

## 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>

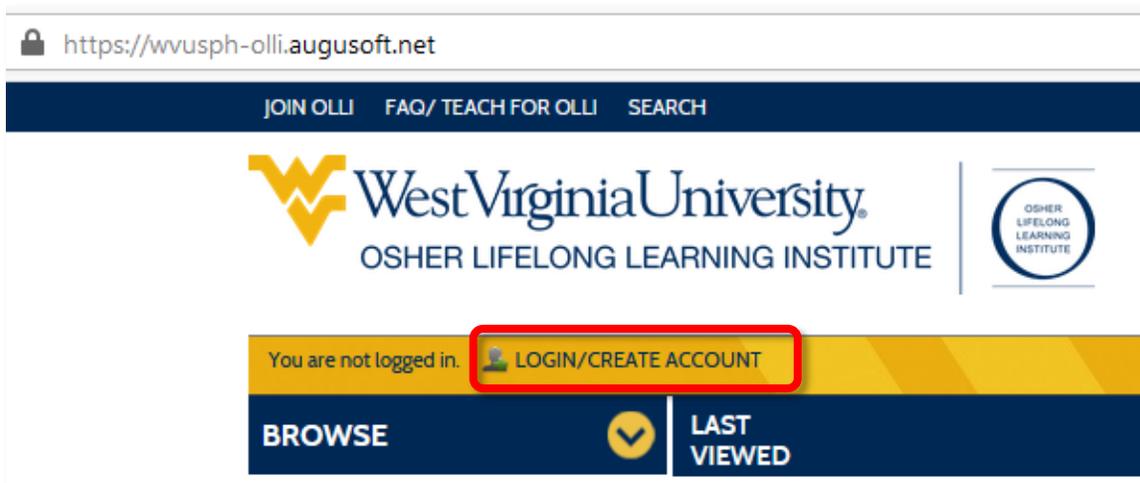
Your username was sent to you when your account was created, but if you forget, just email us at [learners@hsc.wvu.edu](mailto:learners@hsc.wvu.edu) and we'll be happy to send it to you. There are also instructions at the end of the handout for resetting your password.

Please note that the system we use does not allow crossover between instructors and students, so your instructor login credentials will be different from your student login credentials.

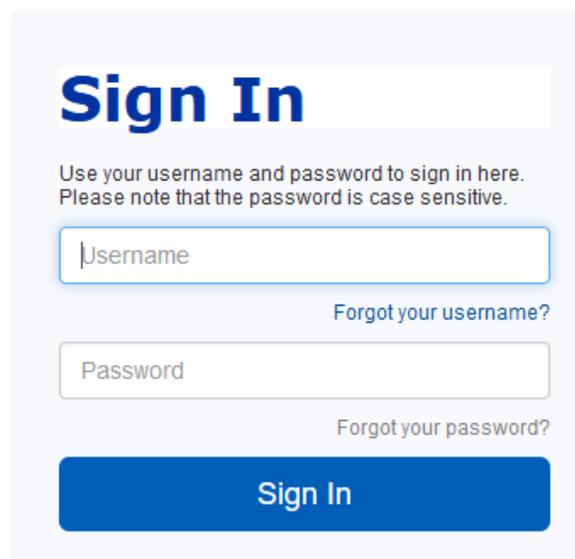
We have resources for helping you create the best presentation, which are available to all instructors. You can find them on here, <https://olliatwvu.org/teach-for-olli>.

## 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. The title "Sign In" is displayed in a large, bold, blue font. Below the title, there is a short instruction: "Use your username and password to sign in here. Please note that the password is case sensitive." The form contains two input fields: "Username" and "Password". To the right of the "Username" field is a link that says "Forgot your username?". To the right of the "Password" field is a link that says "Forgot your password?". At the bottom of the form is a large blue button labeled "Sign In".

## 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.

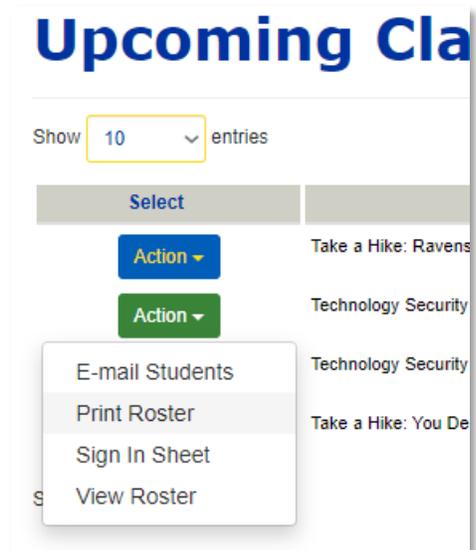
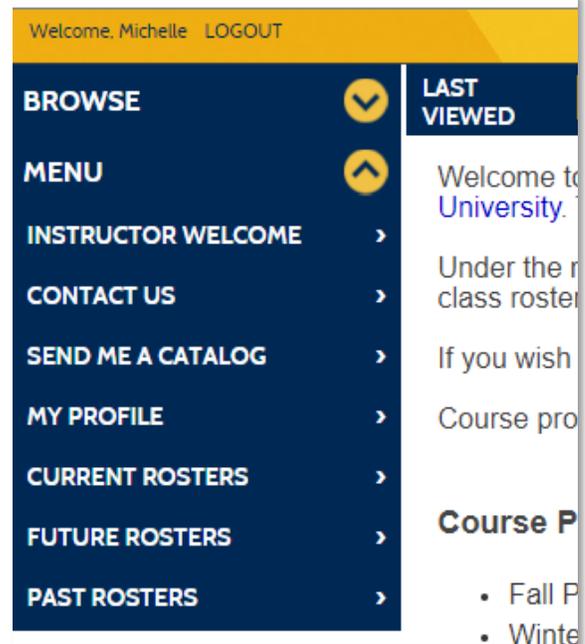
For an upcoming class (any class that has not yet started, including a class that will start *tomorrow*) select **Future Rosters**.

