

The Network/CADER 2022 REGISTRATION GUIDE

Contents

REGISTER WITH EXISTING BOSTON UNIVERSITY WEBACCOUNT (USERNAME/EMAIL)	1
Step 1 – Click on the link	1
Step 2 – Enter your username (email)	1
Step 3 – Enter this discount code (BUSSW)	Error! Bookmark not defined.
Step 4 – Login or Reset Password	2
Step 5 – Update your Profile	3
Step 6 – Registration is Complete!	3
REGISTER FOR A BOSTON UNIVERSITY WEBACCOUNT WITH A NEW EMAIL.....	3
Step 1 – Click on the link	Error! Bookmark not defined.
Step 2 – Enter your username (email)	3
Step 3 – Check your email inbox	4
- Please note: this link will expire in 24 hours.	4
Step 4 – Click on Continue	4
Step 5 – Update your Profile	4
Step 6 – Registration is Complete!	4
ACCESS YOUR COURSE	5
RESET YOUR PASSWORD	5

REGISTER WITH EXISTING BOSTON UNIVERSITY WEBACCOUNT (USERNAME/EMAIL)

These are the steps for **returning learners**

Step 1 – Click on the link below to register in the **NYSOFA Case Management Certificate Program**

<https://www.bu.edu/phpbin/ssw-network/enroll/bc2353be687351328adf9da1c37fdc2ea2b295ac/>

Step 2 – Enter your username (email) and click **SAVE**

What's Your Email Address?

What's the email address you'd like to use for your training?

If you already have a Boston University account (includes CADER/PEP accounts), use the same email address you've used before. **Please do not create multiple accounts with different email addresses.**

EMAIL ADDRESS

Your Email Address

Save

Step 3 – Login or Reset Password

If you know your password, click on **Login Now** to go to the BU Login screen where you can enter your existing username and your password.

If you do not know your password, click on **Change My Password**, follow instructions to update your password.

Login to Your Account

Your BU login name is cader@bu.edu.

I know my password
Click "Login Now" to continue to your profile and complete enrollment

I don't know my password
Click "Change My Password" to request a new password. Return to this screen to login to continue with enrollment.

Login Now >

Change My Password >

Enter your login name and password on the next screen.

BU Login

BU login name

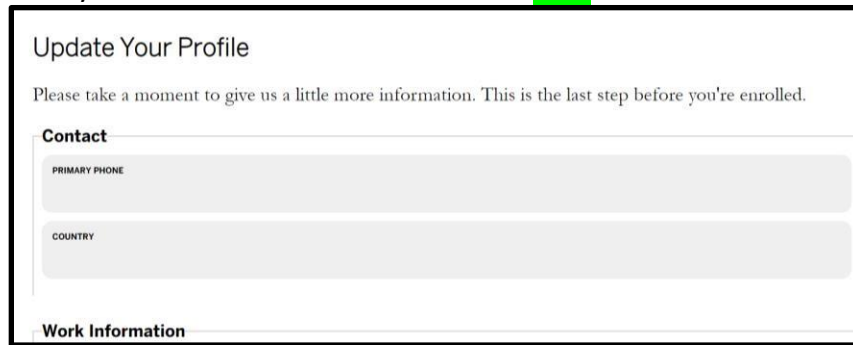
password

Continue

You have asked to login to phpbin-apps-prod.bu.edu

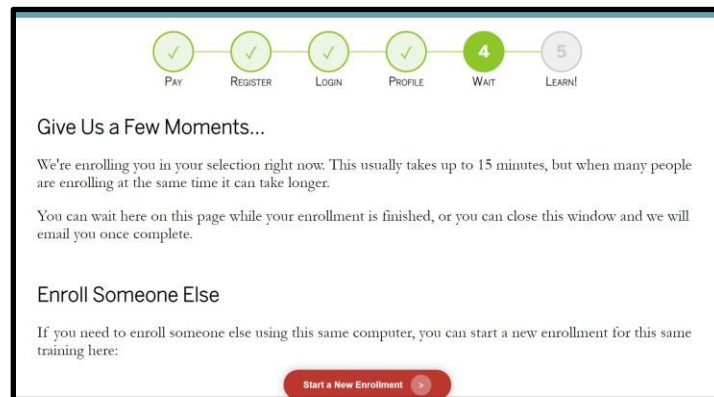
The Network/CADER 2022 REGISTRATION GUIDE

Step 4 – Update your Profile on the next screen. Click **Save** to submit.



