

CADER Registration

These instructions are intended for learners NEW to Boston University CADER online training.

Returning learners will skip most of the steps outlined below. The system will prompt you to complete:

- Step 1
- Step 2
- Login (with existing BU CADER account)
- Step 4 (access will begin in about 15 mins)

Step 1 – Visit the [Learning Catalog](#)

Step 2 – Select the offering

Step 3 – Click **Register**

Step 4 – Enter your email address and click “**Save**”

The screenshot displays a registration progress bar at the top with five steps: PAY (checked), REGISTER (1), PROFILE (2), ACCOUNT (3), and LEARN! (4). Below the progress bar, the heading "What's Your Email Address?" is followed by the question "What's the email address you'd like to use for your training?". A paragraph of text explains that users should use their existing Boston University email addresses and that creating multiple accounts with different email addresses will trigger a manual review. Below this text, there are two input fields: "EMAIL ADDRESS" with the placeholder "Your Email Address" and "CONFIRM EMAIL ADDRESS" with the placeholder "Confirm Your Email Address". A red "Save" button is located at the bottom center of the form.

Step 5 – Enter the required information and click “**Save**”

Register for CADER: LGBT in Massachusetts (2023-2024)

What's Your Name?

We don't have a Boston University account for cader_registration@aol.com but we can create one right now. If you have previously registered for anything at Boston University using a different email address, you can [use a different email](#) right now.

To create your new Boston University account, we first need your name and date of birth:

FIRST NAME
CADER

LAST NAME
Registration

DATE OF BIRTH
06/29/1900

Date of Birth is required in order to ensure BU creates a unique account. This will reduce duplicate accounts and allow for better record keeping of all BU students.

Please note that your submission may take a minute to process. Please do not resubmit.

[Save](#)

Step 6 – Update your learner profile and click “Save”

Register for CADER: LGBT in Massachusetts (2023-2024)

Update Your Profile

Please take a moment to give us a little more information. This is the last step before you're enrolled.

Contact

ADDRESS *

CITY *

STATE *

ZIP CODE *

You are now ready to create your password. Please check for your email to continue the process. You will receive an email from ithelp@bu.edu with the subject line of “Boston University Account Claim Next Steps”

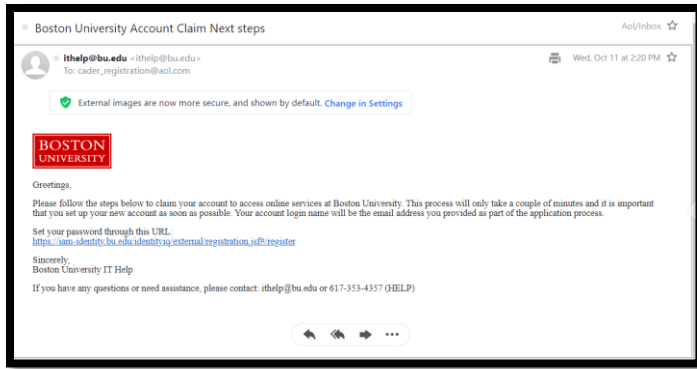
Register for CADER: LGBT in Massachusetts (2023-2024)

Create Your Boston University Account

Next you'll need to create your Boston University account for cader_registration@aol.com

Check your email inbox for an email from ithelp@bu.edu to complete this process. The subject line for that email is: "Boston University Account Claim Next Steps". This email typically arrives within an hour. If you have been waiting longer, please check your spam/junk folder.

Step 7 – Click on the link to continue with set-up



Step 8 – Select “Account Claim” and click “Next”

The "BU Account Self-Service" screen shows a list of options: "Account Claim", "Reset Forgotten Password", "Forgot Login", and "Unlock Account". The "Account Claim" option is selected. A "Next" button is visible at the bottom right.

Step 9 – Enter the email you used to register and your date of birth then click “Next”

The "BU Account Self-Service" registration form has two input fields: "Please enter your personal email address (non-BU email address) *" and "Please enter your Date of Birth *". Both fields are empty and have a red error message "This field is required" below them. A "Next" button is at the bottom right.

Please check your email for an email from ithelp@bu.edu with the subject line of “Boston University One-Time Passcode (PIN)”. That pin is required to continue the process.

Step 10 – Enter the pin then click “Next”

The "Confirm PIN to proceed" screen has an input field for "Enter the One Time PIN sent to personal email *". Below the field is a note: "Please note PIN will be valid for 30 mins". A red error message "This field is required" is shown below the input field. A "Next" button is at the bottom right.

Step 11 – Create a password then click “Complete”

Account Claim

Existing WebAccount Login Name *

cader_registration@aol.com

Enter the new password *

This field is required

Confirm the new password *

The password must have a minimum 16 number of characters
The password must not be same as previous 6 passwords
The password must not contain common dictionary words
The password must meet at least three out of the following four requirements:
Contain one English uppercase character (A through Z)
Contain one English lowercase character (a through z)
Contain one base-10 digit (0 through 9)
Contain one non-alphabetic characters (-!@#%&*^*_+-~[]|;?,.)

Cancel Complete

Step 12– Click to agree to the terms

The University is not responsible for loss of data or service interruptions resulting from its efforts to maintain the privacy and security of University Computing Services, system malfunction, or any other cause.

Procedures

Report concerns to BU Information Security, the IT Help Center or Internal Audit & Advisory Services. Violations of this Policy may result in (a) restriction or removal of some or all privileges to use Computing Services and (b) disciplinary actions through appropriate University processes, specific to students through the Dean of Students, staff through Human Resources, and faculty and other users through Human Resources and/or the University Provost's Office. The University reserves the right to amend this Policy at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with other published policies and with applicable laws.

Please check this box to indicate that you have read this policy and understand its importance in safeguarding your identity.

You are now registered! Course access will begin in about 15 mins. You will receive an email letting you know when you can login.