



Dear Lifelong Learner,

We are so excited to introduce you to our new registration website! This guide will walk you through how to set up your new account and register for all our program offerings online. You may click on the links below to quickly skip to the how-to section you'd like to read:

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New Account Setup

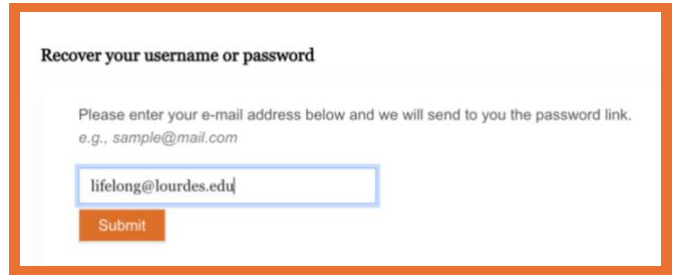
Current Student

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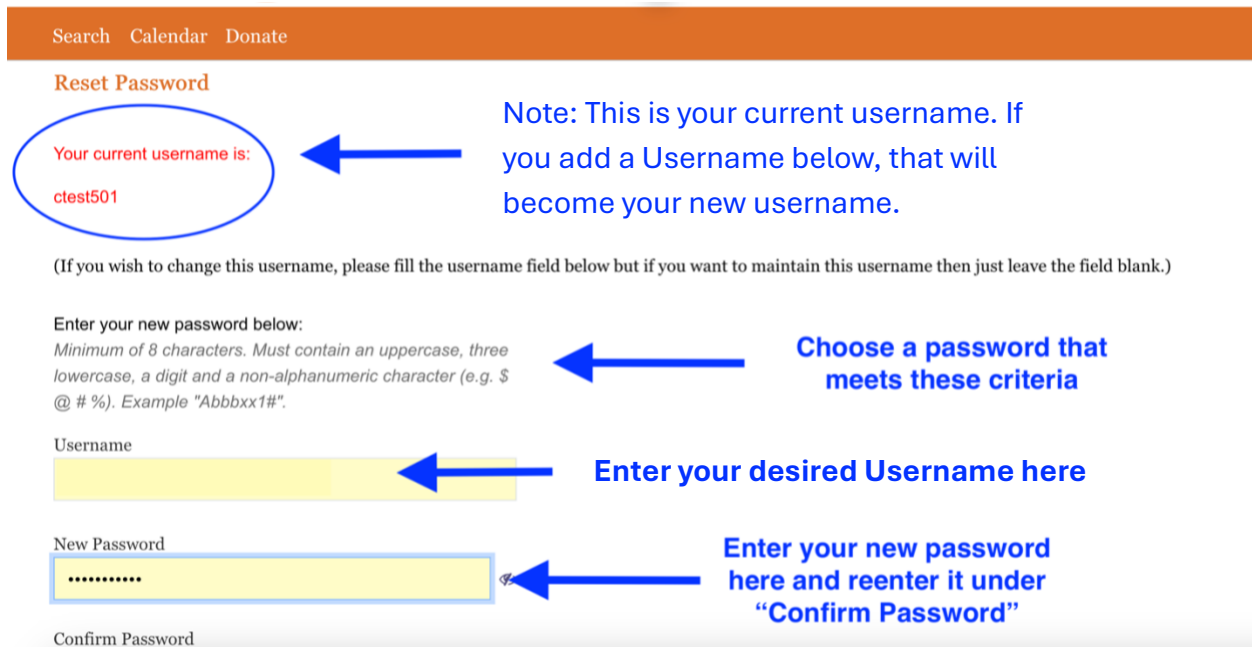
If you have registered for classes/events in our program since August 2025, please follow these instructions to complete your account setup.

1. [Click here](#)
2. Type in the email we have on file, then click **Submit** (Note: If you have a *bex.net* address, you must enter ***buckeye-express.com*** instead)

NOTE: If you type in an address we do not have on file, you will get the an error message that your email is not recognized. Please double-check the address and try again. If we have multiple emails on file, please try a different one. If you continue to experience issues, please email us at lifelong@sistersosf.org.