The screenshot shows a web form titled "Update Your Profile". Below the title is a message: "Please take a moment to give us a little more information. This is the last step before you're enrolled." The form is divided into two sections. The "Contact" section has two input fields: "PRIMARY PHONE" and "COUNTRY". The "Work Information" section is partially visible at the bottom.

Step 5 – Registration is Complete! The system takes a few minutes to process. You can stay on the page, or close the window, and check your email inbox for the BU enrollment confirmation email to access your course once your access begins. Access typically begins 15 minutes after registration.

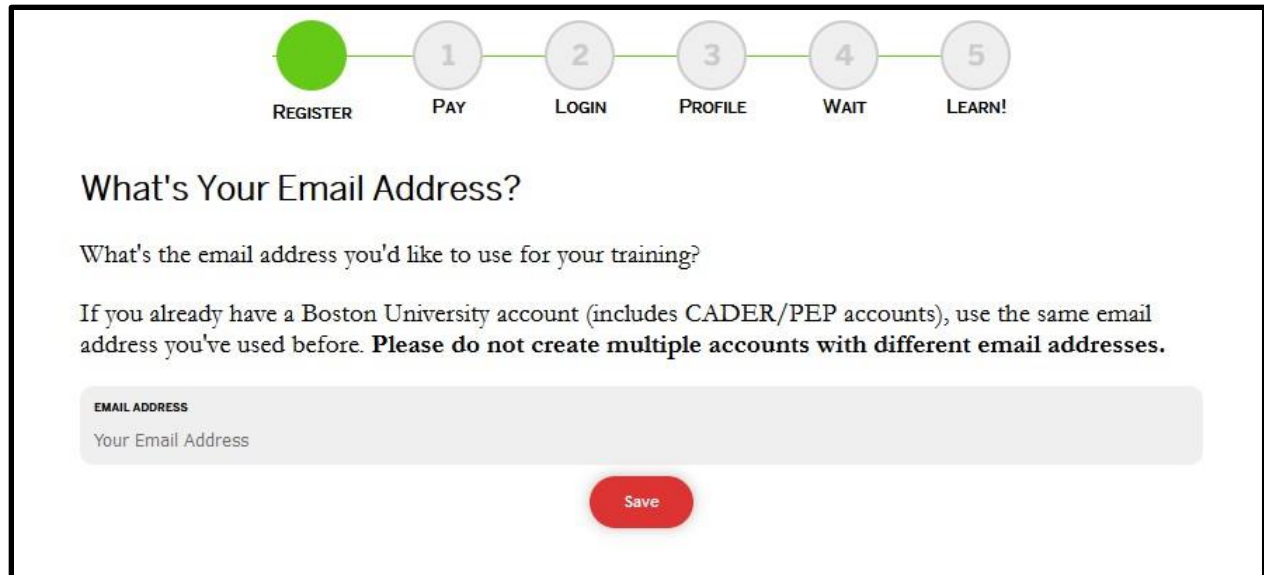


The screenshot shows a confirmation page with a progress bar at the top. The progress bar has six steps: PAY, REGISTER, LOGIN, PROFILE, WAIT, and LEARN!. The "WAIT" step is highlighted with a green circle and the number 4, indicating the current step. Below the progress bar, the text reads: "Give Us a Few Moments..." followed by a message: "We're enrolling you in your selection right now. This usually takes up to 15 minutes, but when many people are enrolling at the same time it can take longer." Below this, it says: "You can wait here on this page while your enrollment is finished, or you can close this window and we will email you once complete." There is a section titled "Enroll Someone Else" with the text: "If you need to enroll someone else using this same computer, you can start a new enrollment for this same training here:" and a red button labeled "Start a New Enrollment".

