

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 Person-Centered Case Management certificate program <https://www.bu.edu/phpbin/ssw-network/enroll/09837b9ef272203d433d0a98a5e6a9c5e0228b8e/>

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

The screenshot shows a registration form with a progress bar at the top consisting of six circles labeled REGISTER, 1 PAY, 2 LOGIN, 3 PROFILE, 4 WAIT, and 5 LEARN!. The 'REGISTER' circle is highlighted in green. Below the progress bar, the form asks 'What's Your Email Address?' and provides instructions: 'What's the email address you'd like to use for your training?' and '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.

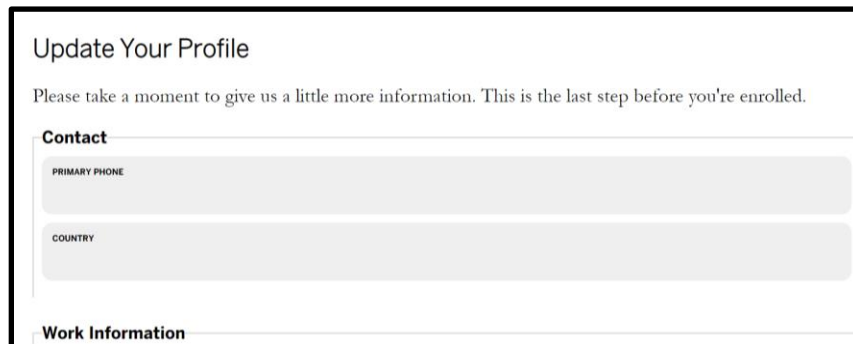
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Step 3 – Check your email inbox for an email to complete account set-up. Follow the prompts to create a password and security questions.

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

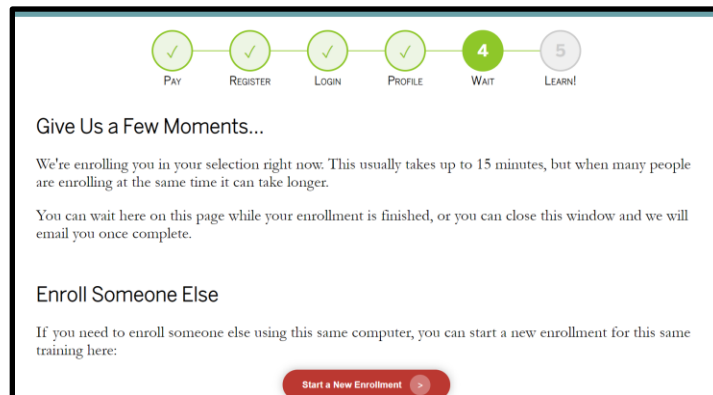
Step 4 – Click on Continue to move on to the next step. You can also click on the following link to continue with registration: <https://www.bu.edu/phpbin/ssw-network/enroll/09837b9ef272203d433d0a98a5e6a9c5e0228b8e/>

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.



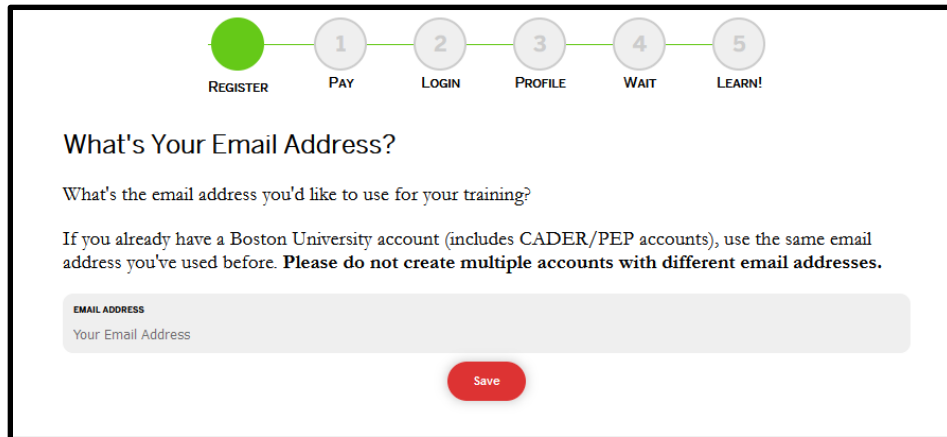
The screenshot shows a confirmation page with a progress bar at the top. The progress bar has five steps: PAY, REGISTER, LOGIN, PROFILE, WAIT, and LEARN!. The "WAIT" step is currently active and highlighted in green. Below the progress bar, the text reads: "Give Us a Few Moments... We're enrolling you 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 to "Start a New Enrollment".

