

Create an Account, Enroll and Access Course



**Center for Aging and Disability
Education and Research**
Boston University School of Social Work

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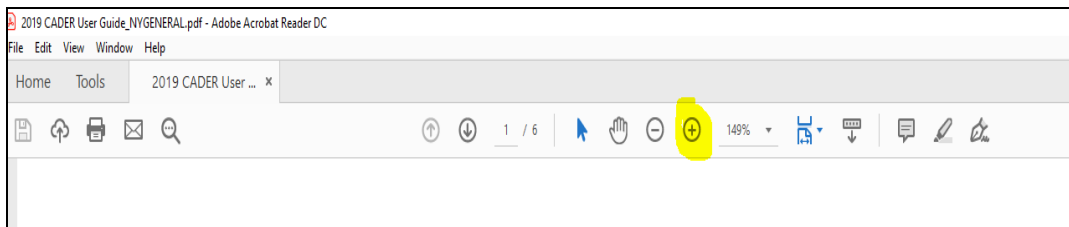
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Technology Requirements: You must have access to a computer with internet access, as well as sound and video-playing capabilities. If necessary, work with a member of your IT staff in order to ensure that you can see the multimedia components of the course such as video and moving graphics.

Registering with Boston University CADER: The first step in the process is to register with Boston University CADER. The screen shots below take you through the process step-by-step.

Returning Boston University CADER Learners: You can begin with **Section Two** (Enrollment process page 5).

If you are having trouble with the font size you can zoom in from the tool bar

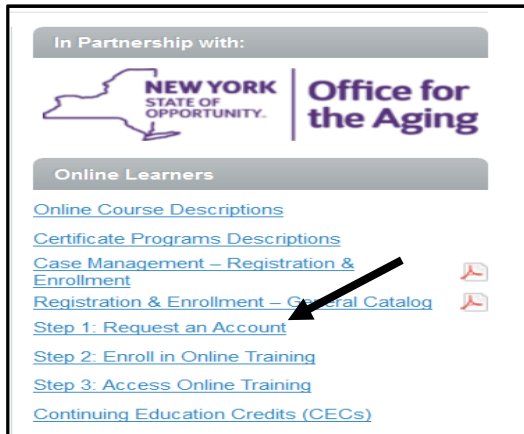


If you have any questions as you go through this process, please contact us at (617) 358-2626 or cader@bu.edu.


Step 1

CREATE AN ACCOUNT

Part 1/7: Go to <http://sites.bu.edu/agingny/> and click on **Step 1: Request An Account**



In Partnership with:

 **NEW YORK STATE OF OPPORTUNITY.** **Office for the Aging**

Online Learners

- [Online Course Descriptions](#)
- [Certificate Programs Descriptions](#)
- [Case Management – Registration & Enrollment](#)
- [Registration & Enrollment – General Catalog](#)
- [Step 1: Request an Account](#)
- [Step 2: Enroll in Online Training](#)
- [Step 3: Access Online Training](#)
- [Continuing Education Credits \(CECs\)](#)

Part 2/7: Enter your email address in the Email and Verify Email boxes. Then type in your legal first and last name. Click Proceed. **Your email address will become your BU LOGIN NAME.**



Request a Web Account

CADER participants please enter your name exactly as it should appear on your certificate.

To ensure receipt of our email, please make sure that your settings allow e-mail from @bu.edu. If you do not receive this email within 30 minutes, please check your spam/junk folder. Contact cader@bu.edu if you do not receive this e-mail in your inbox or spam/junk folder by the end of the business day.

If you already created a BU Web Account, but can't recall your password, follow the "forgot password" instructions. Please **DO NOT** set up another account.

E-MAIL*

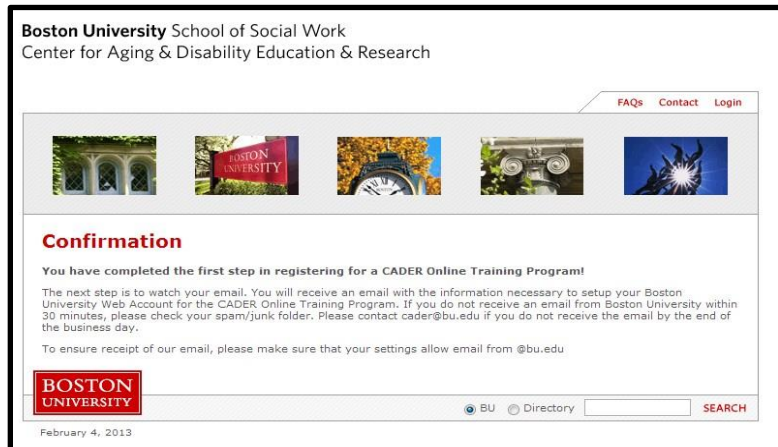
VERIFY E-MAIL*

FIRST NAME*

LAST NAME*

 BU Directory SEARCH

Part 3/7: You should then see a **Confirmation** page instructing you to access your email inbox in order to continue with registration. If you do not receive an email from cader@bu.edu within 30 minutes, please check your spam/junk folders.




