



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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 - Take Attendance
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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. [Click password reset link](#). Use 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 on the link in the message. It will take you to the page shown in step 5.
5. [Note your current username and enter a new 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](#) the username shown in step 5 and your new password from step 5.
7. [Update your account](#) with your preferred username and other information

Detailed Start

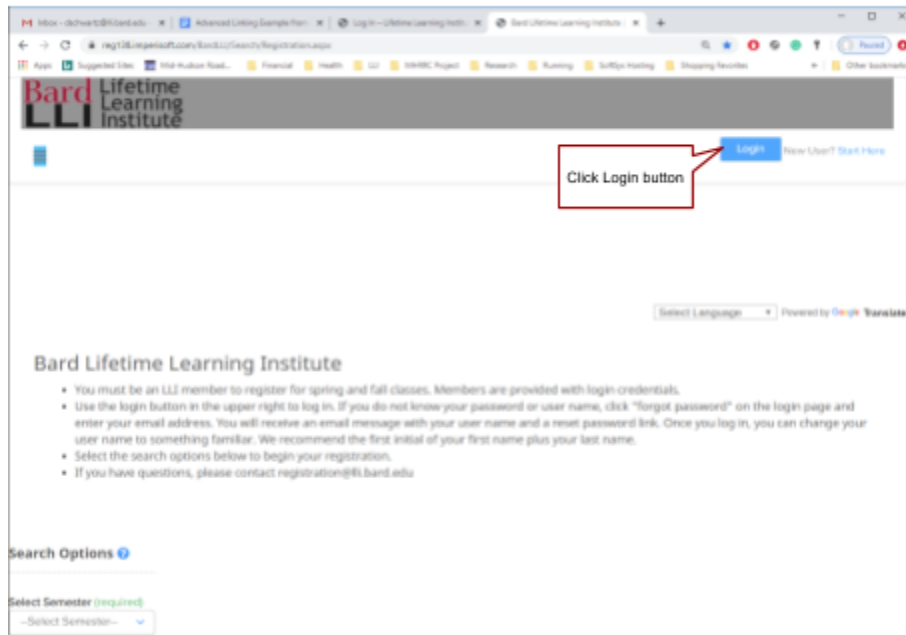
Some members may prefer more detailed information as shown below with screenshots of what you will see. The steps are

Step 1. Log in to ProClass

You can access ProClass two ways:

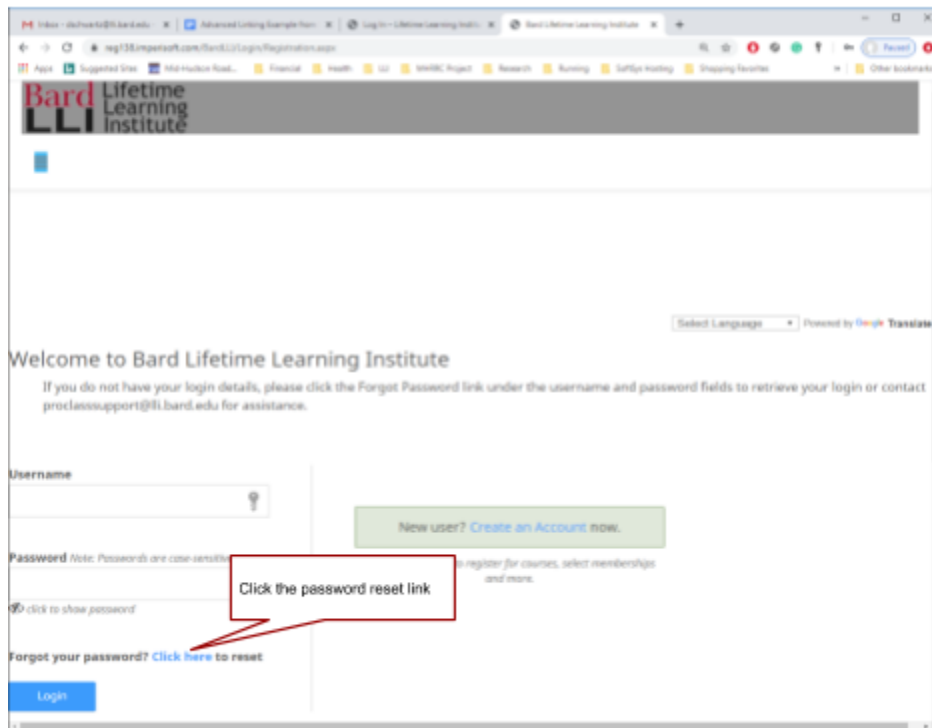
1. Go directly to [ProClass with this link](#) OR
2. You can access ProClass through the [LLI website](#). In the top navbar, choose [Courses> ProClass Course Registration](#) and then click the [link to ProClass](#).

