

# 2022 CADER NYSOFA CASE MANAGEMENT REGISTRATION GUIDE

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## REGISTER WITH EXISTING BOSTON UNIVERSITY WEBACCOUNT (USERNAME/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**

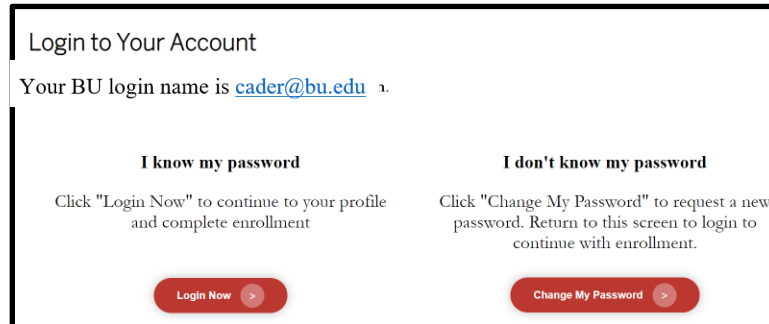
The screenshot shows a registration progress bar with six steps: REGISTER (highlighted in green), PAY, LOGIN, PROFILE, WAIT, and LEARN!. Below the progress bar is the heading "What's Your Email Address?" followed by the question "What's the email address you'd like to use for your training?". A note states: "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 text "Your Email Address" and a red "Save" button below it.

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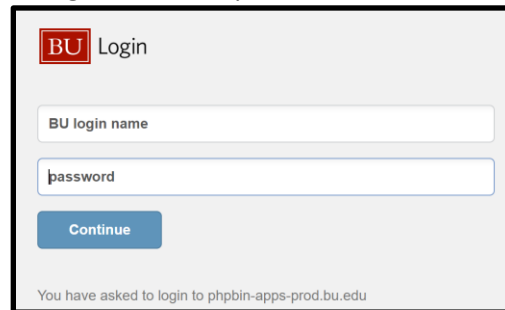
### Step 3 – Login or Reset Password

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.

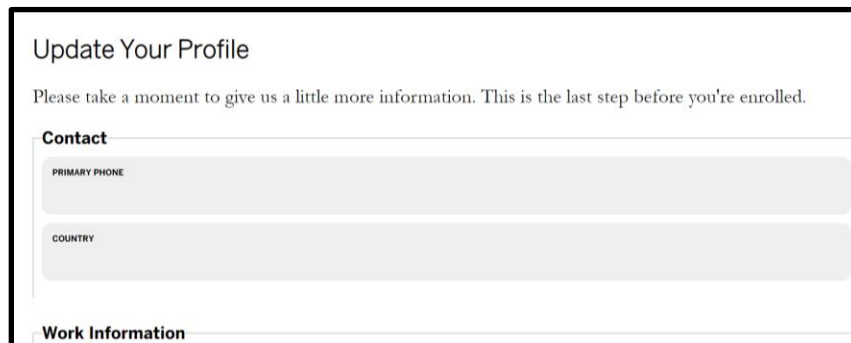
If you do not know your password, click on **Change My Password**, follow instructions to update your password.



Enter your login name and password on the next screen.

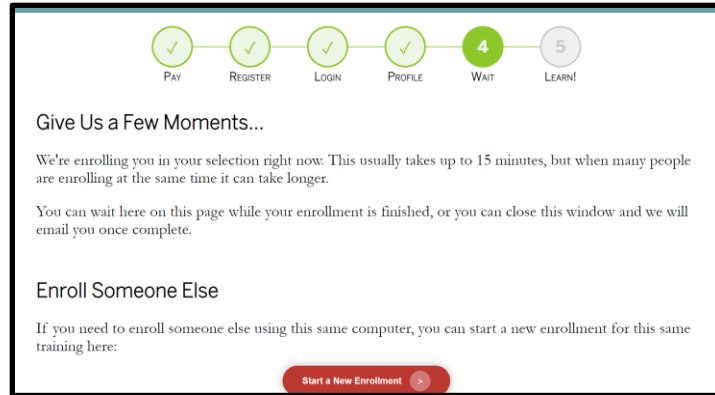


Step 4 – Update your Profile on the next screen. Click **Save** to submit.



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.

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### 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**

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

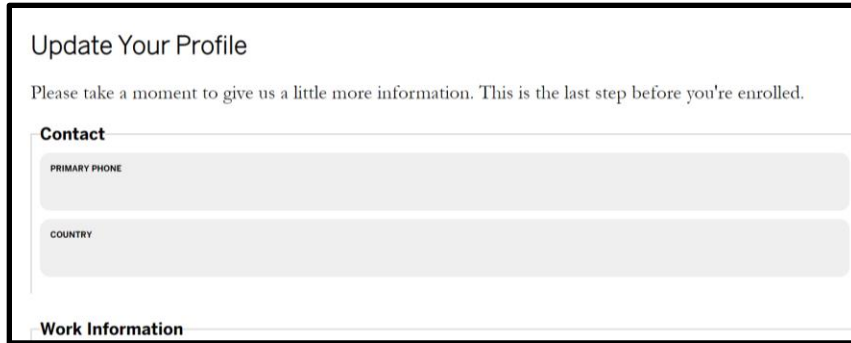
Step 3 – Check your email inbox for an email to complete account set-up. Follow the prompts to create a password and security questions.

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

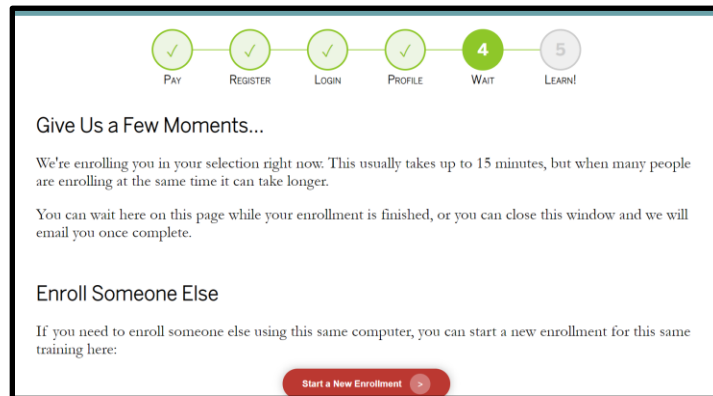
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Step 5 – Update your Profile on the next screen. Click **Save** to submit.



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: "Contact" and "Work Information". Under "Contact", there are two input fields: "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 screenshot shows a waiting screen with a progress indicator at the top. The progress bar consists of 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 is another message: "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." Underneath, 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:" At the bottom, there is a red button labeled "Start a New Enrollment".

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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>