

The OLLI at WVU Class Portal

Augusoft Lumens is OLLI at WVU's class registration portal.

From here you can email the students registered for your class, both before the start of the session and during.

PLEASE NOTE

As an instructor you are being provided with a class roster containing member contact information for the purpose of teaching for OLLI. Please refrain from using this information for purposes not directly related to your OLLI classes.

Out of respect for our members' privacy, OLLI does not share our member list with outside organizations. Therefore we request that you respect the spirit in which you have been provided this information.

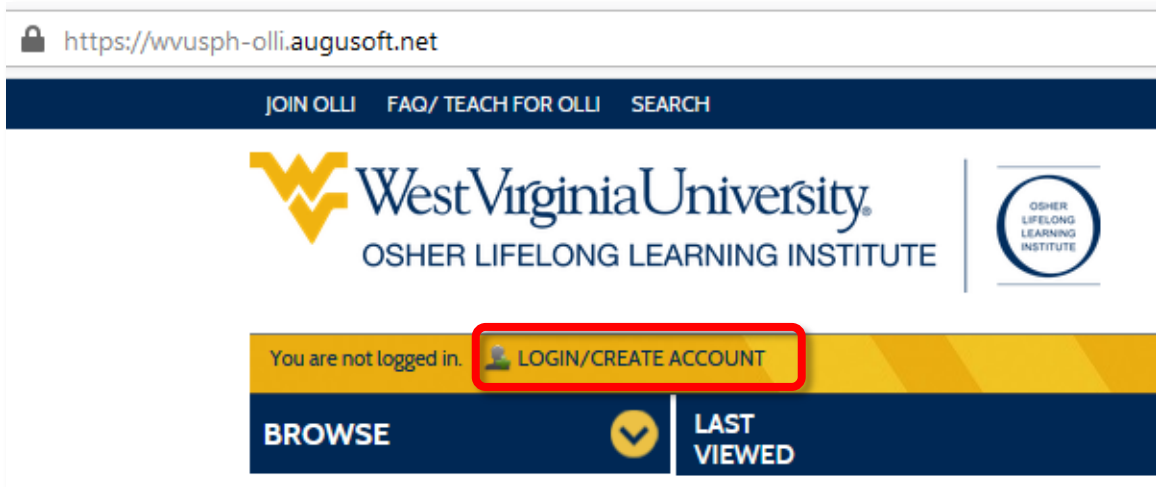
The address of the website is : <https://wvusph-olli.augusoft.net>

Your username was sent to you when your account was created, but if you forget, just email us at learners@hsc.wvu.edu and we'll be happy to send it to you. There are also instructions at the end of the handout for resetting your password.

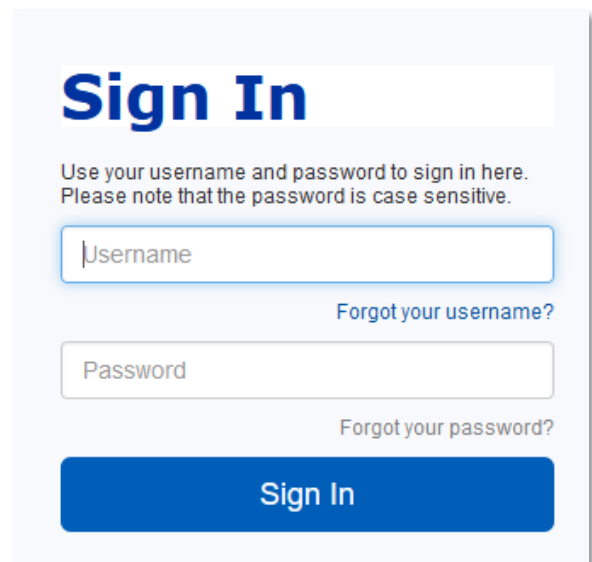
We have resources for helping you create the best presentation, which are available to all instructors. You can find them on here, <https://olliatwvu.org/teach-for-olli>.

Logging into Lumens

1. Go to the OLLI Lumens website: <https://wvusph-olli.augusoft.net>



2. Towards the top of the page, in the yellow bar, click the link: **Login/Create account.**
3. When the page changes, scroll down to the **Sign In** section of the page.
4. Enter your **Username.**
5. Enter your password. If you have forgotten your password, see page 5.
6. Click the **Sign In** button.

A screenshot of the "Sign In" form on the website. The form has a light blue background and a white border. At the top, the text "Sign In" is displayed in a large, bold, blue font. Below this, a smaller blue font reads: "Use your username and password to sign in here. Please note that the password is case sensitive." There are two input fields: "Username" and "Password", both with light blue borders. To the right of the "Username" field is a blue link that says "Forgot your username?". To the right of the "Password" field is a blue link that says "Forgot your password?". At the bottom of the form is a large, solid blue button with the text "Sign In" in white.

Emailing a Class

Once you have logged in your name will be displayed in the gold bar towards the top of the page.

The system will automatically log you out after inactivity; if you don't see your expected menu options, you probably need to log back in.

In the blue pane along the left, click **Menu**. A list of options is displayed.