REGISTER FOR A BOSTON UNIVERSITY WEBACCOUNT WITH A NEW EMAIL

Step 1 – Click on the link below to register in the **NYSOFA Case Management Certificate Program**
<https://www.bu.edu/phpbin/ssw-network/enroll/bc2353be687351328adf9da1c37fdc2ea2b295ac/>

Step 2 – Enter your username (email) and click **SAVE**



The image shows a registration progress bar at the top with six steps: REGISTER (highlighted in green), PAY, LOGIN, PROFILE, WAIT, and LEARN!. Below the bar is a section titled "What's Your Email Address?". It asks for the email address to be used for training and includes a note: "If you already have a Boston University account (includes CADER/PEP accounts), use the same email address you've used before. Please do not create multiple accounts with different email addresses." There is a text input field labeled "EMAIL ADDRESS" with the placeholder "Your Email Address" and a red "Save" button below it.

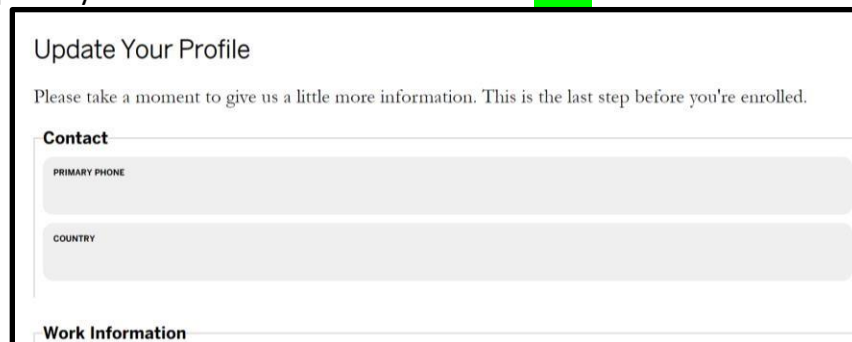
Step 3 – Check your email inbox for an email to complete account set-up. Follow the prompts to create a password and security questions.

- **Please note: this link will expire in 24 hours.**

Step 4 – Click on Continue to move on to the next step. You can also click on the following link to continue with registration:

NYSOFA Case Management Certificate Program <https://www.bu.edu/phpbin/ssw-network/enroll/bc2353be687351328adf9da1c37fdc2ea2b295ac/>

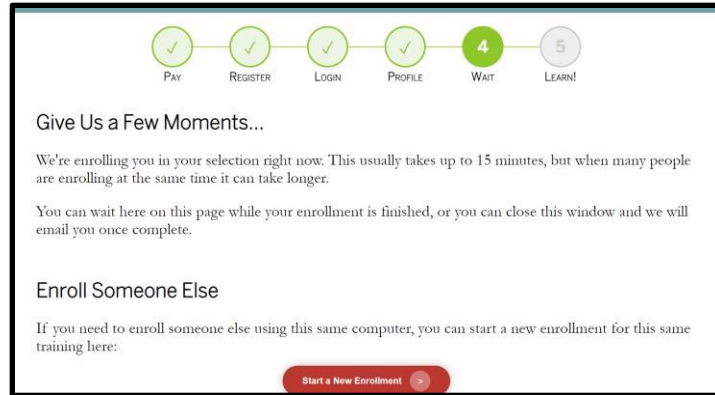
Step 5 – Update your Profile on the next screen. Click **Save** to submit.



The image shows a form titled "Update Your Profile". It includes a message: "Please take a moment to give us a little more information. This is the last step before you're enrolled." The form is divided into two sections: "Contact" and "Work Information". Under "Contact", there are input fields for "PRIMARY PHONE" and "COUNTRY". The "Work Information" section is partially visible at the bottom.

Step 6 – Registration is Complete! The system takes a few minutes to process. You can stay on the page, or close the window, and check your email inbox for the BU enrollment confirmation email to access your course once your access begins. Access typically begins 15 minutes after registration.

The Network/CADER 2022 REGISTRATION GUIDE



ACCESS YOUR COURSE

If you have registered, and are enrolled, to access your course in Blackboard, click on <https://cader.bu.edu/>

RESET YOUR PASSWORD

To reset your password, go to <https://weblogin.bu.edu/buweb/resetpw>