

# CADER 2023 REGISTRATION GUIDE

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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 **Behavioral Health in Aging** certificate program <https://www.bu.edu/phpbin/ssw-network/enroll/237822f051f9e6046f7bce8ec844f2da98aacddf/>

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

The screenshot shows a registration progress bar at the top 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.

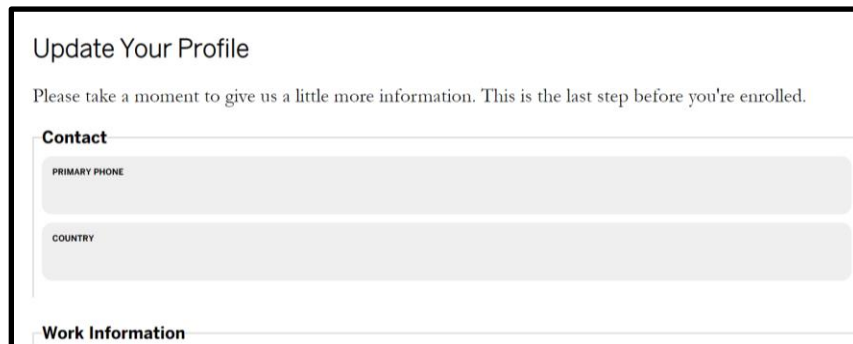
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Step 3 – Check your email inbox for an email to complete account set-up. Follow the prompts to create a password and security questions.

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

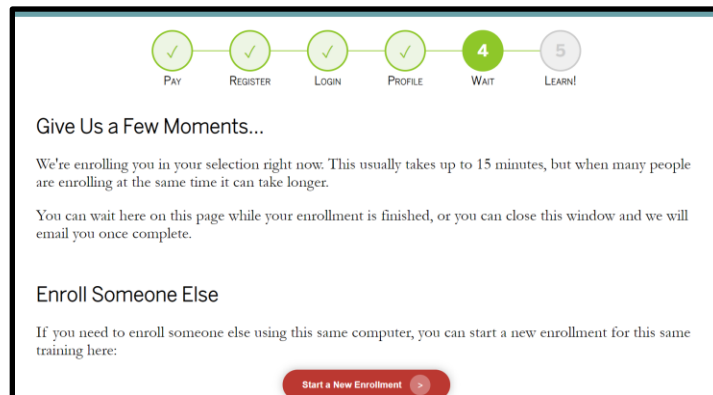
Step 4 – Click on Continue to move on to the next step. You can also click on the following link to continue with registration: <https://www.bu.edu/phpbin/ssw-network/enroll/237822f051f9e6046f7bce8ec844f2da98aacddf/>

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". The "Contact" section has 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 bar at the top. The progress bar has six steps: PAY, REGISTER, LOGIN, PROFILE, WAIT, and LEARN!. The "WAIT" step is currently active and highlighted in green. Below the progress bar, the text reads: "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." There is also a section titled "Enroll Someone Else" with a link: "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" with a right-pointing arrow.

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## REGISTRER WITH EXISTING BU CADER ACCOUNT (RETURNING LEARNER)

Step 1 – Click on the link below to register in the **Behavioral Health in Aging** certificate program <https://www.bu.edu/phpbin/ssw-network/enroll/237822f051f9e6046f7bce8ec844f2da98aacddf/>

Step 2 – Enter your username (email) that you used before and click **SAVE**

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

**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 – 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.

**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

## **CADER 2023 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>