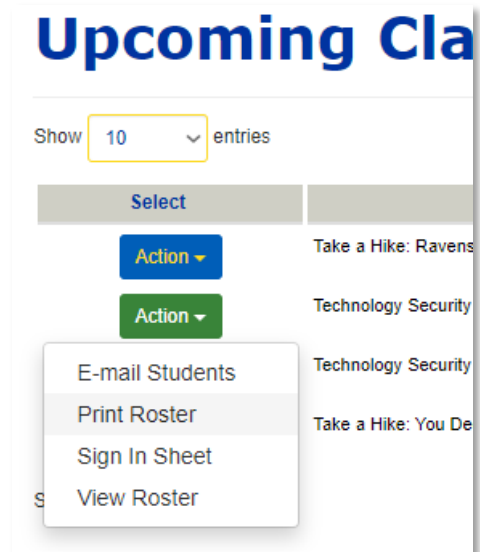
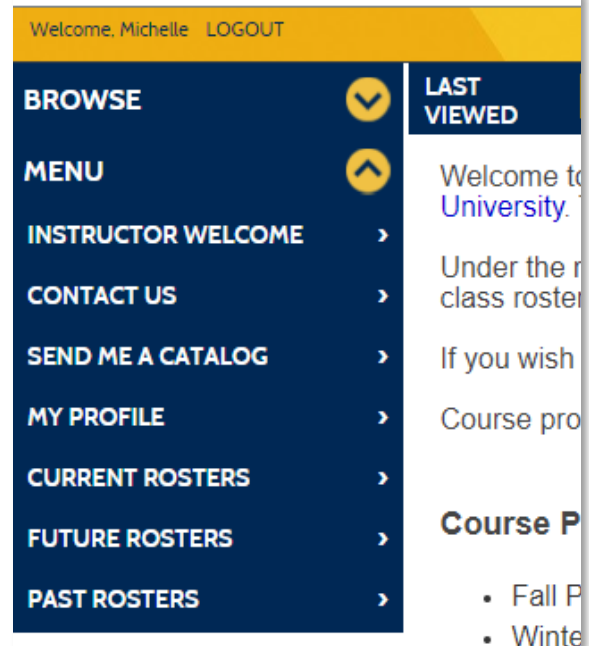
For an upcoming class (any class that has not yet started, including a class that will start *tomorrow*) select **Future Rosters**.

To view a current class (one already started) select **Current Rosters**.

Once you have selected your rosters, a list of upcoming (or current) classes is displayed.

To Email a Class

1. Click on the **Action** button. A pop-up menu appears.
2. Select **Email Students**.



E-Mail Message for Students

Please enter subject and message text, then press Submit. An e-mail will be sent to all students enrolled in the class who have registered an email address with this site.

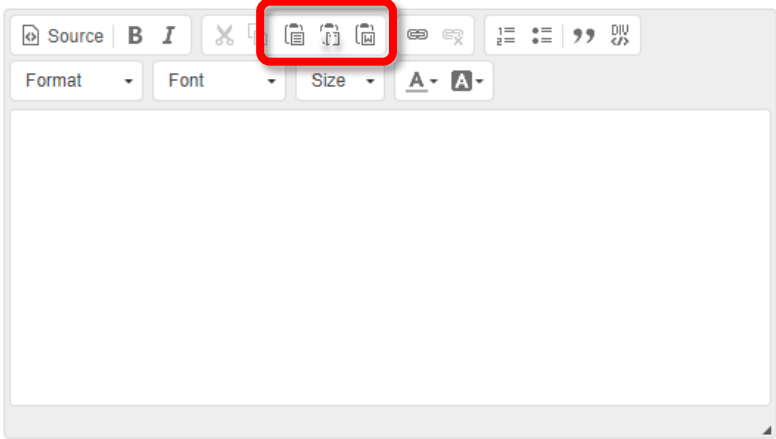
* denotes required information

Send to other instructors in the class ? *

Subject *

Reply-to *

Message text *



The image shows a rich text editor toolbar. A red rectangular box highlights three paste-related icons: a standard paste icon, a 'Paste as Plain Text' icon, and a 'Paste from Word' icon. Other icons in the toolbar include Source, Bold (B), Italic (I), Cut, Undo, Redo, Link, Unlink, Bulleted List, Numbered List, Quote, and Source Code.

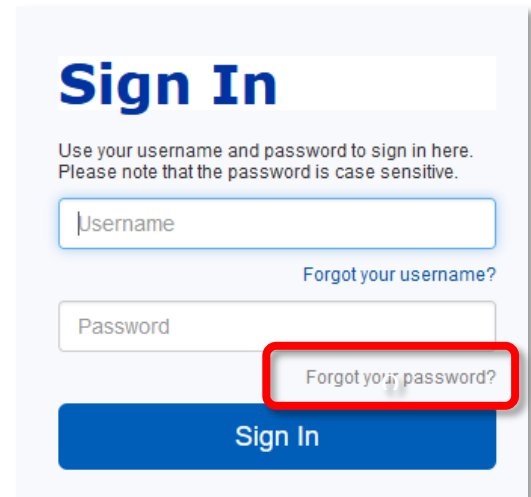
Attachment 1 No file chosen
Maximum combined file size < 20MB

3. Enter a subject for the email. It is best to prepend the subject with OLLI.
4. Enter the message text.
5. If you are copying and pasting from a formatted document (or your email looks strange), use the special paste buttons on the toolbar.
6. The buttons from left to right are: normal paste, paste as plain text, and paste from Word.
7. You may attach up to four (4) files to your email. The total file limit is 20MB, so you generally cannot send a PowerPoint. You can usually, however, save your PPT as a pdf and send that to your students.



