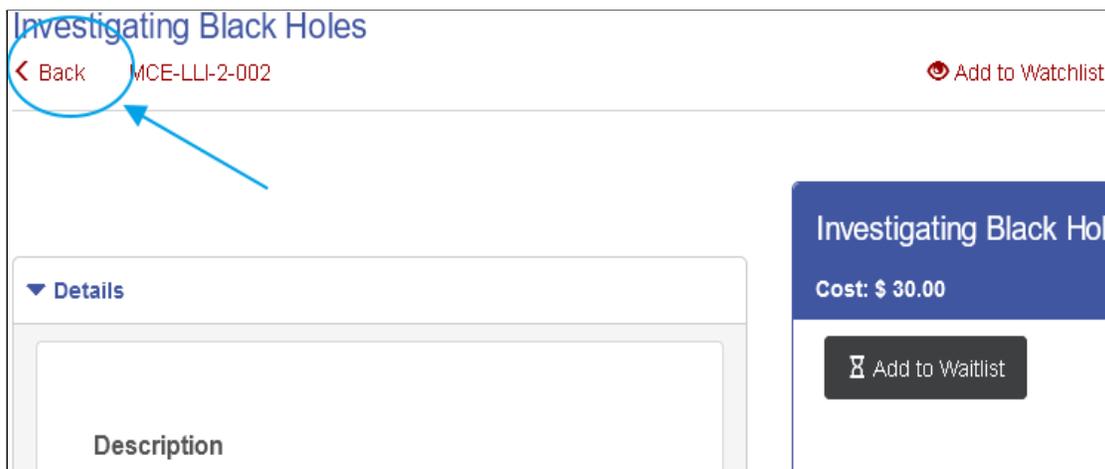
Schedule & Location Details  
Enrollment Restrictions Apply

**Instance Details**

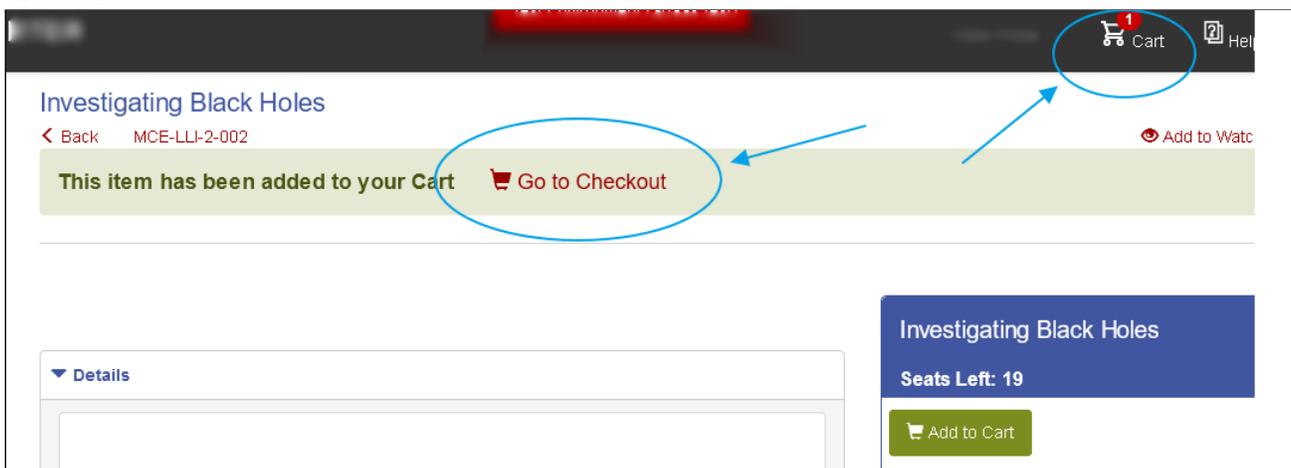
- a. If the class is full, you will see an **Add to Waitlist** button. Clicking this button will add you to the waitlist for the activity.



- b. If you wish to register for additional classes, return to the catalog by clicking the **Back** link. Repeat the above steps to add additional activities to your cart.



- 3. Once you are ready to complete your registration, click either **Go to Checkout** OR the **Cart** icon on the top right of your window.



If you do not already have an OLLI Membership, you can purchase one by clicking “Add to Order” next to the OLLI Membership item in the cart.

**Foundations of Stress Management - MCE-LLI2** Course Cost: \$30.00

No. of Participants:  - +

**Participant 1** Self ✕ Remove

**Cheri Pipkin-Ext** : cheri.pipkin@gmail.com

Apply a discount code

The following items are available to add to this registration:			The following items have been added to your order:	
OLLI Donation	OLLI Donation	Variable	<span style="background-color: #6aa84f; color: white; padding: 5px;">Add to order</span>	No items found
OLLI Membership	This will make the participant an OLLI member until the membership expires	\$ 20	<span style="background-color: #6aa84f; color: white; padding: 5px;">Add to order</span>	

The option to purchase the membership will appear on each event in your cart, but you only need to choose it one time. Once you click ‘Add to Order’ it will populate to the right of the event to which you have added it.

