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:

Table of Contents

[Renew Membership](#)

[Active Instructors Only](#)

[Take Attendance](#)

[Propose Programs](#)

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 yourProClass 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:
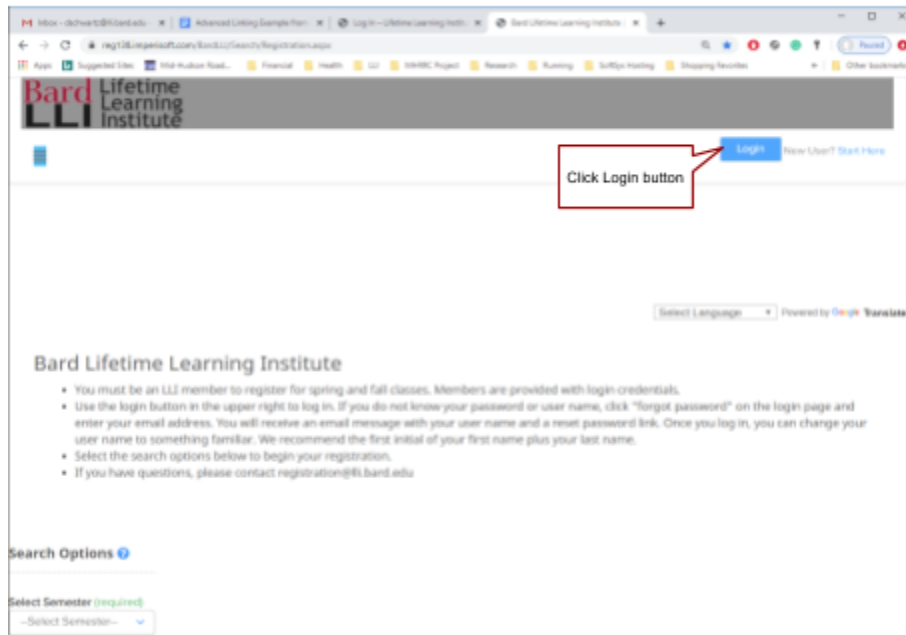
Step 2. Click password reset link

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.
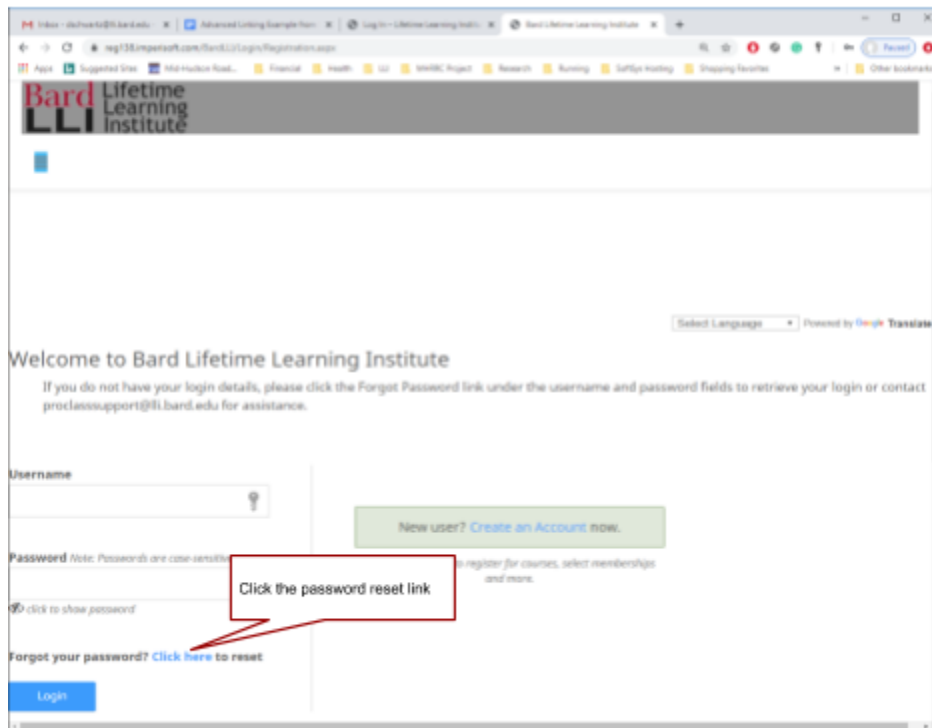

