The Network/CADER 2022 REGISTRATION GUIDE

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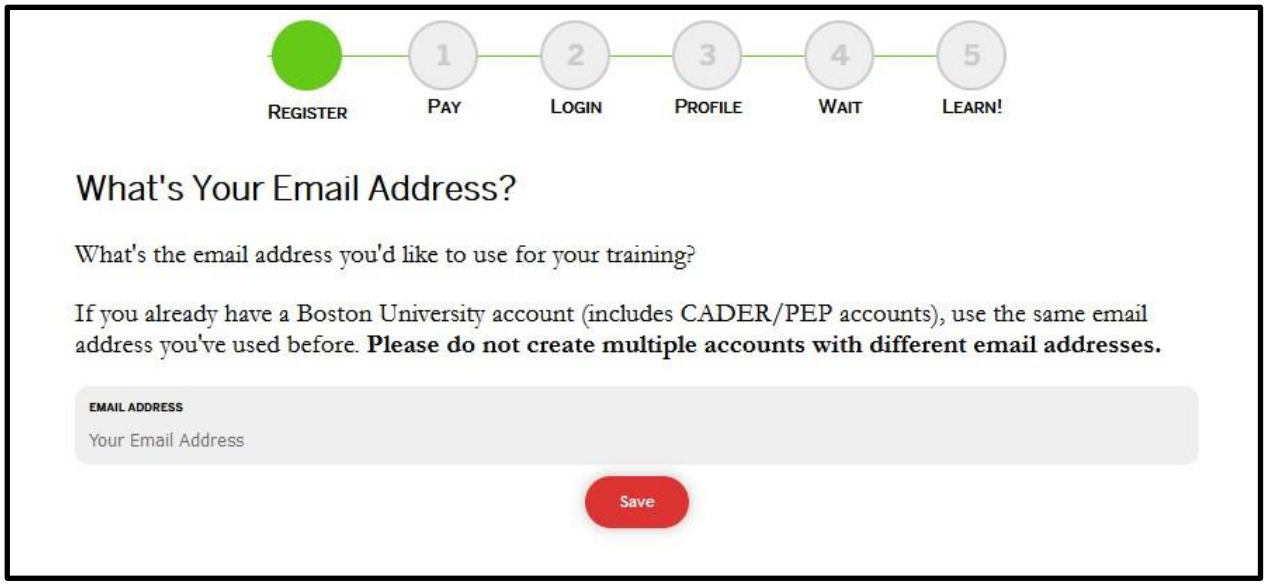
REGISTER WITH EXISTING BOSTON UNIVERSITY WEBACCOUNT (USERNAME/EMAIL)

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/

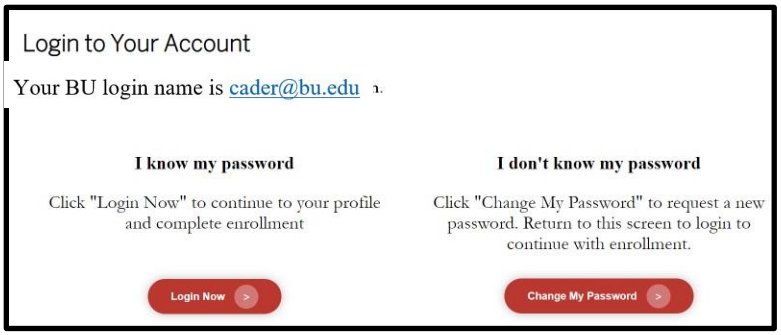
Step 2 – Enter your username (email) and click **SAVE**



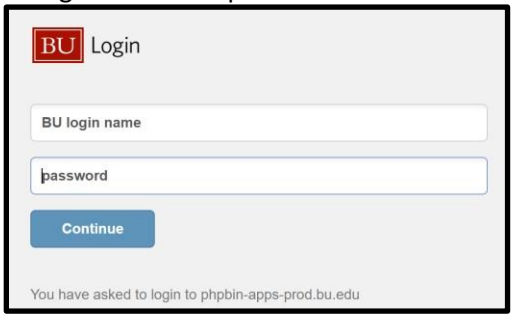
Step 3 – Login or Reset Password

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.

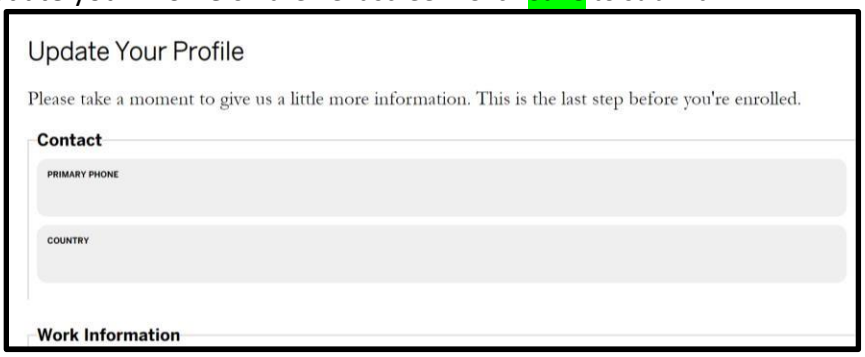
If you do not know your password, click on **Change My Password**, follow instructions to update your password.



