



## LLI Member Guide to ProClass

This Guide is to help LLI Members use the Online version of ProClass. Use the links in the table of contents to quickly jump to a section of interest. Major topics include:

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# Open Your Account in ProClass

All LLI members in the 2019-2020 year have been imported to ProClass. Use your email account (the same one you used when you renewed your membership) to:

- Access your ProClass account by using the “forgot password” function
- Update your own information, such as your username, phone numbers, email addresses, and LLI information.

## Quick Start

This will take you about 5 minutes to complete. The links in this Quick Start section will take you to detailed information and screenshots. The steps are:

1. [Log in to ProClass](#)
2. [Set/reset your password](#) with the “forgot password” link on the login page
3. [Enter your email address](#) on the Forgot Password page
4. [Check your email](#) to the email address entered in step 3 and click the link in the message
5. [On the Reset Password page](#), enter your (new) strong password. **Copy your user name** (which could be a series of random letters you can change in step 7) to your clipboard or by writing it down for use in step 6
6. [Log in](#) with your new strong password and the username shown in step 5
7. [Update your account](#) with your preferred username and other information

## Detailed Start

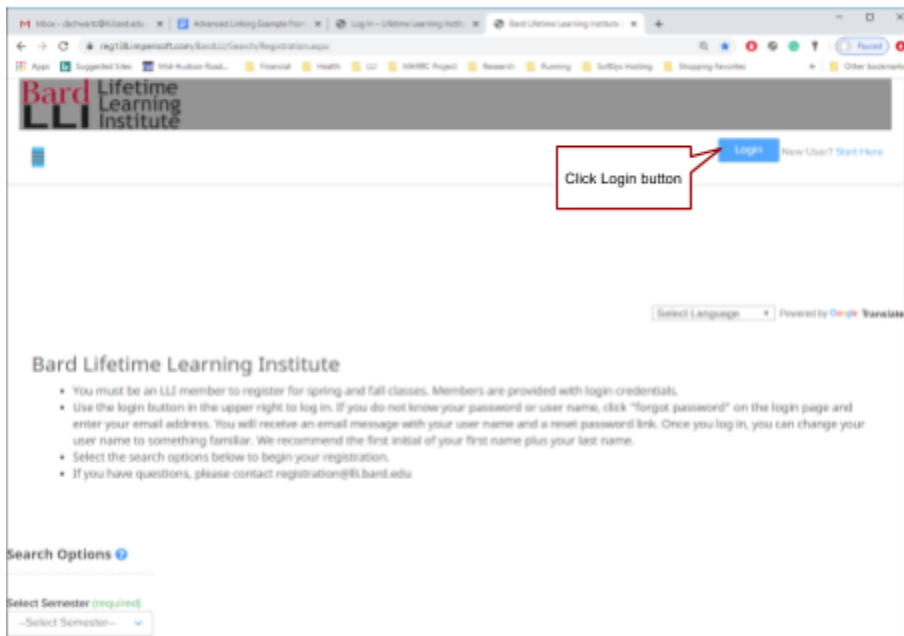
Some members may prefer more detailed information as shown below with screenshots of what you will see. The steps are

### Log in to ProClass

You can access ProClass two ways:

1. Go directly to [ProClass with this link](#) OR
2. You can access ProClass through the [LLI website](#). In the top navbar, choose [Courses> ProClass Course Registration](#) and then click the [link to ProClass](#).