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



Step 2. Click password reset link

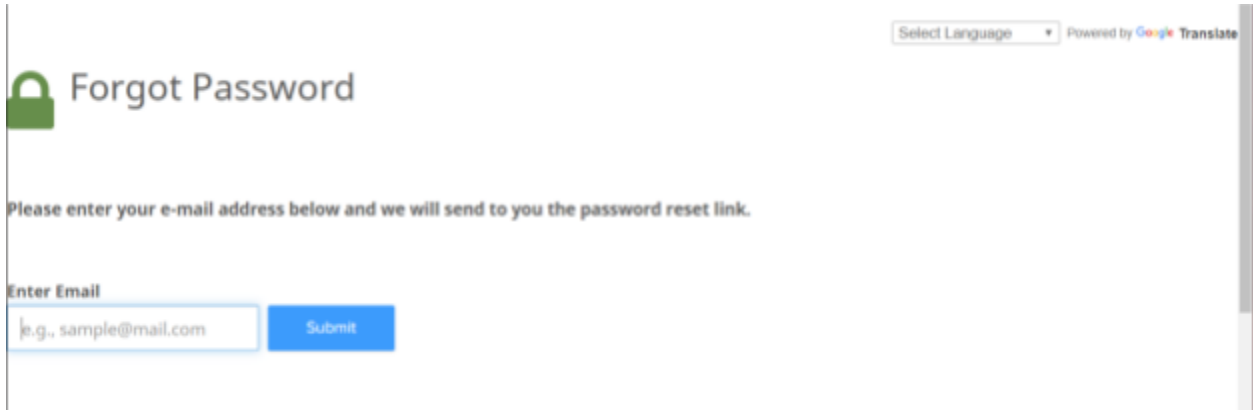
On the login page, under the text boxes to enter your username and password, click the “Click here” link next to the “Forgot your password?” text.



Step 3. Enter your email address

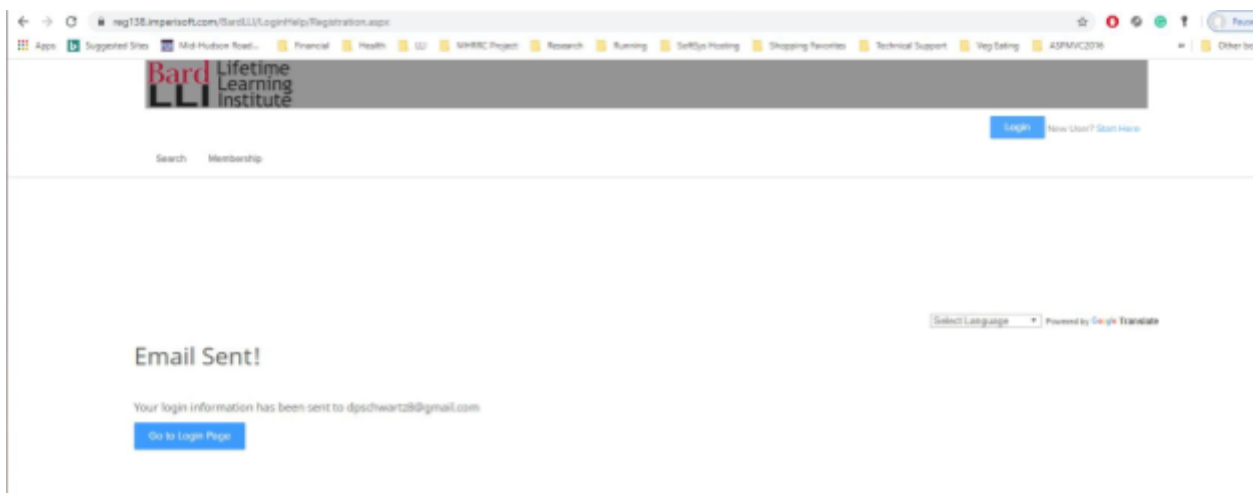
On the Forgot Password page, enter your email address. This is the email address you used when renewing/starting your LLI membership in June or July of 2019.