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Center for Aging & Disability Education & Research

Confirmation

You have completed the first step in registering for a CADER Online Training Program!

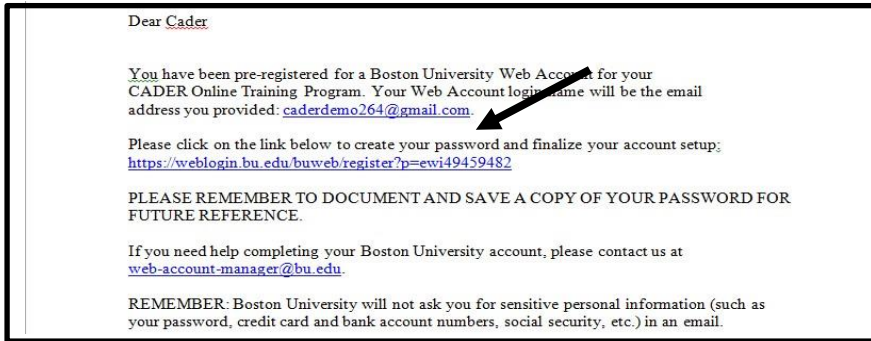
The next step is to watch your email. You will receive an email with the information necessary to setup your Boston University Web Account for the CADER Online Training Program. If you do not receive an email from Boston University within 30 minutes, please check your spam/junk folder. Please contact cader@bu.edu if you do not receive the email by the end of the business day.

To ensure receipt of our email, please make sure that your settings allow email from @bu.edu

 BU Directory SEARCH

February 4, 2013

Step 1 (Cont'd)



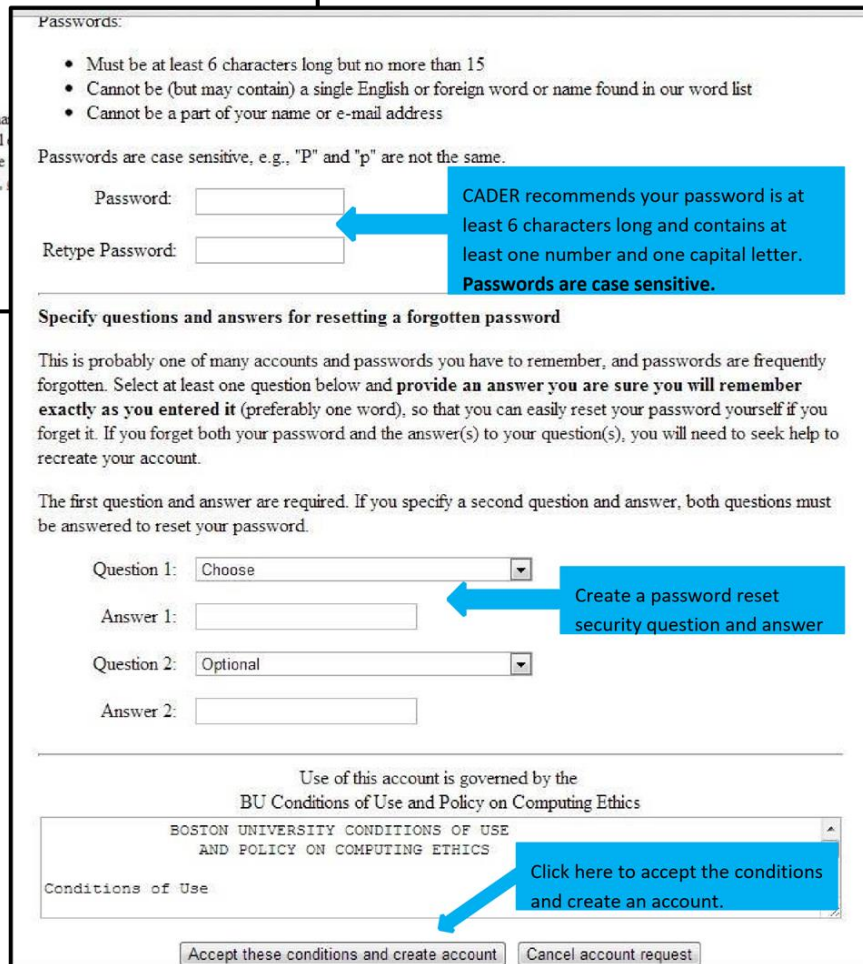
Part 4/7: From the email, click on your unique link to create a password and finish registration.