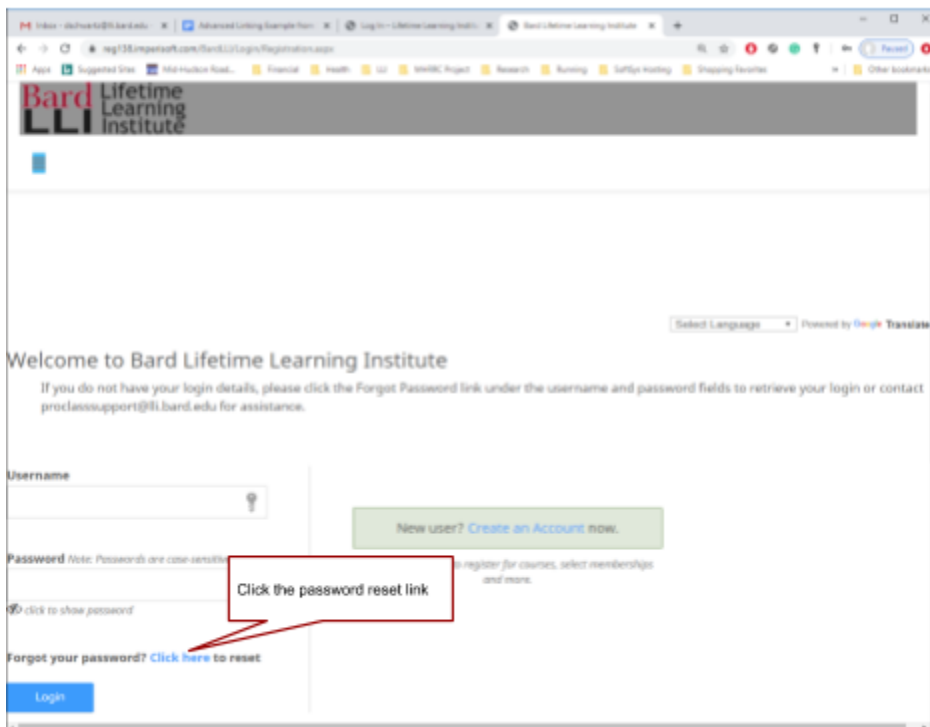
Once in ProClass, click the Login button in the upper right of the screen as shown below:



## Reset Your Password

On the Login page, click Forgot Password

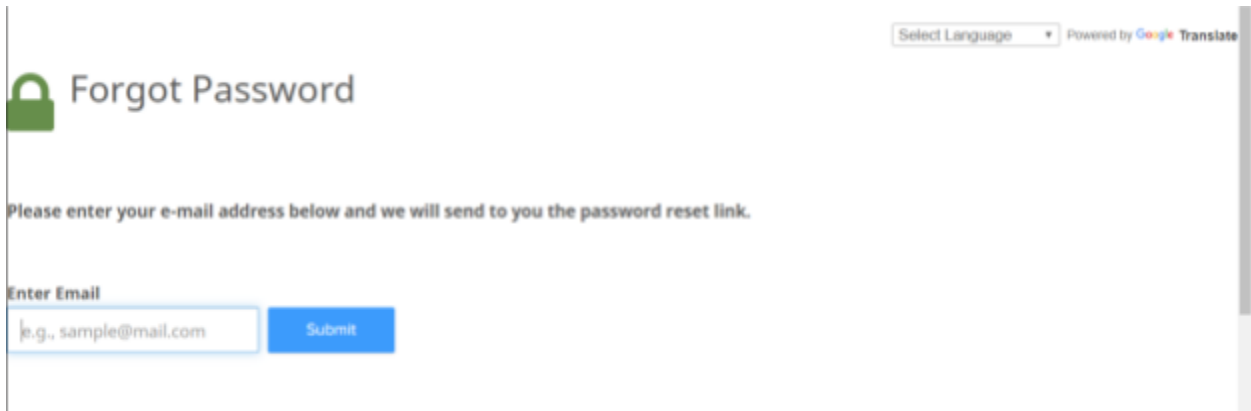
Click the link to reset your password, as shown below.



On the Forgot Password page, enter your email address

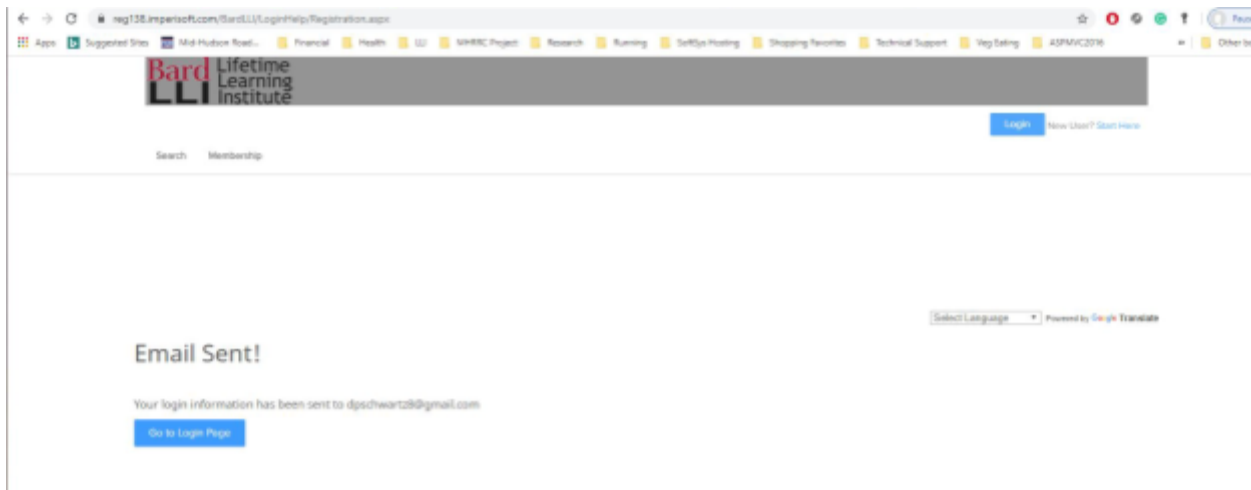
Enter the email address you used when renewing/starting your LLI membership in June or July of 2019.

