

Submitting Proposals to LLI Jupiter

STEP 1

Go to www.fau.edu/osherjupiter. Under the **INSTRUCTORS** tab, click on **SUBMIT A PROPOSAL**

PEOPLE DIRECTORY SITE INDEX TEXT ONLY GIVE

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EXPLORE REGISTER CLASSES FOR MEMBERS DONATE RENT WITH US INSTRUCTORS

The Modern Presidency from Kennedy to Trump: The Intersection of Politics and Personality

Thursday, October 26
9:30 – 11 a.m.
Lecturer: William Chafe, Ph.D.

This lecture will focus on how personality helped shape the politics of many of our modern presidents. The lecture will focus on the presidencies of John F. Kennedy, Lyndon Johnson, Richard Nixon, Bill Clinton and Donald Trump, dealing with issues as varied as the Cuban Missile Crisis, the Vietnam War, Watergate and the Clinton health care bill.

GENERAL INFORMATION
SUBMIT A PROPOSAL
AUDIO/VISUAL NEEDS

Lecturer: William Chafe, Ph.D.

CLICK THE IMAGE FOR MORE INFORMATION

MEMBERSHIP CARD INFORMATION



LLI JUPITER BLOG



THE LIFELONG EXCHANGE

LLI JUPITER MEMBER LOGIN



Upcoming Events, Lectures



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STEP 2

In the following page, enter your username and password in the text boxes and click the login button.



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Welcome to LLI Jupiter Online for Instructors

Please select one of the following choices:

1. [I need to create an online instructor account.](#)
2. I am an existing LLI instructor and want to login

Login:
Password:

Note: Existing instructors use the username and password that LLI Jupiter emailed to you.

Forgot your password? [Click here to get password](#)

Thank you for using the LLI Jupiter online proposal system.

Submitting Proposals to LLI Jupiter

If you have not created an account with LLI Jupiter, click on the link that reads **I need to create an online instructor account.**



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If you have created an account, but cannot remember your password, click on the link circled in red (below). If you are unable to retrieve your password, email **Mahmoud Kassassir** (mkassass@fau.edu) to perform a password reset on your account.



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STEP 3

Once logged in, click on the **Proposals** link.



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My Profile [help](#)

Title: Dr.	Street Address: 123 Jump street	Bio: <i>Should be limited to 150-200 word highlighting training, professional experience, activities and awards/honors</i> Testing
First Name: Instructor	City: port st. lucie	
Last Name: Test	State: Florida	
User Name: Help itest	Zip: 34952	
Email: itest@tester.com	Cell Phone:	
Z number:	Work Phone:	
	Home Phone: 772-555-5555	
	Fax:	

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STEP 4

In the following page, you will be able to create class proposals, as well as view previously submitted proposals. Click on the **Create Proposal** button to create a new proposal.



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My Proposals

Class Title	Status	Date Submitted		
Test 1	Submitted	5/15/2015 11:48:04 AM	edit	clone

[Create Proposal](#)

Osher Lifelong Learning Institute at FAU, Jupiter
Phone: (561) 799 8547 Fax: (561) 799 8663 E-Mail: llsiuptr@fau.edu

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If you want to edit one of your submitted proposals, click on the **edit** link.



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My Proposals

Class Title	Status	Date Submitted		
Test 1	Submitted	5/15/2015 11:48:04 AM	edit	clone


[Create Proposal](#)

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STEP 5

Fill out the form and click the **Create** button at the bottom of the page (not shown).



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Class Proposal

Please fill out the necessary information below in order to create a course proposal. If your proposal is approved and scheduled you will be notified via email in order to confirm that you will be available to teach the course.

When creating or modifying a proposal please do not let your computer sit idle - that is, no mouse or keyboard activity - for more than a few minutes.

IF YOU LET YOUR COMPUTER SIT IDLE FOR 20 MINUTES:

- You will be "timed out" of the system, and returned to the login screen
- Your work will not be saved
- Your proposal will not be submitted

It's generally a good idea to create your proposal using a program such as Microsoft Word, and then "copy and paste" your text into the appropriate boxes in this online system.

Class Title:

Class SubTitle:

Number of Class Sessions:
Please Select

Description:*A brief description suitable for publication in the LLI Jupiter catalog (about 150-200 words) Your description should briefly state the goals of the course, the methods used to obtain those goals and accurately reflect the course content*

Availability

Please enter ALL the days/times you are available to teach. This information will be used by LLI Jupiter to aid in the scheduling process. You will be contacted by LLI Jupiter staff to schedule exact dates and times.