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 up the email address that was imported for you.



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

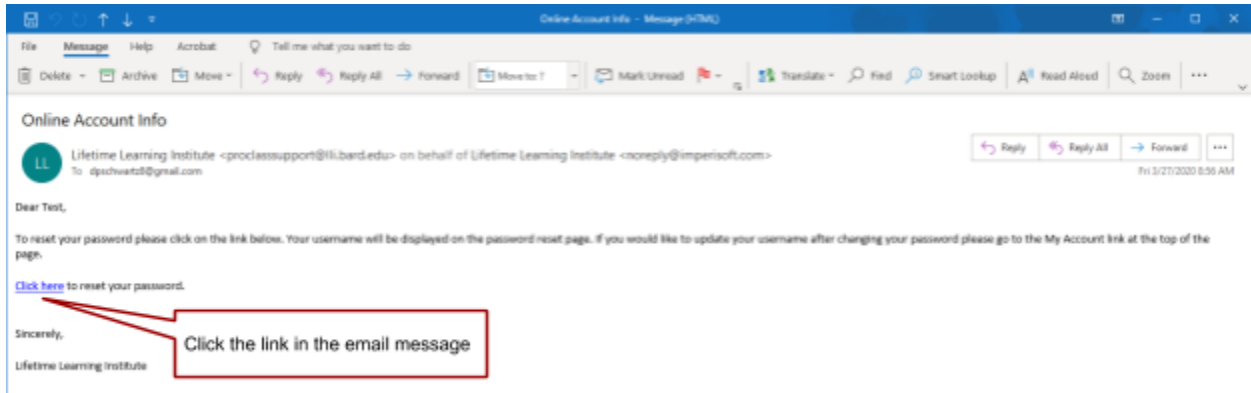
If the email address you entered is not in the ProClass database, simply go back and enter a different email address you might have used.



Step 4. Check you email messages

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.



Step 5. Note your current username and enter a new password

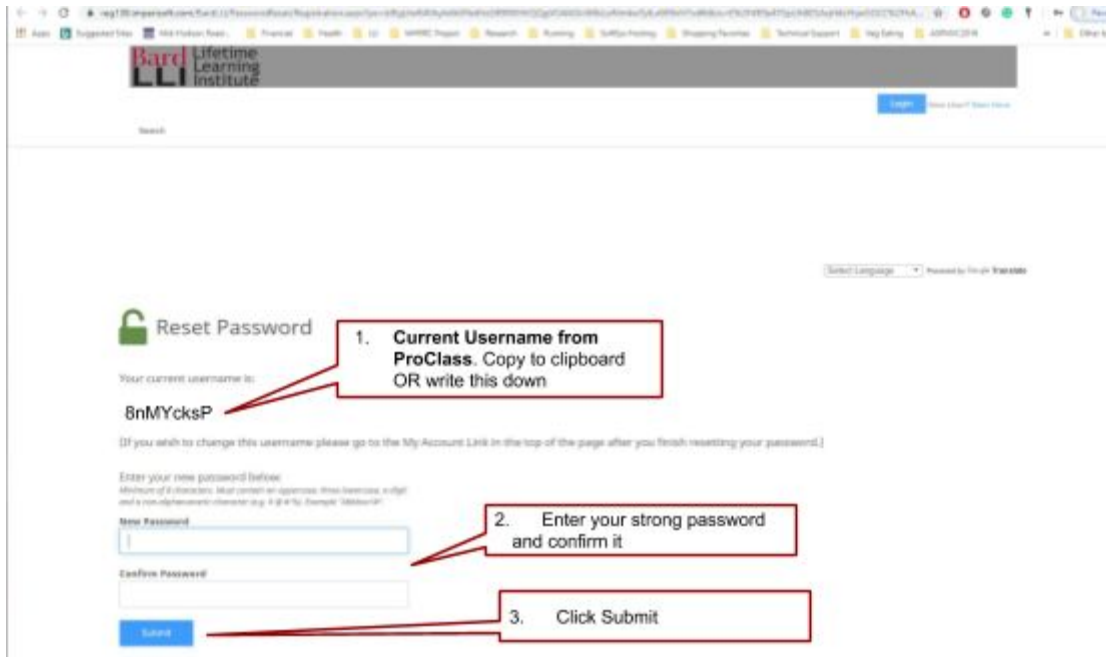
On the Reset Password page, note two things:

1. Your current (random looking) username AND
2. Password reset text box

When your account was set up by ProClass, you were assigned a somewhat random username. 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 username).

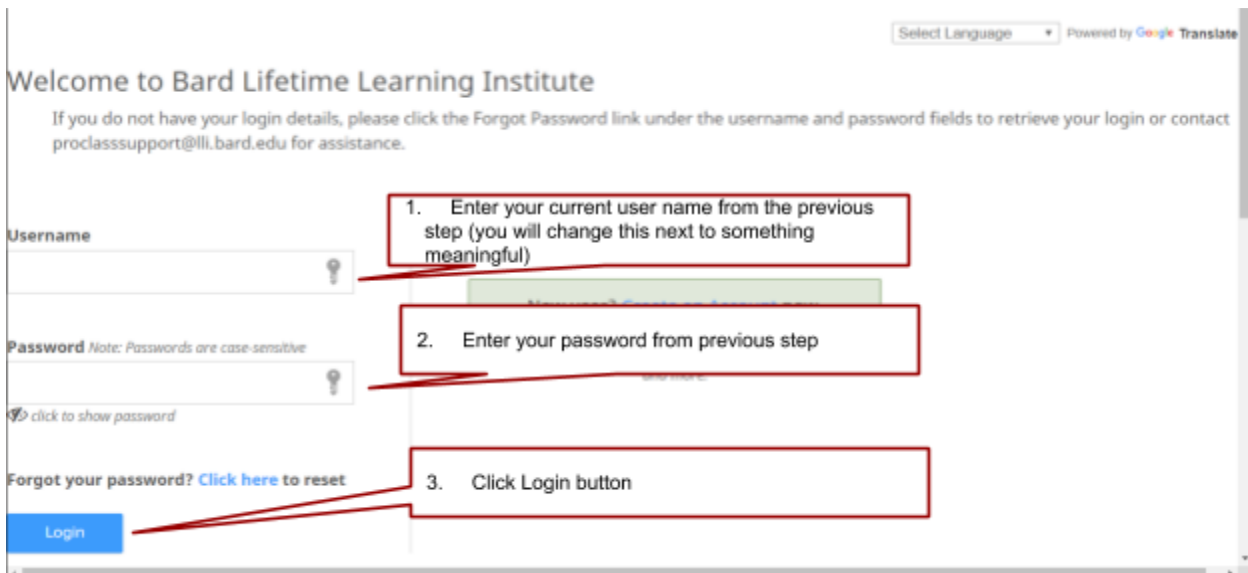
Copy your current username to your clipboard (or write it down) and then enter your new password. Your password should be something you can remember and, for security, it must be a strong password.

You will use both of these things in the next step to login to ProClass.



Step 6. Login with the username and password from step 5

Now, you can click login on the upper right of ProClass and start the login process with your current username and your new password, as shown below:



Step 7. Update/View Your Account Information

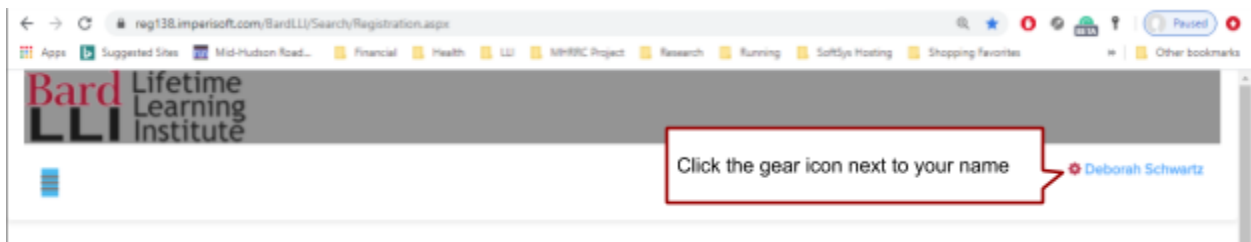
Now that you have a username (a bunch of random characters) and password and you are logged into your account change your username to something you can remember.