Don't worry if you don't remember. ProClass will tell you if the address you entered is in the database. You can either try another potential email address you have used. If you don't remember, email the ProClass Support Team who can look it up.



Once you click Submit, the next page displayed will show your results (either successful or not successful).

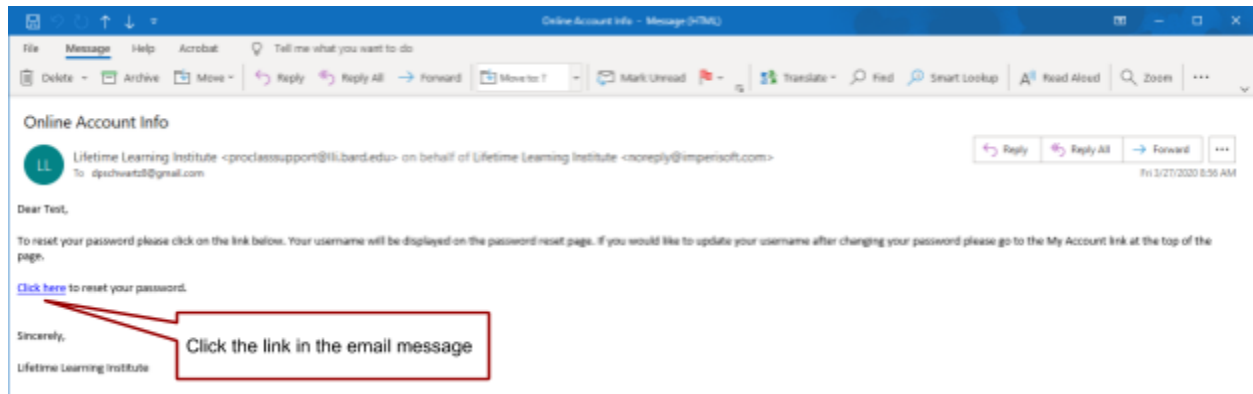
If the email address you entered is not in the ProClass database, simply go back and enter a different email address you might have used.



## Check Your Email

Now, go to the email account you just entered and look for a message from LLI with the reset link, as shown below. Note: it can take a few minutes to get this email message.

There is also a time limit on the link, so do this as soon as you can - if you wait until tomorrow to click the link, you will have to start over.



## Reset Password page

On the Reset Password page, note two things:

1. Your current username AND
2. Password reset text box

When your account was set up by ProClass, you were assigned a somewhat random user name. You probably want to change this to something more meaningful. LLI recommends using the first initial of your first name plus your last name (unless you like this random user name).

Copy your current username to your clipboard (or write it down) and then enter your new password. Your password should be something you can remember and, for security, it must be a strong password.

**Reset Password**

Your current username is:  
**TestNonMember**

1. Copy to clipboard OR write this down

(If you wish to change this username please go to the My Account Link in the top of the page after you finish resetting your password.)

Enter your new password below:  
(Minimum of 8 characters. Must contain an uppercase letter, lowercase, a digit and a non-alphanumeric character (eg. ! @ # % ^ & \*). Example: Password1!