The following items are available to add to this registration:			The following items have been added to your order:	
OLLI Membership	An OLLI Membership is required for registration. This program is for adults aged 50+.	\$20.00	<span style="background-color: #6aa84f; color: white; padding: 5px;">Add to order</span>	
OLLI Enhancement Donation	OLLI Enhancement Donation	Variable	<span style="background-color: #6aa84f; color: white; padding: 5px;">Add to order</span>	

The following items have been added to your order:	
OLLI Membership	\$20.00 <span style="float: right;">✕</span>

If you try to process the order in your cart and do not choose to add a membership but are **NOT** a current OLLI member, you will receive this error:

**Validation Message**

An OLLI Membership is required for registration. This program is for adults aged 50+. For additional information, visit <http://ncsu.edu/olli>

4. Check the box under each course to confirm that you have read and agree to the registration policies and click **Proceed to Order Summary** to proceed to the payment screens. If there are any errors in your cart, you will receive an error message to let you know what is missing.

Cart / **Cart Total: \$30.00**

**Latin for Beginners - MCE-LLI-1-150** Course Cost: \$30.00 ✖ Remove

No. of Participants:  - +

**Participant 1**  ✖ Remove participant

**Cheri Pipkin** : cprennin@ncsu.edu

👉 Apply a discount code

The following items are available to add to this registration:		The following items have been added to your order:	
OLLI Membership	OLLI Memberships	\$ 20	<span>Add to order</span>
Donate to the OLLI program	Donate to the OLLI program	Variable	<span>Add to order</span>
		No items found	

I have read and agree to the registration policies

**Sub-Total: \$30.00**

5. Select **I will pay now with a credit card** in the payment option drop down menu.

**Latin for Beginners - MCE-LLI-1-150**

<b>Cheri Pipkin:</b> cprennin@ncsu.edu	<b>Participant Subtotal:</b>	\$30.00
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-- Please Select a Payment Option --	
-- Please Select a Payment Option --	
I will pay now using a credit card	

<b>Subtotal:</b>	<b>\$30.00</b>
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**Cart Total: \$30.00    Pay Now Total: \$30.00**

You will need to indicate how you will pay for each item in your cart. The easiest way to do this is to click [Apply Payment Type to All Cart Items](#), which will pop up after you choose a payment option from the drop down menu for the first item in your cart.

I will pay now using a credit card ▼

Please not  
purchases

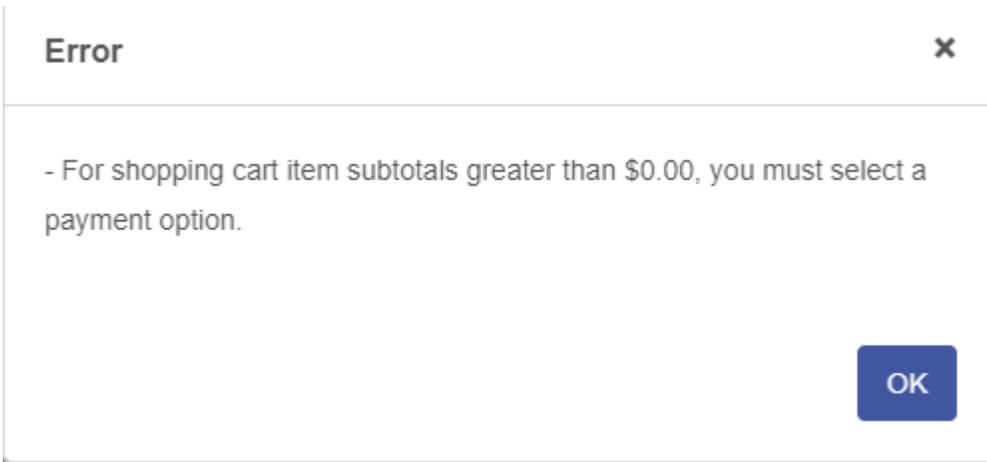
✓
Apply Payment Type to All Cart Items
←