3. You will immediately receive an email from the Sisters of St. Francis with the subject line “Online Account Info.”
4. Within 30 minutes of receiving the email, click where it reads, “[Click here](#) to reset your password.”
5. You will be directed to the page shown below.



6. Choose a password that meets all criteria. It must contain:
 - a. Minimum of 8 characters
 - b. An uppercase letter and 3 lowercase letters
 - c. A digit (i.e. number)
 - d. A non-alphanumeric character (e.g. \$ @ #).
 - e. Example: *Abbxx1#*
7. Enter your Username and New Password where prompted
8. Re-type your new password under “Confirm Password”

9. Click **Submit** and you will be automatically directed to the course search page, where your name will appear in the top right corner:



Welcome to Sylvania Franciscan Lifelong Learning
Summer 2026 registration opens at 9am on Friday, May 15th.

10. Click on your name and select **My Account** to complete your account setup.

11. You will reach a screen that shows all your demographic information. You can change these details at any time BUT please be advised that this will not change the Username you log in with.

- Please take a moment to add an **Emergency Contact**
- If you wish to receive short text messages in the event of last-minute class changes, please also enter your **Cell Phone AND Cell Phone Carrier**
 - If you have Consumer Cellular, please choose “United States – AT&T Wireless”
 - If you have another carrier not listed in the drop-down menu, please enter the major cell phone carrier whose network they use. If you’re not sure, you can ask your cell phone carrier. Otherwise, leave this blank (you won’t receive texts).

12. Scroll all the way down on that screen to view your account tabs:

Emergency Contact

Required fields are denoted by *

* Emergency Contact Name: Mom

* Emergency Contact Phone(Ex: (xxx) xxx-xxxx): 999-999-9989

Save

Special Needs | **Contacts/Students** | All Registrations | Invoices | Payments | Memberships | Credit Cards

Type	First Name	Last Name ▲	Adult	Active	Emergency	Billing	Gift Cards Balance	
Individual	Susie	Test	✓	✓	✓	✓	\$0.00	Download Schedule

Add new adult... | Add new child...

1

Check out all the tabs here

Have fun exploring your new account!

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Click on all the tabs, but especially check out:

- *Membership* tab: You can check your current membership status.
 - IMPORTANT:
 - If you are not currently a member and you'd like to get the discount, you must [complete a membership purchase on this page](#) **BEFORE** you register.
 - Please choose your membership carefully. If you accidentally choose an option that does not apply to you, your registration may be at risk until the issue is remedied.
- *Contacts/Students* tab: This lists all the students on your account. If you have an Individual account, you will see your name here. If you have a Family or Corporate account, you'll see yourself and all other students you have registered for or with in the past.
 - To add another registrant to your account, click on either "Add new adult..." or "Add new child..."
 - You will not be able to add anyone using the same email you are already signed up with.
 - If you and your spouse share an email address (**not** recommended), you will only have one online login. All email confirmations/reminders will go to the same email address. Please look carefully at emails to determine whose confirmation/reminder you are viewing.
 - If you no longer wish to have a contact on your account, please email us at lifelong@sistersosf.org.

Browse and bookmark programs you're interested in

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Before registration starts, you can [browse the registration website](#) and bookmark any classes/events you're interested in. *This will make it quicker and easier for you to register after 9am on May 15th.*

1. [Login](#)

Filter results

Search Calendar Membership Donate

Find a class

Click the boxes below to filter results

SEMESTER

- Spring 2027 (Test)
- Summer 2026

LOCATION

- Sisters of St. Francis, Sylvania, OH

INSTRUCTORS

- Averill-Savino, Kelly
- Gramling, Dawn
- Grunberg, Sara
- Holas, Carl
- Hood, Paul
- Hughes, Shannon
- Kubiak, Nicholas
- Mattimoe, Nathan
- Otto, Sheila
- Schwartz, Carol
- Sorosiak, Tom
- Szczepanski, Jaroslaw
- Trumbull, Jessica

2. You can scroll through the class listing or filter results by clicking the boxes in the left-side panel under “Find a class”
3. Find your desired program
4. Click the star square under the listing
5. Upon successful bookmarking, you’ll be directed to the “Program added” page

Bookmark



Appearing Tonight, the ORIGINAL...? The Fascinating and Tortured History of the Drifters and the Platters