New Password

2. Enter your strong password and confirm it

Confirm Password

3. Click Submit

Submit

## Login Using Current Username and New Password

Now, you can click Login on the upper right and start the login process ([link to a screenshot of this from above](#)) with your current username and your new password, as shown below:

Welcome to Bard Lifetime Learning Institute

If you do not have your login details, please click the Forgot Password link under the username and password fields to retrieve your login or contact [proclasssupport@lli.bard.edu](mailto:proclasssupport@lli.bard.edu) for assistance.

Username

1. Enter your current user name from the previous step (you will change this next to something meaningful)

Password Note: Passwords are case-sensitive

2. Enter your password from previous step

click to show password

Forgot your password? [Click here](#) to reset

3. Click Login button

Login



## Update/View Your Account Information

Your account shows all of your personal information, registered classes, username, password.

Click the login button in the upper right of ProClass and fill in your username and password.

[Link to a screenshot of login.](#)

Click the Save button to save your changes to the database.

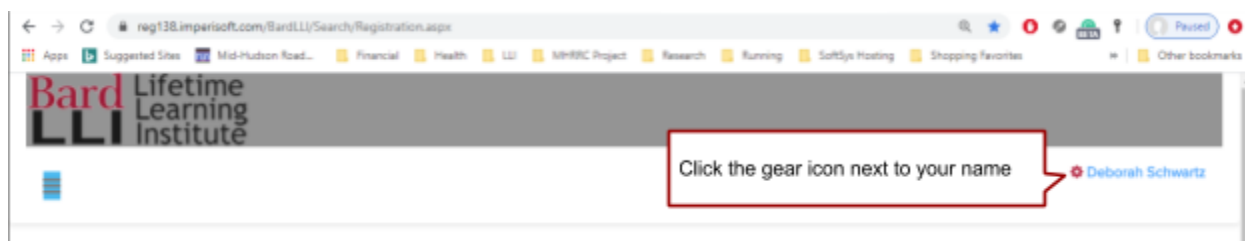
## Display Your Account

Once you are logged into your account - and you will know because your name is displayed in the upper right - you can access your account information.

### Click the Gear Icon

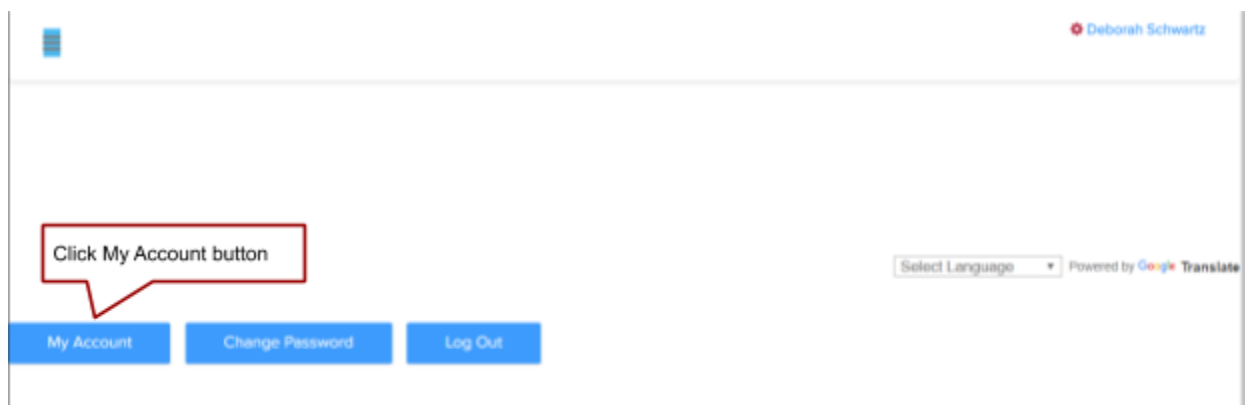
Once you are logged in, look at the upper right of the screen and see your name.

Congratulations on getting this far! Click the red gear icon next to your name, as shown below:



### Click the My Account Button

Note that the gear icon is used to change your password and log out whenever you want.