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.

Step 7a. 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:



Step 7b. Click the My Account Button

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



Step 7c. Update your information, including username

At this point, you can change your own personal information. Most of this was not imported into ProClass so you would have the opportunity to provide current personal information.

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

reg138.inparisoft.com/BardLLI/Account/Registration.aspx

Select Language Powered by Google Translate

You can maintain your own data on this page. Scroll down to the bottom of this page to see and maintain additional data about your account.
Required fields are denoted by *

Personal Information

- * What best describes your relationship to LLI?
Current LLI Member * Shows your relationship to LLI
- * First Name
Deborah
- * Last Name
Schwartz
- * Username
dschwartz 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 dschwartz@lli.bard.edu
dschwartz@lli.bard.edu Edit this when your email address changes
- Home Phone
845- [redacted]
- Mobile
845- [redacted]
- Mobile Carrier
United States -- Verizon Wireless Select a carrier if you want to receive text messages from LLI
- Work Phone
[redacted]
- Ext.
[redacted]

Step 7d. Update required fields and click save

All the fields with an asterisk "*" are required and must be entered to save your changes.

Primary Address

* Country: United States

* State: New York

* Address Line One: [Redacted]

Address Line Two: Address 2

* City: HOPEWELL JUNCTION

* Zip: 12533

Save

Every field with a * is required to Save

Save your changes

Notice these tabs

LLI Info | Addresses | Memberships | My Registrations | Invoices | Credit Card | Payments | Contacts

Step 8. Explore tabs and click Save

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 Download PDF
Curriculum Spring 2020	Art & Music	1A Impressionism in Music	Registered	3/20/2020 8:30 AM	\$0.00	Drop Download PDF

LLI Info | Addresses | Memberships | My Registrations | Invoices | Credit Card | Payments | Contacts

Tabs in My Account

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!

The screenshot shows the 'My Registrations' tab selected in a navigation menu. A blue 'Save' button is highlighted with a callout box that says 'Always click to save your changes'. The main content area is a table with columns: Semester, Type, Course, Status, Start Date, Balance, and Mark. Two rows of registration data are visible. The first row is for 'Curriculum Spring 2020' in 'Science, Math, Economics' for the course '3C Bio Infectious Disease', with status 'Registered' and start date '3/20/2020 11:50 AM'. The second row is for 'Curriculum Spring 2020' in 'Art & Music' for the course '1A Impressionism in Music', with status 'Registered' and start date '3/20/2020 8:30 AM'. Both rows have a 'Drop' link and a 'Download PDF' link. A callout box points to the 'Drop' link with the text '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 Download PDF
Curriculum Spring 2020	Art & Music	1A Impressionism in Music	Registered	3/20/2020 8:30 AM	\$0.00	Drop Download PDF

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.

The screenshot shows the 'Contacts' tab selected in a navigation menu. A blue 'Save' button is visible at the top left. The main content area is a table with columns: Type, First Name, Last Name, Adult, Active, Emergency, and Billing. Below the table, there is a link 'Add new contact...' with a callout box that says '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.



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

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: 1st 8:30 - 9:50
Level: -
Date: 3/20/2020-5/8/2020
Location: Olin
Room: Olin 104
Schedule: [View Schedule](#)

Begin Registration



1B. Lessons from our Civil War
History & World Affairs | Available (Membership Required)
Class Period: 1st 8:30 - 9:50
Level: -
Date: 3/20/2020-5/8/2020
Location: FW, Olin Language Center
Room: LC 115
Schedule: [View Schedule](#)

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. Make sure your committee chair has approved this before you contact the ProClass Support Team.

Take Attendance

Propose Programs