Step 3. Enter your email address

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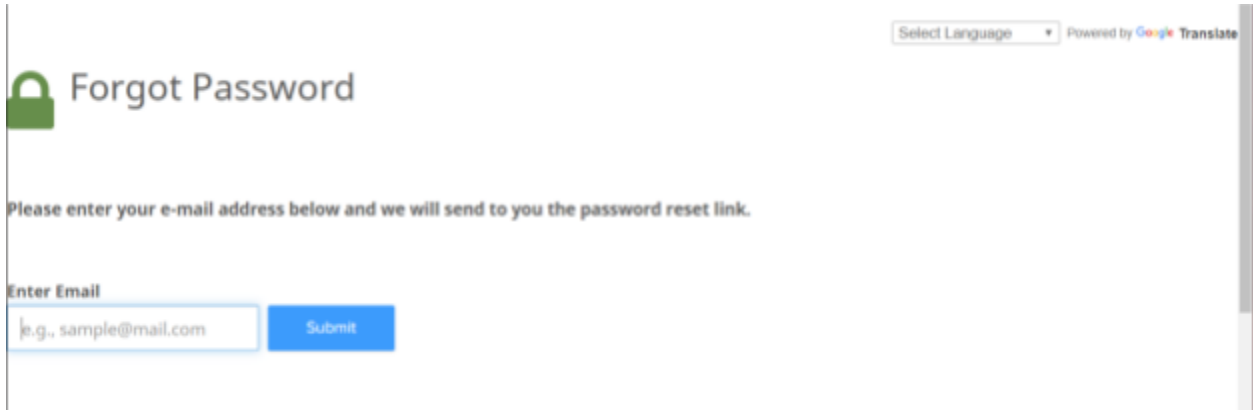
Once you click Submit, the next page displayed will show your results (either successful or not successful).

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.
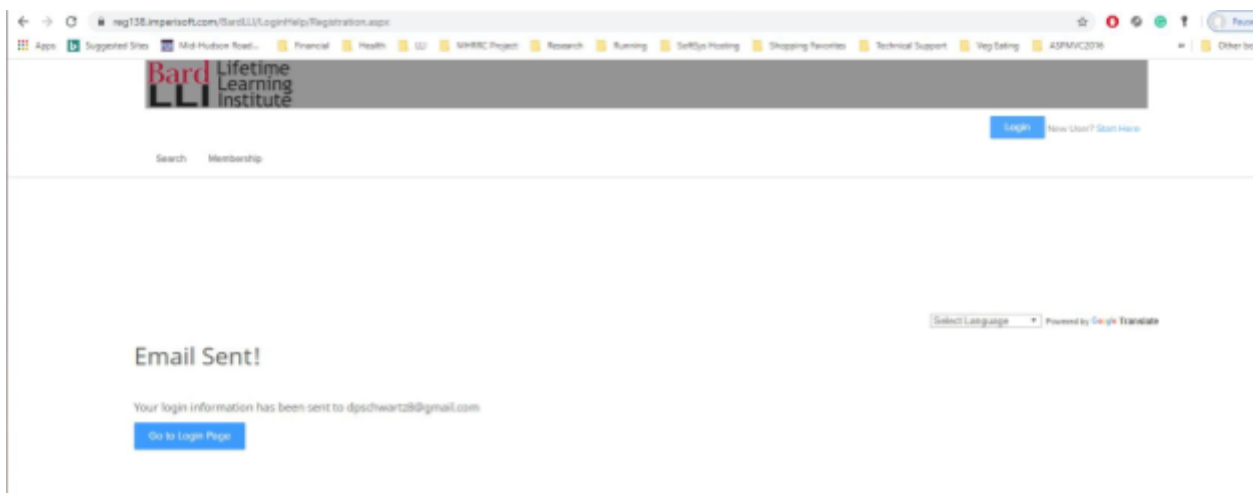
Step 4. Check you email messages

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.