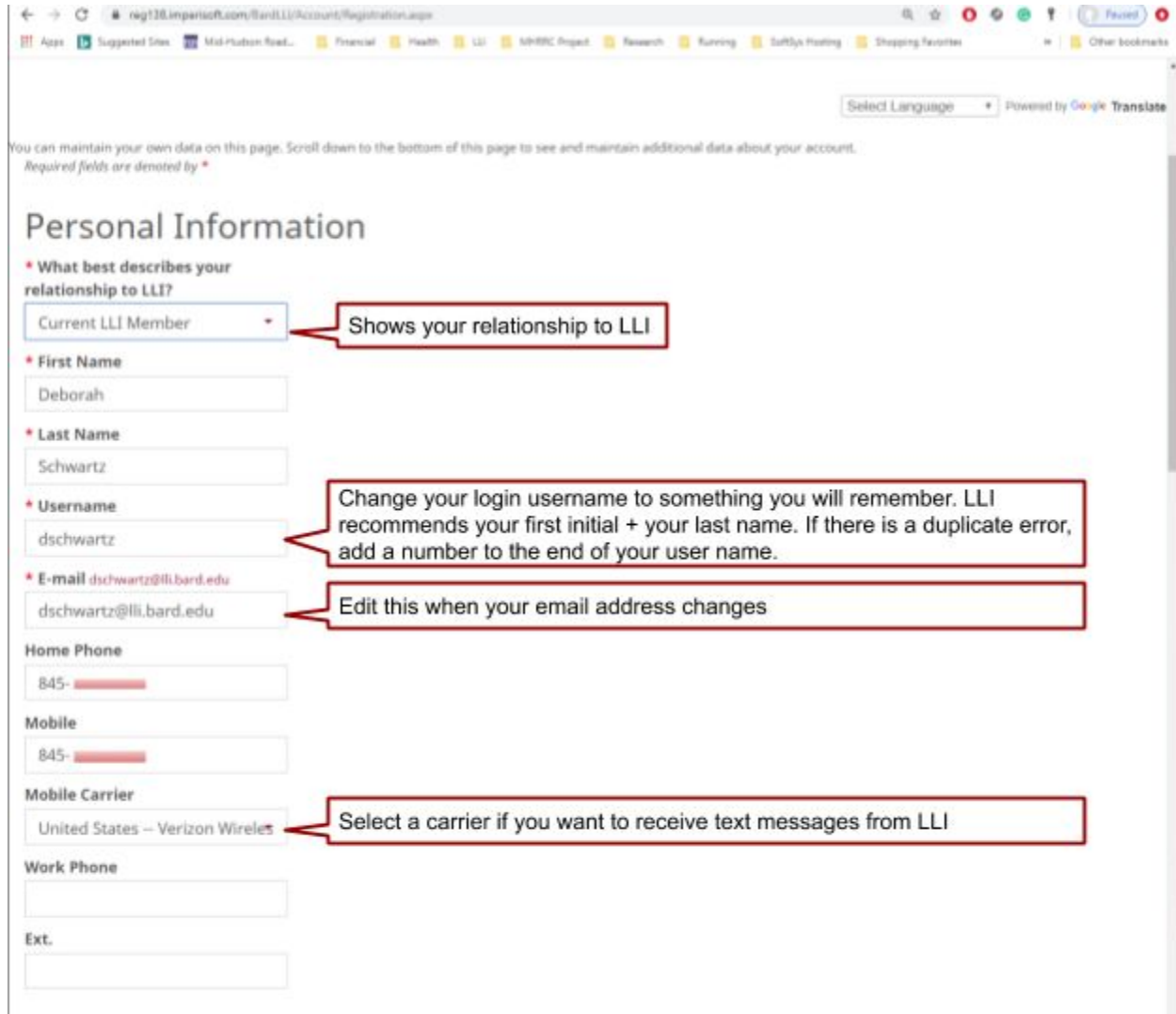


## Personal Information

Change any of this personal information simply by logging into your account.

LLI recommends changing your username from the random letters assigned by ProClass. Make it meaningful, such as your first initial + your last name.

Phone numbers disguised to protect the innocent!



The screenshot shows a web browser window with the URL `reg118.inperisoft.com/BardLLI/Account/Registration.aspx`. The page title is "Personal Information". Below the title, there are several form fields with red asterisks indicating required fields. Annotations in red boxes with arrows point to specific fields:

- Relationship to LLI:** A dropdown menu with "Current LLI Member" selected. Annotation: "Shows your relationship to LLI".
- First Name:** Text input field containing "Deborah".
- Last Name:** Text input field containing "Schwartz".
- Username:** Text input field containing "dschwartz". Annotation: "Change your login username to something you will remember. LLI recommends your first initial + your last name. If there is a duplicate error, add a number to the end of your user name."
- E-mail:** Text input field containing "dschwartz@lli.bard.edu". Annotation: "Edit this when your email address changes".
- Home Phone:** Text input field containing "845- [redacted]".
- Mobile:** Text input field containing "845- [redacted]".
- Mobile Carrier:** Text input field containing "United States - Verizon Wireless". Annotation: "Select a carrier if you want to receive text messages from LLI".
- Work Phone:** Text input field.
- Ext.:** Text input field.