Online Class | Registration opens 5/15/2026 8:58 AM EDT
Medium : Drifters, online class, Paul Hood, Platters
Level : NA
Date : 6/11/2026-6/18/2026
Time : 10:00 AM-11:30 AM EDT on Thu
Instructor(s) : Paul Hood
Tuition : \$42.00
Member Tuition : \$30.00



Planetary Show: Dawn of the Space Age

Special Event | Registration opens 5/15/2026 8:58 AM EDT
Medium : Planetarium show
Level : NA
Date : 6/16/2026 (one day)
Time : 1:00 PM-2:00 PM EDT on Tue
Instructor(s) : Carl Holas
Tuition : \$7.00
Member Tuition : \$5.00



Click a star to bookmark

Successful Bookmarking

Search Calendar Membership Donate About SoSF Contact Us

1 Program Bookmark

Susie Test

Program added

Appearing Tonight, the ORIGINAL...? The Fascinating and Tortured History of the Drifters and the Platters was added to Program Bookmarks

Checkout

Search for more programs

You'll see this message after you successfully bookmark a program

Anytime you are logged in AND have programs bookmarked, you'll see this link next to your name. Click it to view your bookmarked programs.

Registering Online

Log in

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1. [Click here](https://lourdes.edu/lllregistration) or type <https://lourdes.edu/lllregistration> into your browser.
2. Click the Login button in the top right corner.

Sign in
Access your account to continue

Welcome to Sisters of St. Francis
Online Registration Site

Username
ctest501

Password
.....
click to show password

I'm not a robot
This site is executing reCAPTCHA Enterprise. free. google.com

Login

3. Enter your username and password.
4. Click the checkbox that reads "I'm not a robot."
5. Complete the Captcha as directed and click "Verify"
6. Upon successful completion of the Captcha, the images will go away and there will be a green checkmark in the box next to "I'm not a robot."
7. Click the **Login** button and you will be automatically directed to the registration home page, with your name in the top right corner.

Register

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After successful login, you should be on the registration home page:

We created a dummy class to help you practice registering yourself online. You can go through the whole process to register for this Networking class and even run your credit card through for \$0.01 (**not** required).

5. On the next page, choose either **Checkout** or **Search for more programs**, if you'd like to add more classes/events

SYLVANIA FRANCISCAN
LIFELONG LEARNING
Connecting Curiosity to Knowledge and Experience

Search Calendar Membership Donate Shopping Cart Susie Test

You're not quite finished yet...

We have added this registration to your shopping cart, you have 60 minutes to complete the registration process before these items are removed from your shopping cart.

To register for additional Program or to checkout and complete the registration process, please continue by selecting one of the options below.

[Checkout](#)

[Search for more programs](#)

6. When you click Checkout, you'll be taken to your **Shopping Cart**:

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Connecting Curiosity to Knowledge and Experience

Search Calendar Membership Donate Shopping Cart Susie Test

Shopping Cart

Make sure to double check your cart below and agree to the terms. Click 'Continue' if you are ready to pay.

Student	Type	Description	Action	Tuition	Additional Fees	Additional Items	Payment Options	Subtotal
Test, Susie	Online Class	Spring 2027 (Test) -- Networking 101 Wednesday 10:00 AM	Register	\$0.01	\$0.00		<input checked="" type="radio"/> Full (\$0.01)	\$0.01

Subtotal: \$0.01 Tuition
Total: \$0.01
Amount Due: \$0.01

Please review and agree to our Terms of Use and click continue. You may then make any payment due and complete your registration.

[Terms of Use](#)

7. Scroll down to review the Terms of Use.
8. Check the box to indicate you agree to the policies (required).
9. Click **Continue**.

Terms of Use

Summer 2026 Cancellation Policy

If Lifelong Learning must cancel a class/event/trip for any reason: All refunds will be issued via a Lifelong Learning gift card, which will appear as a credit balance in your online account. If you prefer a refund to your original payment method, please email lifelong@lourdes.edu. If the original payment method was credit card, you will receive the refund to your credit card account. If it was cash or check, a check will be mailed to the address on your most recent registration form within 10-14 business days.

