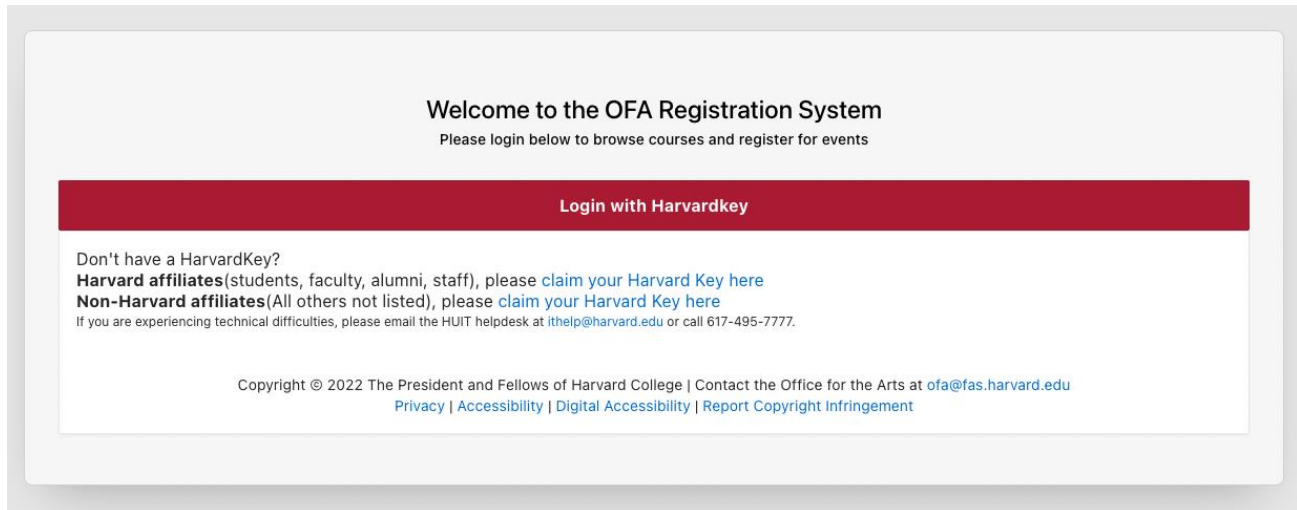# To Create/Set Up an account in New Ceramics Registration System

## SET UP/LOG-IN to HarvardKey



**Current Students, Faculty, Staff, Alumni, and Fellows**
- Visit https://ofadap.fas.harvard.edu.
- Enter your HarvardKey at the prompt.
- Confirm/update information on "Profile" page.
- Click **Save My Changes** in the bottom left-hand corner when done.
- Select "Register" from the black Navigation Bar at the top of the screen to view and shop for classes and events.

**For people who have Harvard ID but never claimed HarvardKey**
- Visit https://ofadap.fas.harvard.edu.
- Set-up your HarvardKey account via the prompt for Harvard Affiliates. Click "Claim Your HarvardKey"
- Under "New to HarvardKey", click "Continue". Follow the prompts. You will need to enter your Harvard ID, Last Name, and Date of Birth. This is a one-time action.
- Once you have created your HarvardKey account (username and password), you will use this log-in information to access the registration site going forward.
- Complete information on "Profile" page. Make sure your "Best Email" field is populated with best email for us to communicate.
- Click **Save My Changes** in the bottom left-hand corner when done.
- Select "Register" from the black Navigation Bar at the top of the screen to view and shop for classes and events.

**For people who are not already affiliated with Harvard or do not have HarvardKey**
- Visit https://ofadap.fas.harvard.edu.
- Set-up your HarvardKey account via the prompt for Non-Harvard Affiliates. This is a one-time action.
- Once you have created your HarvardKey account (username and password), you will use this log-in information to access the registration site going forward.
- Complete information on "Profile" page.
  - Please note your account will automatically identify as

- Click **Save My Changes** in the bottom left-hand corner when done.
- Select "Register" from the black Navigation Bar at the top of the screen to view and shop for classes and events.

## PROFILE PAGE

Each term, the system will automatically take you to the "Profile" page to confirm your personal information. Users are welcome to update their information any time but verifying these details will be a requirement each semester. To verify, users need to click **Save My Changes** whether users have added or made changes to the profile information.

The system will open to the Register page upon log-in once you have completed this per-term verification.