## Primary Address

All these fields are required and self-explanatory.

The screenshot shows a web browser window with the URL `reg138.imperioft.com/BardLLI/Account/Registration.aspx`. The page title is "Primary Address". The form contains the following fields:

- Country**: United States (marked with a red asterisk)
- State**: New York (marked with a red asterisk)
- Address Line One**: [Redacted] (marked with a red asterisk)
- Address Line Two**: Address 2
- City**: HOPEWELL JUNCTION (marked with a red asterisk)
- Zip**: 12533 (marked with a red asterisk)

Callouts in red boxes point to the form:

- A box pointing to the Country field: "Every field with a \* is required to Save"
- A box pointing to the Save button: "Save your changes"
- A box pointing to the navigation tabs: "Notice these tabs"

At the bottom, a navigation bar contains the following tabs: LLI Info, Addresses, Memberships, My Registrations, Invoices, Credit Card, Payments, and Contacts.

## LLI Information

Information saved on this tab is currently under discussion and may change in the future. But, just for fun, please fill it out now.

## Addresses

You can enter more than one address and designate one as your primary address, handy for those members who have winter homes in a warm climate!

## Memberships

Shows your membership data.

## My Registrations

Show the courses you are registered in. Note, you can drop a course from here by clicking Drop. Then, you can go to the Search page and register for another class, instant drop/add!

Save

Always click to save your changes

Click to drop this course

Semester	Type	Course	Status	Start Date	Balance	Mark
Curriculum Spring 2020	Science, Math, Economics	3C Bio Infectious Disease	Registered	3/20/2020 11:50 AM	\$0.00	Drop <a href="#">Download PDF</a>
Curriculum Spring 2020	Art & Music	1A Impressionism in Music	Registered	3/20/2020 8:30 AM	\$0.00	Drop <a href="#">Download PDF</a>

## Contact(s)

You can add emergency contact(s) through the Contacts tab.

Actually, you can add as many contacts as you would like, but only you, as an LLI member, can register for courses.

Save

Add new contact...

Add contact(s) for emergencies

Type	First Name	Last Name ▲	Adult	Active	Emergency	Billing
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Designate Emergency Contact

The screenshot shows a web browser window with the URL `reg138.imperisoft.com/Bar/LL/Contact/Registration.aspx`. The page title is "Default Section". The form contains the following fields and elements:

- First Name**: Text input field.
- Last Name**: Text input field, marked with a red asterisk.
- Username**: Text input field, marked with a red asterisk.
- Password**: Text input field with a key icon, marked with a red asterisk. Below it is a note: "Must contain an uppercase, three lowercase, a digit and a non-alphanumeric character (e.g. \$ @ # %). Example 'Abbcx1#'".
- Confirm Password**: Text input field, marked with a red asterisk.
- E-mail**: Text input field.
- Mobile**: Text input field.
- Home Phone**: Text input field.
- Work Phone**: Text input field.
- Type**: Dropdown menu, currently showing "Nothing selected", marked with a red asterisk.
- Type Description**: Text input field.
- Is Emergency**: Radio button, with a callout box pointing to it: "To add a friend or family member as your emergency contact and click this radio button".
- Comments**: Text area.
- Buttons**: A blue "Save" button and a red "Cancel" button. A callout box points to the "Save" button: "Click Save button to save your data".

## Search and Register for Courses

When you first go to the ProClass page ([link for detailed instructions above](#)), you will see the page shown below. You do not have to be logged in to review the courses, however, you must be logged in with a current membership to register for courses.

This Guide shows demonstration courses from Spring 2020.