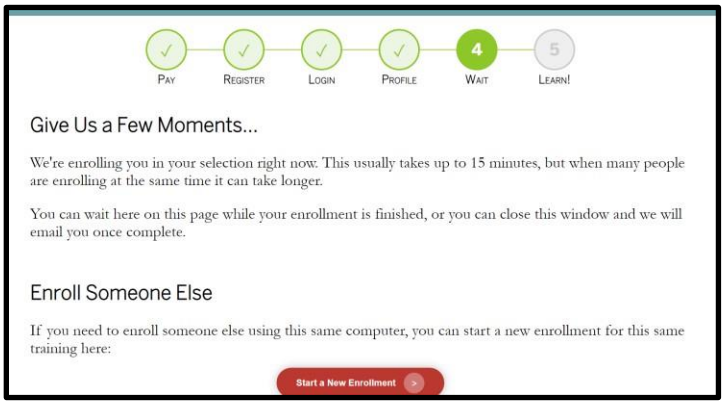
Enter your login name and password on the next screen.



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



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.



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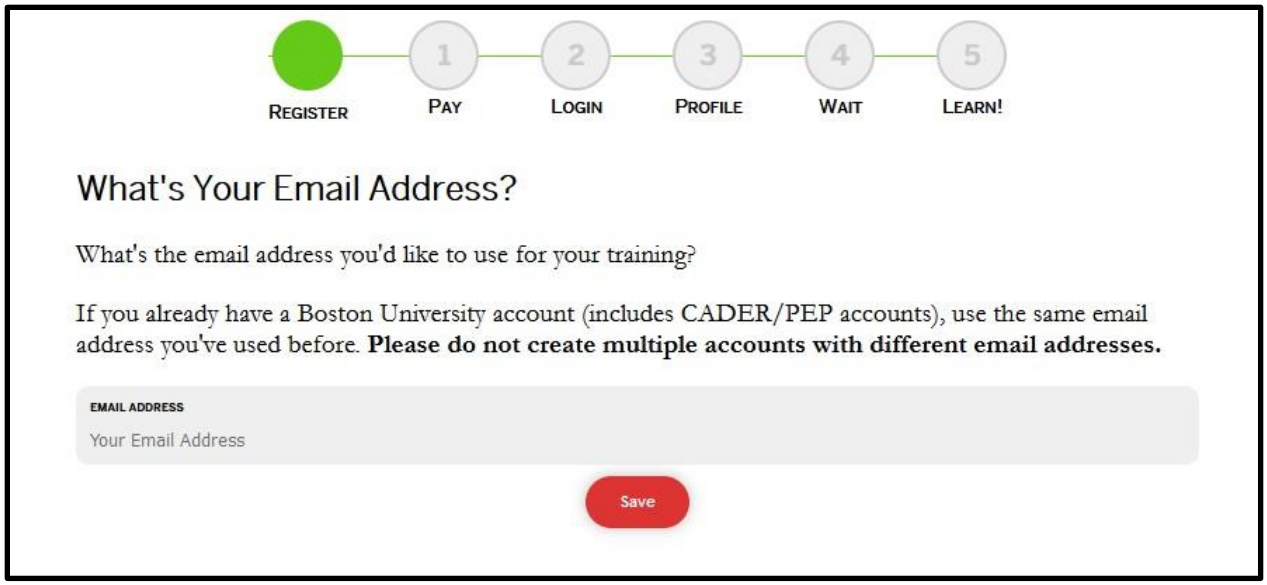
Step 2 – Enter your username (email) and click **SAVE**

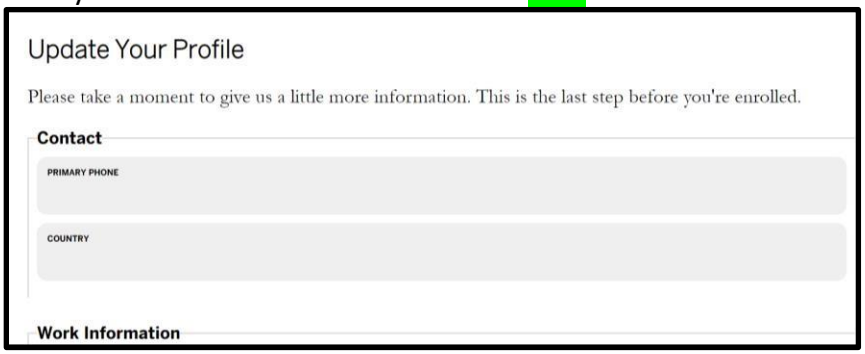


Step 3 – Check your email inbox for an email to complete account set-up. Follow the prompts to create a password and security questions.

- *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**.**



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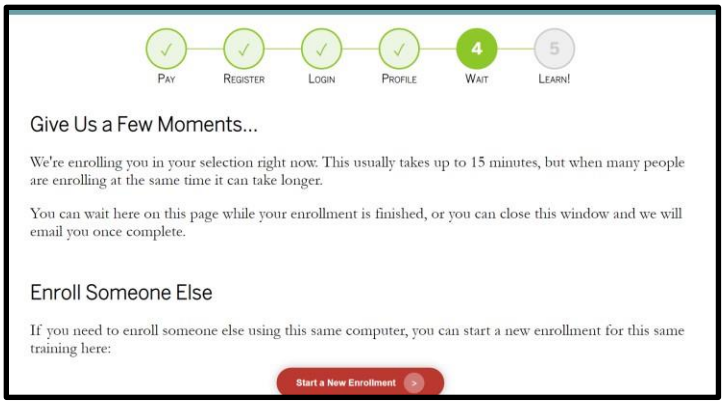

ACCESS YOUR COURSE

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