REGISTRER WITH EXISTING BU CADER ACCOUNT (RETURNING LEARNER)

Step 1 – Click on the link below to register in the Person-Centered Case Management certificate program <https://www.bu.edu/phpbin/ssw-network/enroll/09837b9ef272203d433d0a98a5e6a9c5e0228b8e/>

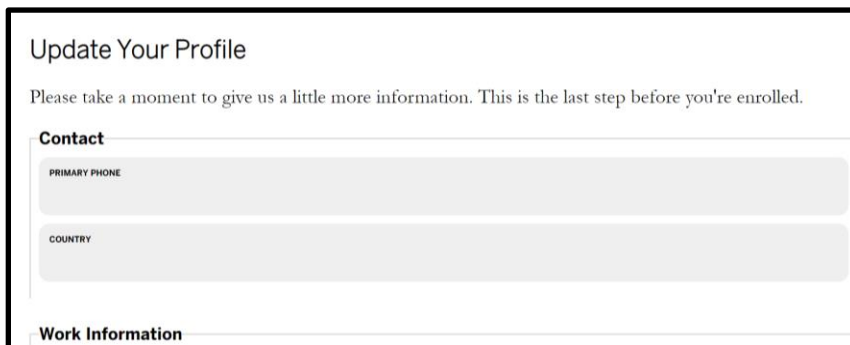
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Step 2 – Enter your username (email) that you used before and click **SAVE**



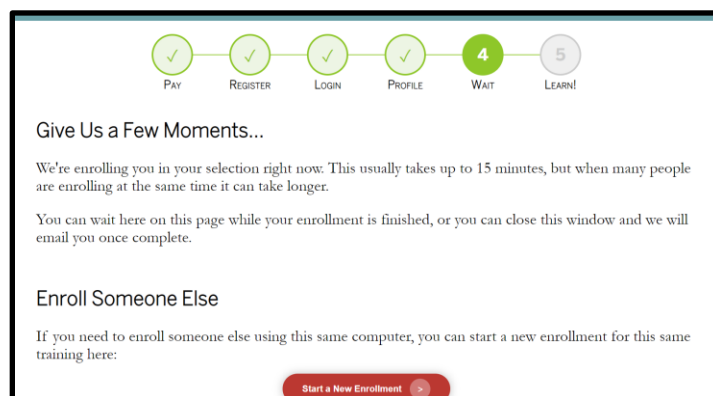
The screenshot shows a progress bar at the top with five steps: REGISTER (highlighted in green), PAY, LOGIN, PROFILE, WAIT, and LEARN!. Below the progress bar is the title "What's Your Email Address?". The text asks for the email address to use for training and notes that existing Boston University accounts should use the same email address. A text input field labeled "EMAIL ADDRESS" contains the placeholder "Your Email Address". A red "Save" button is positioned below the input field.

Step 3 – Update your Profile on the next screen. Click **Save** to submit.



The screenshot shows the title "Update Your Profile" and a message: "Please take a moment to give us a little more information. This is the last step before you're enrolled." There are two sections: "Contact" with input fields for "PRIMARY PHONE" and "COUNTRY", and "Work Information" which is currently collapsed.

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.



The screenshot shows a progress bar at the top with five steps: PAY, REGISTER, LOGIN, PROFILE, WAIT (highlighted in green), and LEARN!. Below the progress bar is the title "Give Us a Few Moments...". The text explains that enrollment is in progress and typically takes up to 15 minutes. It offers the option to wait on the page or close the window. A section titled "Enroll Someone Else" provides a link to "Start a New Enrollment". A red button labeled "Start a New Enrollment" is located at the bottom.

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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>