## Search Page

The screenshot shows a web browser window displaying the Bard Lifetime Learning Institute Search/Registration page. The page features a header with the Bard LLI logo and a navigation bar. A blue 'Login' button is visible in the top right corner, with a callout box pointing to it that says 'Click to log in'. On the left side, there is a hamburger menu icon with a callout box that says 'Click to see Navbar options'. Below the header, there is a 'Select Language' dropdown and a 'Powered by Google Translate' link. The main content area contains the text 'Bard Lifetime Learning Institute' followed by a list of instructions for registration. Below this is a 'Search Options' section with three dropdown menus: 'Select Semester (required)', 'Class Period', and 'Course Type'. Each dropdown menu has a callout box: 'Select a semester of interest (required)' for the semester dropdown, 'Select a class period and/or course type' for the class period and course type dropdowns, and 'Click to search for courses (required each time you change the search options)' for the 'Search' button. The 'Search' button is a blue button located at the bottom of the search options section.

This is the ProClass Search page, which allows you to search for courses of interest in a specific semester. After logging in, if you want to get to this page, click Search in the top navbar.

Some notes on this page:

- Navbar options might display if you have a wide display screen. Otherwise, click the burger icon to see the options.
- [Login instructions](#) are shown above

- You must select a semester to see the course list. For demo purposes, most of the Spring 2020 course has been entered.
- Use “Any” as a search option if you want to see all courses for a semester.
- Course type can pinpoint your search to the types of courses of most interest to you.
- Click the Search button each time you change your search options to see your filtered list of courses.

## Course List

The results of the search (be sure to click the search button as shown above!) are shown below. Note: the default is to show courses in alphabetical order.

Under the image for each course, you will see some additional information. If you click the blue title for a course, you will see the detailed page showing a long description, a Google map link to the building location, and information about the instructor team for this course (presenter(s), producer, class manager(s), AV support).

There are also different buttons displayed, depending on conditions for the course:

- **Register** if registration is open.
- **Wish list** if registration has not opened and you want to make registration fast and easy when it opens.
- **Waitlist** if the course is full but you want to be put on a waitlist for it. LLI will send you an email if the course opens up and you are the next in line on the waitlist. We will not automatically transfer you to the course unless you still want to attend the course.

Inbox - dschwartz@lli.bard.edu Administration Bard Lifetime Learning Institute

reg138.imperisoft.com/BardLLI/Search/Registration.aspx

Apps Suggested Sites Mid-Hudson Road... Financial Health LLI MHRRC Project Research Running SoftSys Hosting Other bookmarks

**Bard Lifetime Learning Institute**

Login New User? Start Here

Select Language Powered by Google Translate

## Bard Lifetime Learning Institute

- You must be an LLI member to register for spring and fall classes. Members are provided with login credentials.
- Use the login button in the upper right to log in. If you do not know your password or user name, click "forgot password" on the login page and enter your email address. You will receive an email message with your user name and a reset password link. Once you log in, you can change your user name to something familiar. We recommend the first initial of your first name plus your last name.
- Select the search options below to begin your registration.
- If you have questions, please contact [registration@lli.bard.edu](mailto:registration@lli.bard.edu)

### Search Options

Select Semester (required)  
Curriculum Spring 2

Class Period  
Any

Course Type  
Any

Show  
 Courses

Search

**1A. Impressionism in Music**  
Art & Music | Available (Membership Required)

Class Period	Level
1st 8:30 - 9:50	-
Date	Location
3/20/2020-5/8/2020	Olin
Room	Schedule
Olin 104	<a href="#">View Schedule</a>

Begin Registration

**1B. Lessons from our Civil War**  
History & World Affairs | Available (Membership Required)

Class Period	Level
1st 8:30 - 9:50	-
Date	Location
3/20/2020-5/8/2020	FW, Olin Language Center
Room	Schedule
LC 115	<a href="#">View Schedule</a>

Begin Registration



## Renew Membership

We are waiting to get the payment gateway connected to ProClass before we can take online payments for memberships through ProClass. Stay tuned.

## Active Instructors Only

If you are set up as an “Active Instructor” in ProClas, you will see additional menu selections in the online version:

- Take Attendance
- Propose Programs

This provides an easy, online way to perform these functions. If you want to be designated as an “Active Instructor” (class managers, producers, and other members with a need-to-know), contact the ProClass Support Team at [proclasssupport@lli.bard.edu](mailto:proclasssupport@lli.bard.edu). Make sure your committee chair has approved this before you contact the ProClass Support Team.

## Take Attendance

## Propose Programs