Click the link in the email message
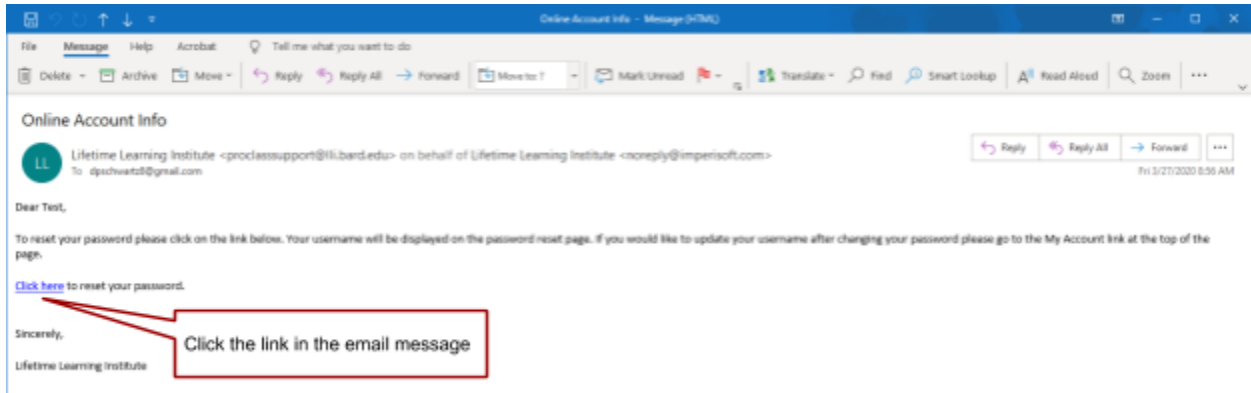
Step 5. Note your current username and enter a new password

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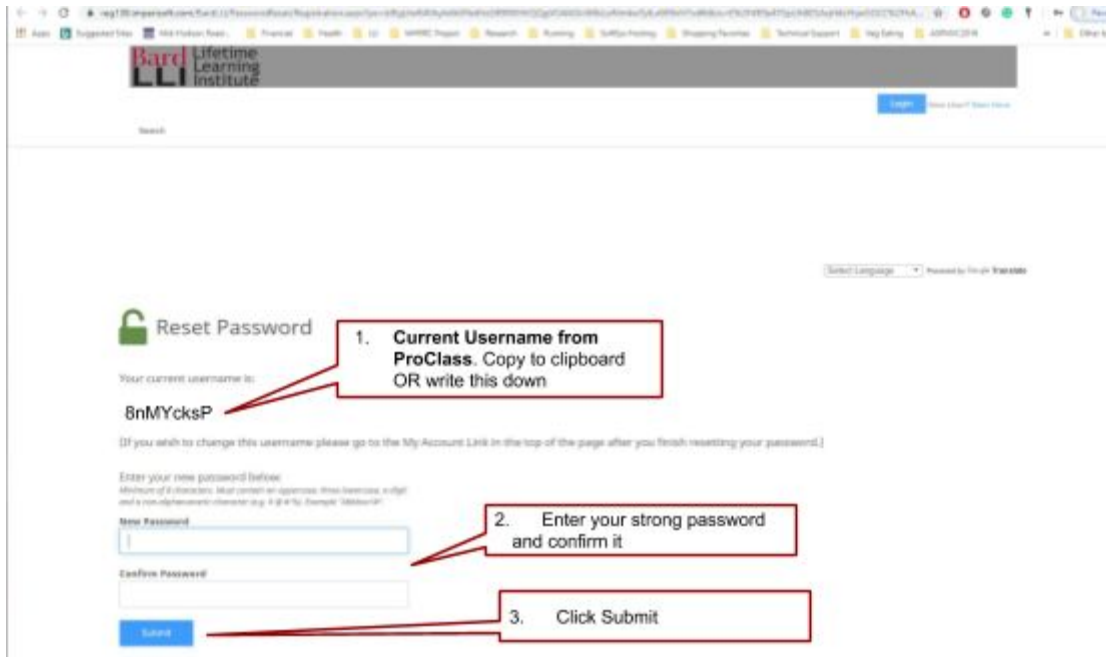
Step 6. Login with the username and password from step 5