Resetting Your Lumens Password

1. Go to the OLLI Lumens website: <https://wvusph-olli.augusoft.net>
2. Towards the top of the page, in the yellow bar, click the link: **Login/Create account**.
3. When the page changes, scroll down to the **Sign In** section of the page. Click the **Forgot your password** link.



Sign In

Use your username and password to sign in here. Please note that the password is case sensitive.

Username

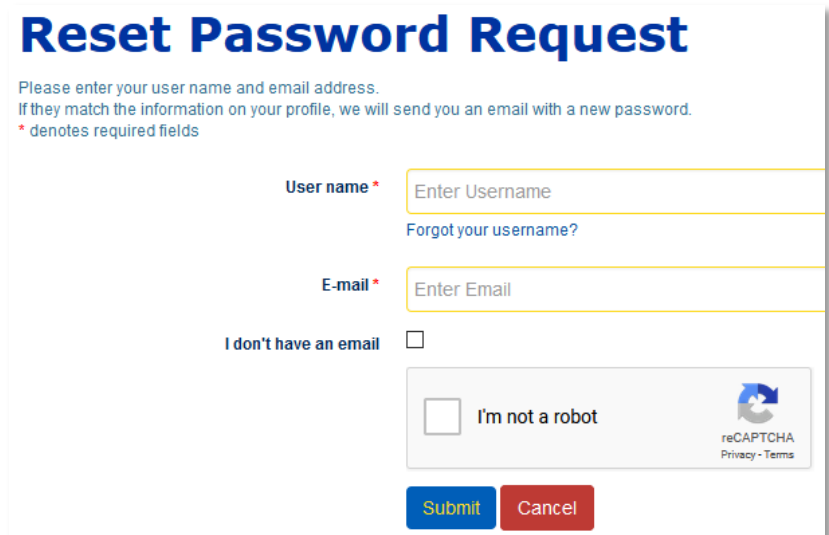
[Forgot your username?](#)

Password

Forgot your password?

Sign In

7. Enter your username.
8. Enter the email address you gave when your account was created.
9. Place a tick in the box beside **I'm not a robot** and do the captcha as requested.
10. Click **Submit**.



Reset Password Request


Please enter your user name and email address. If they match the information on your profile, we will send you an email with a new password. * denotes required fields

User name *

[Forgot your username?](#)

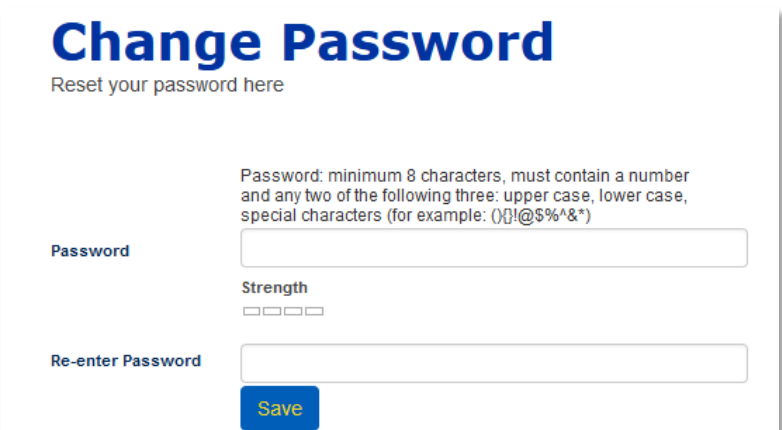
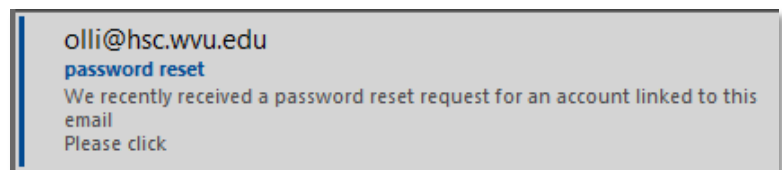
E-mail *

I don't have an email

I'm not a robot  reCAPTCHA Privacy - Terms

Submit **Cancel**

11. Within a few minutes, you should receive an email from **olli@hsc.wvu.edu** and the subject **password reset**.
12. Open the email and click the email link.
13. Enter a new password, following all the password rules: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: ()!@\$%^&*).
14. Click **Save**.



Change Password

Reset your password here

Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: ()!@\$%^&*)

Password

Strength

Re-enter Password

Save