Student Cancellation

If you cancel **before** the registration deadline: Full refund (minus non-refundable online payment processing fees) to a gift card/credit on account, unless you specify you want it refunded to your original payment method.
If you cancel **after** the registration deadline: No refund, *unless we are able to fill your spot with a waitlister. If you cancel within 2 business days of a class/event start date, it is unlikely we will be able to fill your spot.*

I have read and agree with the policies and procedures set forth.

[Continue](#)

10. Enter your credit card and other details (Note: E-check is not currently an option but we're working on it).

11. At the bottom of the page, you may opt out of paying the 4% credit card fee by unchecking the Merchant Service Fee box. If you opt out, we will cover these fees for you. However, please note if you request and get approved for a refund, this fee will be deducted from your refund. If we must cancel a class/event, the fee will be refunded with the rest of your payment.

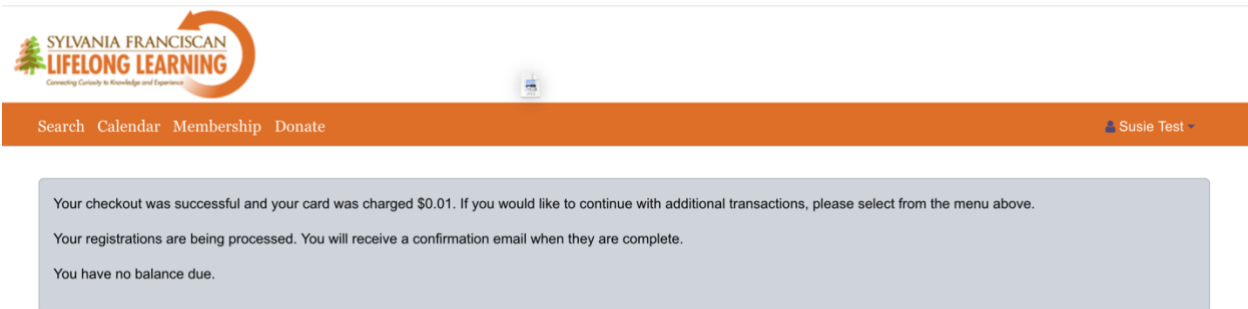
Amount Due	\$0.01
Would you like to support us by accepting the optional 4% service fee to offset credit card processing and registration costs? Uncheck to opt out.	
Merchant Service Fee	<input checked="" type="checkbox"/> \$0.00
Total Amount Due	\$0.01

Place Order

Uncheck this box to opt out of paying the fee

12. Click on **Place Order**.

13. Upon successful checkout, you'll see the below message.



14. You will receive a confirmation email within minutes. You can also see all your active registrations in your My Account dashboard anytime.

15. You will receive **ONE** email reminder 5 days prior to the start date for each class/event you signed up for.

That's it! You are all registered – woo-hoo!! We look forward to seeing you in Lifelong Learning!

Please contact us at lifelong@sistersosf.org or attend a registration event if you require additional assistance (please bring your account username & password with you, along with the list of classes/events for which you'd like to register).

New or Returning Student Account Setup

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If you have never registered for classes/events in our program or have not registered with us since August 2025, please follow these instructions to complete your account setup.

1. [Click here](#) or go to <https://lourdes.edu/lllregistration>.
2. Select “Start Here” in top right corner.
3. Under “What best describes your relationship to this account?,” choose “Individual” in the drop-down menu
4. Enter all other details as prompted. Make sure you enter all fields marked with a red asterisk. These are required.
 - a. “Cell Phone Carrier” is *only* required if you wish to receive short text messages in the event of last-minute class/event changes.
 - b. If you have Consumer Cellular, please choose “United States – AT&T Wireless”
 - c. If you have another carrier not listed in the drop-down menu, please enter the major cell phone carrier whose network they use. If you’re not sure, you can ask your cell phone carrier. Otherwise, leave this blank.
5. Complete the Captcha verification and click **Submit**.
6. You will reach a welcome message and will see your name in the top right corner of the page. Read the message for further instructions.
7. Anytime you are logged in, you can click on your name in the top right corner and select **My Account** to view your account dashboard.

See the [“Have fun exploring your new account!”](#) section above.