

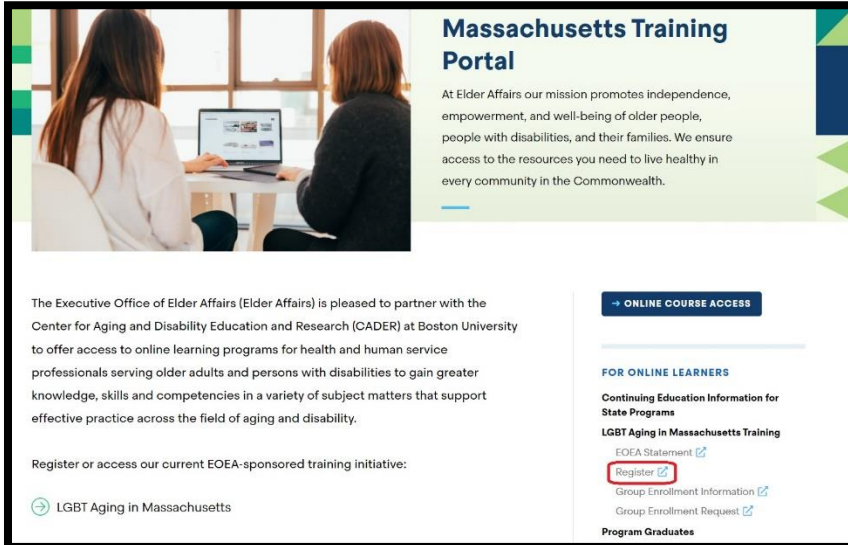
LGBT Online Course Registration

These instructions are intended for learners NEW to Boston University CADER online training.

Returning learners will skip most of the steps outlined below. The system will prompt you to complete:

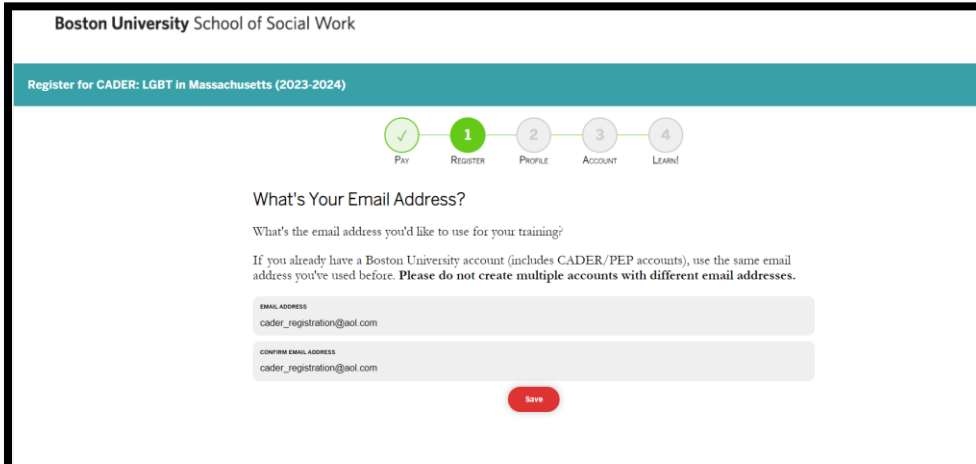
- Step 1
- Step 2
- Login (with existing BU CADER account)
- Step 4 (access will begin in about 15 mins)

Step 1 – Visit the [Massachusetts Training Portal](#) and click on “Register”



The screenshot shows the Massachusetts Training Portal. At the top left, there is a photo of two people working at a computer. To the right of the photo, the text reads: "At Elder Affairs our mission promotes independence, empowerment, and well-being of older people, people with disabilities, and their families. We ensure access to the resources you need to live healthy in every community in the Commonwealth." Below this, there is a section titled "FOR ONLINE LEARNERS" with a link for "Register" circled in red. Other links include "EOEA Statement", "Group Enrollment Information", and "Group Enrollment Request".

Step 2 – Enter your email address and click “Save”



The screenshot shows the Boston University registration form. At the top, it says "Boston University School of Social Work" and "Register for CADER: LGBT in Massachusetts (2023-2024)". Below this is a progress bar with five steps: 1. REGISTER (highlighted in green), 2. PROFILE, 3. ACCOUNT, 4. LEARN!, and 5. PAY. The main heading is "What's Your Email Address?". Below this, there is a text box asking for the email address and a note: "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 are two input fields for "EMAIL ADDRESS" and "CONFIRM EMAIL ADDRESS", both containing "cader_registration@aol.com". A red "Save" button is at the bottom.

Step 3 – Enter the required information and click “Save”

Register for CADER: LGBT in Massachusetts (2023-2024)

Progress: PAY (checked), REGISTER (1), PROFILE (2), ACCOUNT (3), LEARN! (4)

What's Your Name?

We don't have a Boston University account for cader_registration@aol.com but we can create one right now. If you have previously registered for anything at Boston University using a different email address, you can [use a different email](#) right now.

To create your new Boston University account, we first need your name and date of birth:

FIRST NAME: CADER
LAST NAME: Registration
DATE OF BIRTH: 06/29/1900

Date of Birth is required in order to ensure BU creates a unique account. This will reduce duplicate accounts and allow for better record keeping of all BU students.

Please note that your submission may take a minute to process. Please do not resubmit.