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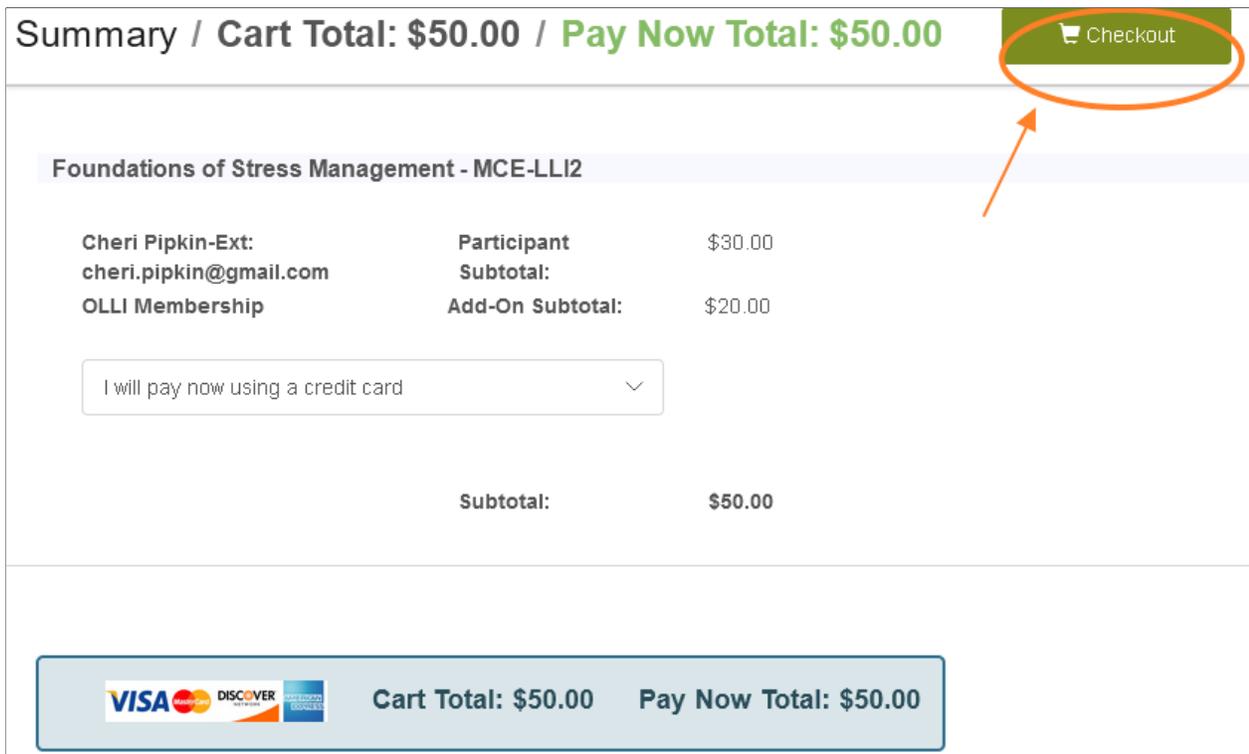
<b>Subtotal:</b>	<b>\$30.00</b>
------------------	----------------

**Cart Total: \$30.00    Pay Now Total: \$30.00**

If you do not apply a payment option to each item in your cart, you will receive this error message:



- Click the **Checkout** button. You will be guided through our secure payment processor screens to confirm your total, enter your credit card information and confirm your payment.



**NOTE:** The credit card expiration date is only a 4 digit field for the mm/yy. If you attempt to input 4 digits for the year, the system will be unable to process your order.

Expiration Date\*:

mm/yy

7. Once your registration is complete, you will return to the Order Summary page. You can now sign out or close your REPORTER window.
8. You will then receive three emails related to your registration.
  - a. The first email will be the registration confirmation email. It will contain the time and date of your course, as well as links to add the course to your digital calendar.



Hello OLLI RegistrationTest,

Thank you for registering for: Latin for Beginners

This course is online and can be accessed during the date and time shown below.

Date	Start	End	Location	Google Calendar
05/24/2021	01:00 PM	02:00 PM	Online Webinar	<a href="#">Add</a>

To access your webinar, log in to [REPORTER](#) and click the "Go To Webinar" button next to this activity in the Upcoming Courses section of your dashboard.

Additional information about your event is listed below:

Please keep this e-mail for your records, or contact [nobody@ncsu.edu](mailto:nobody@ncsu.edu) for questions. You may also review or amend your course registration at <https://go.ncsu.edu/reporter>.

Thank you for selecting NC State University for your continuing education.

OLLI

[nobody@ncsu.edu](mailto:nobody@ncsu.edu)

- b. The second email will be the order summary email, which will contain your order summary attachment. **NOTE:** if you order by phone by contacting the OLLI office, you will NOT automatically receive a copy of the order summary. However, you may contact the OLLI office at 919.515.5782 to ask for a copy to be sent to you.
- c. The third email will be the payment processor email confirming your credit card payment.

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## Commerce Manager Standard Notification Inbox x



**ncsucrcard@ncsu.edu**

to me ▾

jonathan,

Your credit **card** payment was approved on 03/15/2021 at 01:42 PM.

Confirmation Number: 5001610245

Payment Description: NC State REPORTER Registration

Payment Amount: \$50.00

Credit **Card** Last Four Digits:

Regards,

QuikPAY Online Services

If you have any questions about how to use the Reporter system for online registration, please contact the OLLI office at **919.515.5782**.

Business hours are Monday-Friday 8:30am-4:30pm