

## CADER 2021 REGISTRATION GUIDE

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### REGISTER WITH EXISTING USERNAME/EMAIL

**Step 1 -** To register in the course, click on the **ENROLL** button or click on this LINK:

<https://www.bu.edu/phpbin/ssw-network/enroll/c525100540108bbc14d1e050beda7ee4150888f4/>



#### 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.

EMAIL ADDRESS

Save

**Step 2 -** Enter your username (email) when prompted. **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](mailto:cader@bu.edu)

##### I know my password

Click "Login Now" to continue to your profile and complete enrollment

Login Now >

##### 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.

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

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**Step 3 -** Complete your **Profile** on the next screen. Click **Save** to submit. *This new registration system will remember where you are in the process the next time you log back in.*



Update Your Profile

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


**Contact**

PRIMARY PHONE

COUNTRY

**Work Information**

**Step 4 -** 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 later.



Give Us a Few Moments...

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.


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.

**Enroll Someone Else**

If you need to enroll someone else using this same computer, you can start a new enrollment for this same training here:

[Start a New Enrollment](#)

**Step 5 -** Once your enrollment is processed, this is the confirmation screen. You will also receive a confirmation email. Click on **Access Your Course Now** button to access your course in Blackboard. Or access Blackboard later by going to <http://cader.bu.edu/>



You're Enrolled!

From now on you can access your course by visiting [cader.bu.edu](http://cader.bu.edu) in your browser.

[Access Your Course Now](#)

**Enroll Someone Else**

If you need to enroll someone else using this same computer, you can start a new enrollment for this same training here:

[Start a New Enrollment](#)

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### REGISTER WITH NEW EMAIL

**Step 1** – If you have a new work email and no longer have access to the old email: to register in the course, click on the **ENROLL** button or click on this LINK: <https://www.bu.edu/phpbin/ssw-network/enroll/c525100540108bbc14d1e050beda7ee4150888f4/>



#### 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.

EMAIL ADDRESS

Save

1. Enter your (new) email and follow the instructions to request a new **BU Web Account**.
2. **Check your email inbox** for BU Registration email with a unique link to complete your Web account set up, including setting up your password.
3. **Click on this LINK to continue with Course Enrollment:** <https://www.bu.edu/phpbin/ssw-network/enroll/c525100540108bbc14d1e050beda7ee4150888f4/>
4. Follow instructions in **Step 2 through Step 5** of this Guide (see page 1-2)

### ACCESS YOUR COURSE

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

### RESET YOUR PASSWORD

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