Save

Step 4 – Update your learner profile and click “Save”

Register for CADER: LGBT in Massachusetts (2023-2024)

Progress: PAY (checked), REGISTER (checked), PROFILE (2), ACCOUNT (3), LEARN! (4)

Update Your Profile

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

Contact

ADDRESS *
CITY *
STATE *
ZIP CODE *

You are now ready to create your password. Please check for your email to continue the process. You will receive an email from ithelp@bu.edu with the subject line of “Boston University Account Claim Next Steps”

Boston University School of Social Work

Register for CADER: LGBT in Massachusetts (2023-2024)

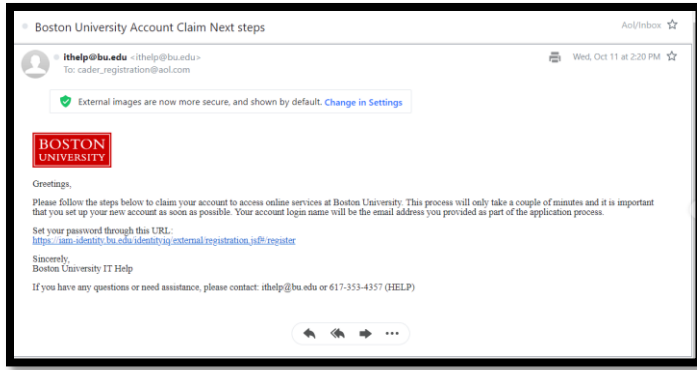
Progress: PAY (checked), REGISTER (checked), PROFILE (checked), ACCOUNT (3), LEARN! (4)

Create Your Boston University Account

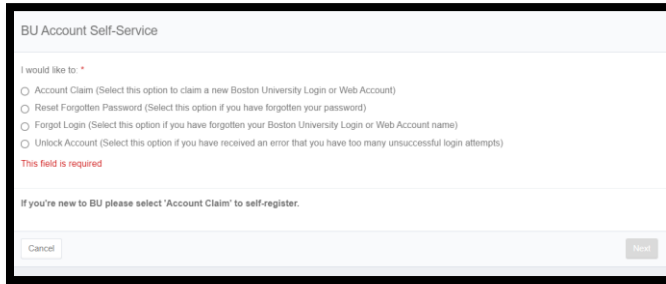
Next you'll need to create your Boston University account for cader_registration@aol.com

Check your email inbox for an email from ithelp@bu.edu to complete this process. The subject line for that email is: "Boston University Account Claim Next Steps". This email typically arrives within an hour. If you have been waiting longer, please check your spam/junk folder.

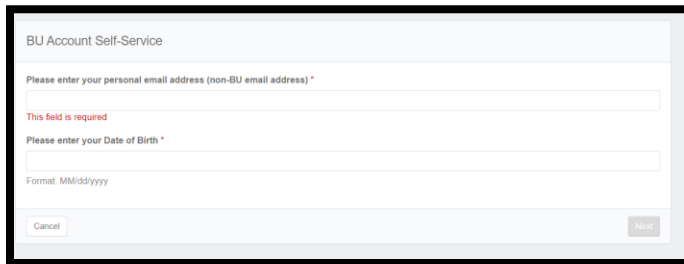
Step 5 – Click on the link to continue with set-up



Step 6 – Select “Account Claim” and click “Next”

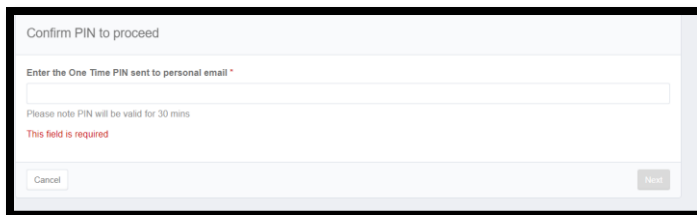


Step 7 – Enter the email you used to register and your date of birth then click “Next”



Please check your email for an email from ithelp@bu.edu with the subject line of “Boston University One-Time Passcode (PIN)”. That pin is required to continue the process.

Step 8 – Enter the pin then click “Next”



Step 9 – Create a password then click “Complete”



Account Claim

Existing WebAccount Login Name *

cader_registration@aol.com

Enter the new password *

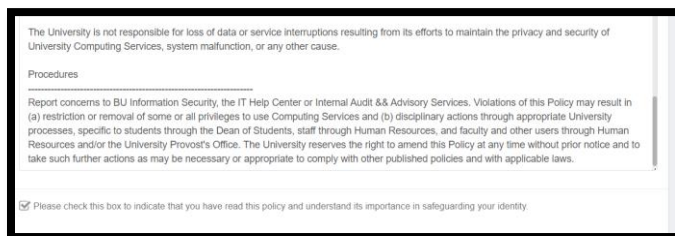
This field is required

Confirm the new password *

The password must have a minimum 16 number of characters
The password must not be same as previous 6 passwords
The password must not contain common dictionary words
The password must meet at least three out of the following four requirements:
Contain one English uppercase character (A through Z)
Contain one English lowercase character (a through z)
Contain one base-10 digits (0 through 9)
Contain one non-alphabetic characters (-!@#%&'*~_+~[]|;?,.)

Cancel Complete

Step 10 – Click to agree to the terms



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Procedures

Report concerns to BU Information Security, the IT Help Center or Internal Audit & Advisory Services. Violations of this Policy may result in (a) restriction or removal of some or all privileges to use Computing Services and (b) disciplinary actions through appropriate University processes, specific to students through the Dean of Students, staff through Human Resources, and faculty and other users through Human Resources and/or the University Provost's Office. The University reserves the right to amend this Policy at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with other published policies and with applicable laws.

Please check this box to indicate that you have read this policy and understand its importance in safeguarding your identity.

You are now registered! Course access will begin in about 15 mins. You will receive an email letting you know when you can login.