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:
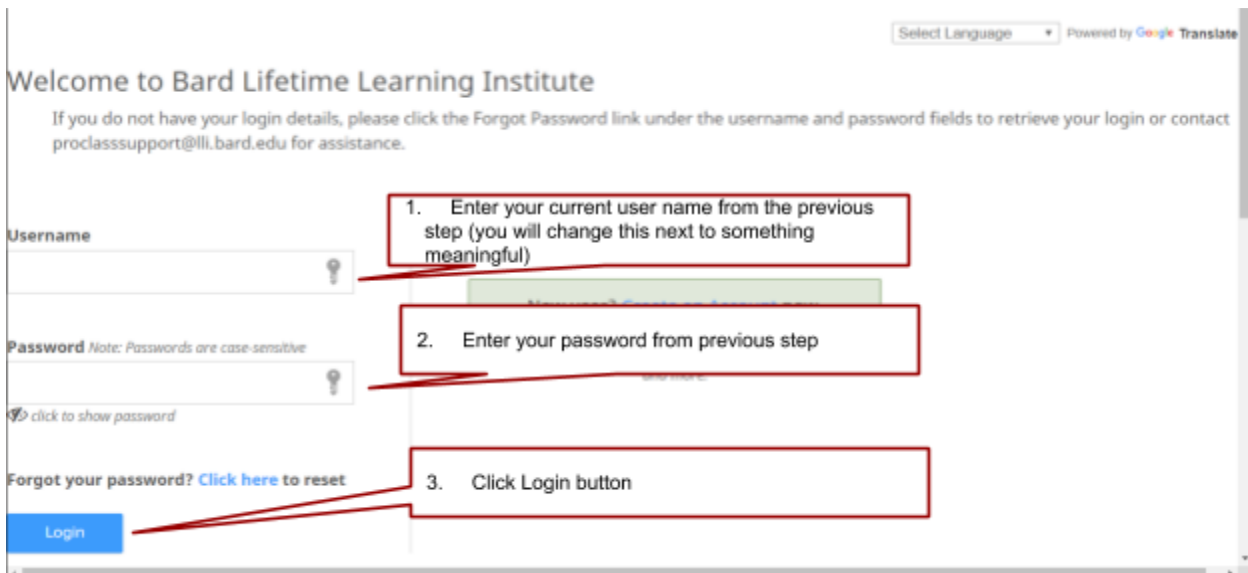
## Step 7. Update/View Your Account Information

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:
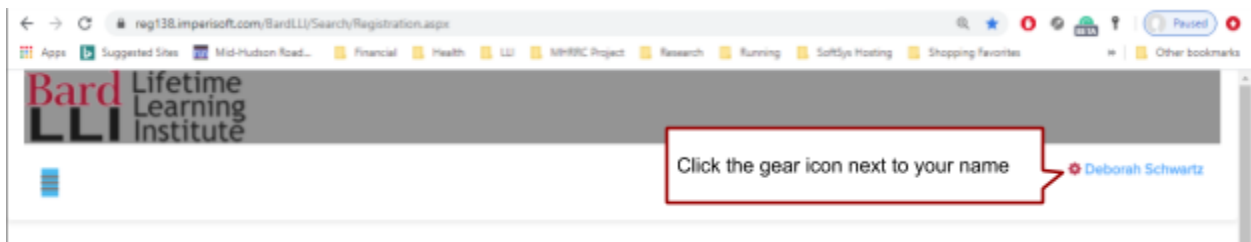
Step 7b. Click the My Account Button

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.

Step 7d. Update required fields and click save

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

Step 8. Explore tabs and click Save

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!

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.

Designate Emergency Contact

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

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.

M Inbox - dschwartz@lli.bard.edu · ✕ | Administration ✕ | Bard Lifetime Learning Institute | ✕ +

← → C 🔒 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 **LLI**

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	Level
1st 8:30 - 9:50	-
Date	Location
3/20/2020-5/8/2020	Olin
Room	Schedule
Olin 104	📅 View Schedule

[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	F.W. Olin Language Center
Room	Schedule
LC 115	📅 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