

# Creating an OLI Account & Registering for Financial Systems Online Courses

1. Go to the Open Learning Initiative (OLI) website:  
<http://oli.cmu.edu/>
2. Click on “Sign In” in the top right corner of the screen.
3. In the top left corner of the screen, you will see this:



4. Click on the link that says “CMU users sign in here”.
5. You will then be presented with the Web Login page:

6. Enter your Andrew ID and password.
7. On the “**Welcome to OLI**” page, click the “create an account” link. Enter the requested information and click “create account”. For the account ID field, we recommend using your Oracle username.
8. On the “**Confirm Account Profile**” page, review the account information you entered. If everything is correct, select “confirm” to go to the next step.
9. Read the statements in the “**Online Consent Form**” and select “I Agree” or “I Do Not Agree” then select “Confirm”. **Note:** Either option will allow you to access the courses.

10. You will be presented with your OLI home page. In the **My Courses** section, enter the Course Key in the **Register for a course** box and click on the **GO** button. The **Course Keys** for the E-learning courses are as follows:

CMU Finance Fundamentals: **cmufunfun**

Oracle 101: **oracle101a**

Oracle Internet Expenses – Procurement Card Application: **pcard**

Oracle Internet Expenses – Expense Reporting Application: **ieexpenserpt**

Payroll Roster System – **PRS1**

Purchasing Card Refresher Training: **pc-refresh**

Introduction to PCI DSS @ Carnegie Mellon: **PCIDSS20**

Purchasing Card (PCard) Training: **cmupcard**

Travel Card Training: **travelcard**

Introduction to Purchasing: **Fin-Intro**

11. You are now on the final course registration page, review the course information and select “Continue”.
12. You will be taken back to your OLI home page. From this page you can enter the course by clicking the “**Enter Course**” link.

Once you have registered for a course, you can access the course directly at any time by going to <http://oli.cmu.edu/> .

If you have any technical problems with a course, please first try clicking on the “**Test and configure my system**” link located in the Help and Support area on your home page. If you are unable to resolve the issue, please contact OLI for assistance at [oli-help@lists.andrew.cmu.edu](mailto:oli-help@lists.andrew.cmu.edu).