Screen 1 of 2



Part 5/7: You will be asked to confirm your identity by entering your last name. Next, create your password and security questions.

Screen 2 of 2



Step 1 (Cont'd)



BU Web Accounts
Request, modify, and manage your BU Web account

BU Web account registration is complete

First name: **Cader**

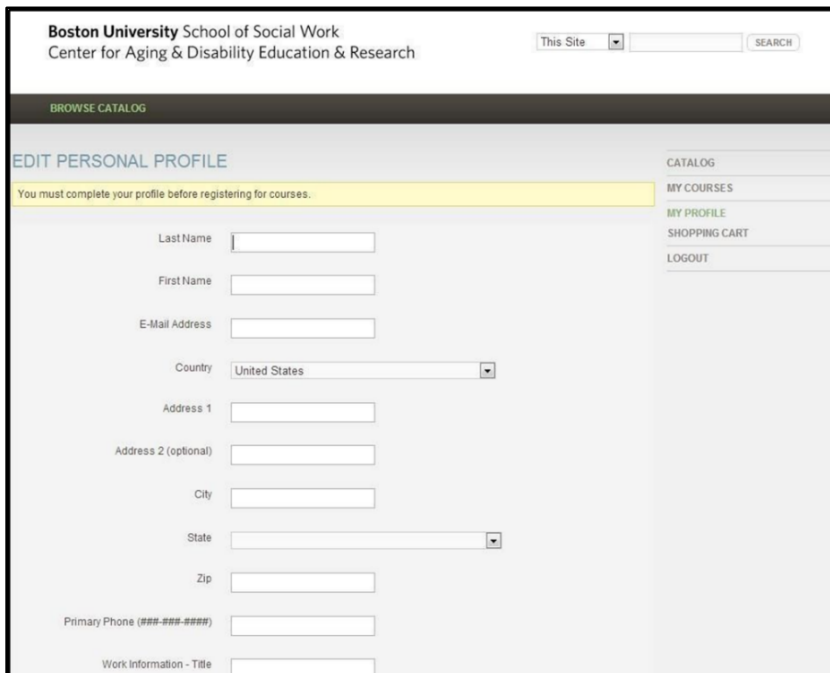
Last name: **DemoAccount**
(surname or family name)

BU Web account name: **caderdemo264@gmail.com**

Need assistance? Contact [BU Web account support](#).

Part 6/7: You will then see a confirmation page and click **Continue**.

IF PROMPTED TO LOGIN, CLICK ON "**I created a BU Web Account and have a CADER login name and password**". Enter your BU Login Name (your email address) and password. If you are not prompted to login, then you will be directed to a **Personal Profile** (see below).



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This Site [dropdown] SEARCH

BROWSE CATALOG

EDIT PERSONAL PROFILE

You must complete your profile before registering for courses.

Last Name

First Name

E-Mail Address

Country

Address 1

Address 2 (optional)

City

State

Zip

Primary Phone (###-###-####)

Work Information - Title

CATALOG
MY COURSES
MY PROFILE
SHOPPING CART
LOGOUT

Part 7/7: You must **complete the entire profile** and click **SAVE** to activate your account. **All fields except License Number are required.** **Step One is now COMPLETE**

Step 2

SELECT YOUR COURSES

Part 1/3: <http://sites.bu.edu/agingny/> and click on **Step 2: Enroll in Online Training**

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Part 2/3: Click on the title of the Certificate or Course you will be taking.

Course Name ▲	Location	Price
A Foundation in Ethics, Critical Thinking and Problem Solving	Online	\$90.00
A Guide to the Aging and Disability Networks	Online	\$120.00
ADRC Options Counseling Certificate Program	Online	\$325.00
Aging in Community	Online	\$120.00
Alzheimer's Disease and Other Dementias in Aging	Online	\$120.00
Assessment w/Older Adults & Persons with Disabilities	Online	\$120.00
Behavioral Health Certificate Program	Online	\$325.00

Part 3/3 – Click on the title of the certificate you will be taking, and then click on **Add to Cart**. If you are unsure, check with your training lead.