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

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Send to other instructors in the class ? \*

Subject \*

Reply-to \*

Message text \*

Source | **B** | *I* | ✂ |    |   |    

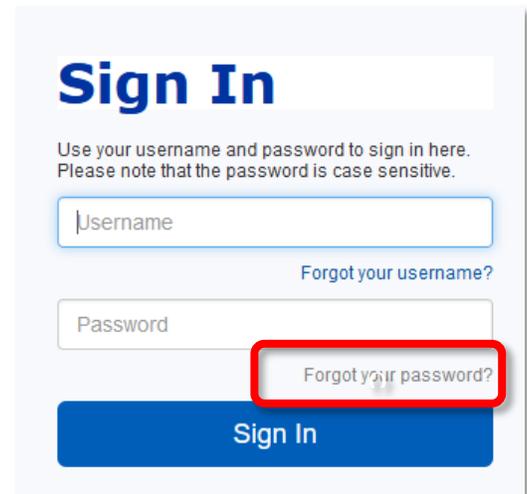
Format - Font - Size - **A** - **A** -

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-oli.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

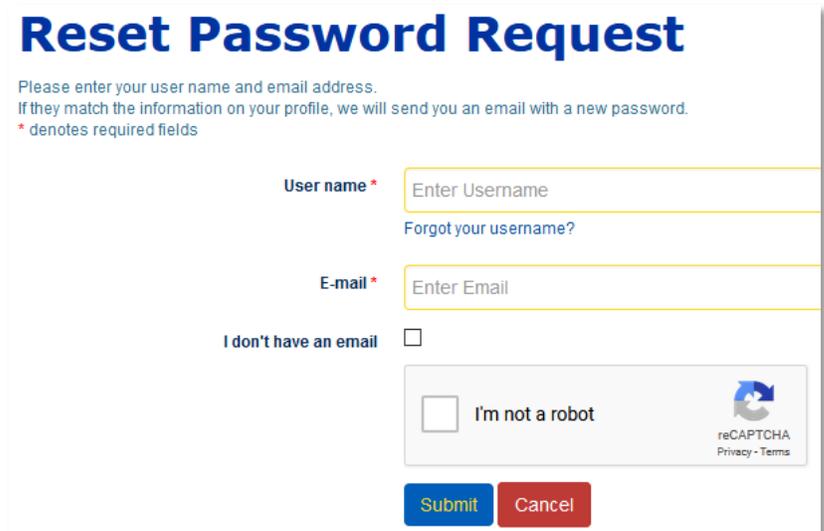
[Forgot your username?](#)

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?](#)

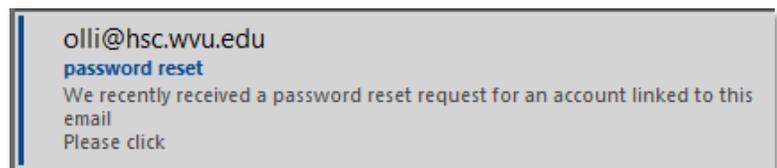
E-mail \*

I don't have an email

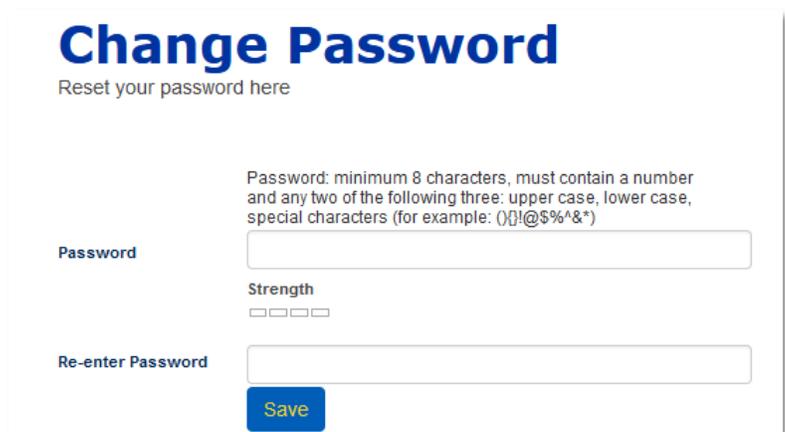
I'm not a robot  reCAPTCHA Privacy - Terms

**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**.



olli@hsc.wvu.edu  
**password reset**  
We recently received a password reset request for an account linked to this email  
Please click



**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**