If you have a discount code, enter it in the discount code field.

Then click on **Continue** to proceed to payment.

BEHAVIORAL HEALTH CERTIFICATE PROGRAM

Description

The **Behavioral Health in Aging Certificate Program** is a five online course program that will take about 19 hours to complete.

Cost
General Public: \$325.00

Enroll
ADD TO CART

SHOPPING CART

Course	Remove	Price per Seat	Total Seats	Price
Behavioral Health Certificate Program		\$325.00	1	\$325.00

If you have a discount code, please enter it here:

UPDATE

Total \$325.00

CONTINUE

PAYMENT

Select a payment method below to complete your enrollment. You can get a full refund for any class or seminar up to 14 days before it starts. If you must withdraw from a class within 14 days, please contact our office at 617-358-2626

Total Due: \$325.00

Pay online now with a credit card or with a credit left on your account.

Provide the name of the agency that will be paying. You will not have a confirmed seat until we receive payment.

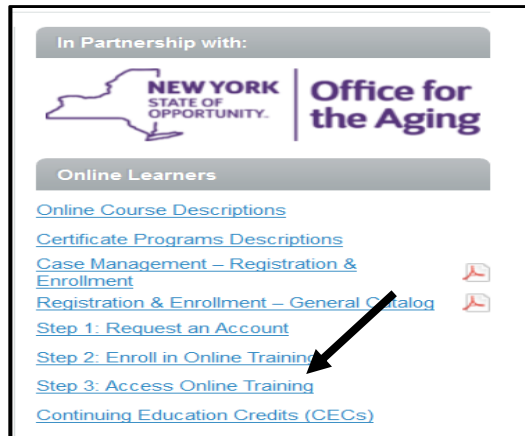
We cannot accept agency payments within 3 days of the beginning of the class. If your agency is paying for you, please pay now with your credit card and seek reimbursement from your agency directly.

CONTINUE

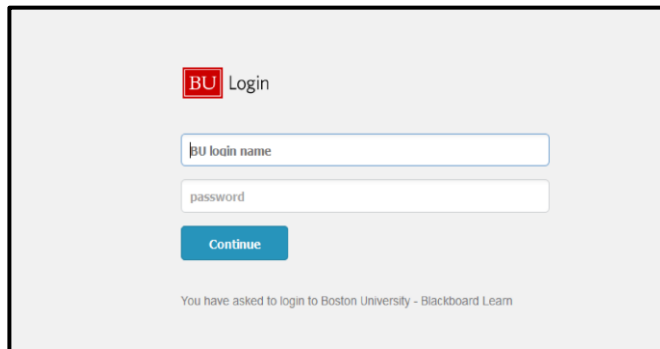
Step 3

ACCESS YOUR COURSES

Part 1/2: <http://sites.bu.edu/agingny/>
and click on **Step 3: Access Online Training**



Part 2/2: Enter your BU Login Name
(your email address) and your Password



FREQUENTLY ASKED QUESTIONS

Do I have to install any additional software?

To view certain media elements in this course you will need to have several browser plug-in applications installed on your computer. Most computers already have Adobe Acrobat Reader and Flash Player installed. However, if your computer is several years old, you may need to download these software programs. With a 56K modem, each download will take approximately 1 minute.

- Adobe Acrobat Reader: This software is required to read selected PDF articles and resources included in the courses. To download, please click here: [Adobe Reader](#).
- Adobe Flash Player: This multimedia viewer is required to watch video commentary clips included in the courses. To download, please click here: [Adobe Flash Player](#).
- Check your computer's compatibility by reviewing the latest requirements and recommendations: <http://www.bu.edu/tech/teaching/lms/blackboard/systemrequirements/>.

How do I print a single page?

To print a single page, simply right click on the page you want to print and choose the "This Frame" option. Then click on "Print Frame."

How do I print the entire course?

Unfortunately, the online course system does not currently allow for easy printing of the entire course. We are expecting this feature to be enabled in the near future.

How do I reset a password?

To reset a password, please click on the following link and follow instructions on the screen. <https://weblogin.bu.edu/buweb/resetpw>

How do I request technical assistance?

To request Technical Assistance, please go to <https://bu219.activehosted.com/f/9>