



CADER Online Training Program Registration, Enrollment and Course Access



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

264 Bay State Road Boston, MA 02215 617-358-2626 cader@bu.edu

UNAUTHORIZED REPRODUCTION PROHIBITED:

This document is intended for use only by parties authorized by the Center for Aging and Disability Education and Research. It may not be photocopied or reproduced by any other means except as stipulated by contractual agreement with CADER. Unauthorized reproduction is prohibited by law.

Copyright © 2017, Center for Aging and Disability Education and Research, All Rights Reserved.

Table of Contents

Technology Requirements.....	3
Registering with Boston University CADER	3
Returning CADER Learners	3
New CADER Learners	3
Section One.....	4
Request a New Account	4
Section 2	13
Enrolling in the Online Program	13
Section 3	18
Access Online Courses	18
FREQUENTLY ASKED	20
QUESTIONS	20
I've never taken a course online. What are the technical requirements?	21
The minimum system requirements needed to take this course are summarized in the table below. The preferred internet browser for viewing this course is Mozilla Firefox to ensure an optimal learning experience	21

Technology Requirements

All participants must have access to a computer with internet access, as well as sound and video-playing capabilities. No special software or hardware is required to take the online training. 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. If you have any questions as you go through this process, please contact us at (617) 358-2626 or cader@bu.edu.

Returning CADER Learners

Returning learners can skip to page 13 and begin with Section Two (Enrollment process).

New CADER Learners

Will need to begin with the steps outline on page 4 (Section One).

Section One

Request a New Account

Step 1: Go to <http://sites.bu.edu/conntraining/> and click on **Step 1: Request a New Account**

Homepage Money Follows the Person Community First Choice Training

Boston University Center for Aging & Disability Education & Research
CONN Training

In Partnership With:
University of Connecticut Health Center

Online Training Programs/Resources

[Course Descriptions](#)
[Money Follows the Person Training](#)
[Community First Choice Training](#)
[Links/Resources](#)

Learner Menu


[Registration and Enrollment Video](#)
[Registration and Enrollment User Guide](#)
[Step 1: Request a New Account](#)
[Step 2: Enroll in Program](#)
[Step 3: Access Online Courses](#)

Step 2 – 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.**

-account-preregister/index.php?module_name=web_account_preregister_ssw_igsw_program.pl

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

[FAQs](#) [Contact](#) [Login](#)



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*

BOSTON UNIVERSITY

☒ BU ☐ Directory

February 4, 2013






Annotations:

- Black arrow pointing from the instruction text to the LAST NAME* field.
- Blue arrow pointing from the instruction text to the first and second email input boxes.
- Blue arrow pointing from the instruction text to the FIRST NAME* field.

Step 3 – 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.

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

FAQs Contact Login




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 4 – Click on your unique link to create a password and finish registration.

Dear Cader

You have been pre-registered for a Boston University Web Account for your CADER Online Training Program. Your Web Account login name will be the email address you provided: caderdemo264@gmail.com.

Please click on the link below to create your password and finalize your account setup:
<https://weblogin.bu.edu/buweb/register?p=ewi49459482>

PLEASE REMEMBER TO DOCUMENT AND SAVE A COPY OF YOUR PASSWORD FOR FUTURE REFERENCE.

If you need help completing your Boston University account, please contact us at web-account-manager@bu.edu.


REMEMBER: Boston University will not ask you for sensitive personal information (such as your password, credit card and bank account numbers, social security, etc.) in an email.

Step 5 – You will be asked to confirm your identity by entering your last name. Next, create your password and security questions.

← → ↻ <https://weblogin.bu.edu/buweb/register?p=ewi49459482>

BU Web Accounts

Request, modify, and manage your BU Web account



All items below are required unless stated otherwise.

Confirm your identity

First name: **Cader**

E-mail address: **caderdemo264@gmail.com**

This e-mail address will be your BU Web account name. You will use it to authenticate to BU Web applications and we will use this address for all e-mail communications with you. BU Web accounts are unique to each individual and cannot be shared. If you need to specify a different e-mail address before creating your BU Web account, please contact the BU Web Helpdesk.

Last name:
(surname or family name)

Type in your last name here

Passwords:

- Must be at least 6 characters long but no more than 15
- Cannot be (but may contain) a single English or foreign word or name found in our word list
- Cannot be a part of your name or e-mail address

Passwords are case sensitive, e.g., "P" and "p" are not the same.

Password:

Retype Password:

CADER recommends your password is at least 6 characters long and contains at least one number and one capital letter. Passwords are case sensitive.

Specify questions and answers for resetting a forgotten password

This is probably one of many accounts and passwords you have to remember, and passwords are frequently forgotten. Select at least one question below and **provide an answer you are sure you will remember exactly as you entered it** (preferably one word), so that you can easily reset your password yourself if you forget it. If you forget both your password and the answer(s) to your question(s), you will need to seek help to recreate your account.

The first question and answer are required. If you specify a second question and answer, both questions must be answered to reset your password.

Question 1:

Answer 1:

Question 2:

Answer 2:

Use of this account is governed by the
BU Conditions of Use and Policy on Computing Ethics

BOSTON UNIVERSITY CONDITIONS OF USE
AND POLICY ON COMPUTING ETHICS

Conditions of Use

Click here to accept the conditions and create an account.

Step 6 – You will then see a confirmation page and click *Continue*

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](#).

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).

Step 7 – You must **complete the entire profile** and click **SAVE** to activate your account. **All fields except License Number are required.**

(screen 1 of 2)

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

This Site

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

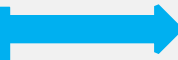
(screen 2 of 2)

Professional Experience - License
Number

Professional Experience - Additional
License Type (Optional)

Professional Experience - Additional
License Number (Optional)

Click here to activate your account



SAVE

[Show Account History](#)

Section 2

Enrolling in the Online Program

Step 8: Return to <http://sites.bu.edu/conntraining/> and click on **Select your Courses**

homepage Money Follows the Person Community First Choice Training

Boston University Center for Aging & Disability Education & Research
CONN Training

In Partnership With:
University of Connecticut Health Center

Online Training Programs/Resources

[Course Descriptions](#)
[Money Follows the Person Training](#)
[Community First Choice Training](#)
[Links/Resources](#)

Learner Menu

[Registration and Enrollment Video](#)
[Registration and Enrollment User Guide](#)
[Step 1: Request a New Account](#)
[Step 2: Enroll in Program](#)
[Step 3: Access Online Courses](#)

Enhance your skill set with online

Step 9 – Click on the title of the certificate you will be taking. If you are unsure, check with your training lead.

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

This Site

▼

SEARCH

BROWSE CATALOG

BROWSE COURSE CATALOG

Course Name ▲	Location	Price
Connecticut Community First Choice Training Program	Online	\$200.00
Connecticut Money Follows the Person Online Training Program	Online	\$200.00
MYPACECT Understanding Consumer Control	Online	\$80.00

CATALOG

SHOPPING CART

LOGIN

Step 10 – 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.

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

This Site

SEARCH

BROWSE CATALOG

CONNECTICUT MONEY FOLLOWS THE PERSON ONLINE TRAINING PROGRAM

Description

About CT Money Follows the Person

Money Follows the Person (MFP) is a Federal demonstration program that helps Medicaid eligible individuals currently living in long-term care facilities – such as nursing homes, hospitals and other qualified institutions – successfully transition back to the community.

Based on the individual's needs, MFP provides the funds, services and supports for a successful transition into the community. In addition to returning to their own home, housing options include individual apartments, assisted living, and group homes. Transition coordinators play a key role, advocating for the individual in the transition process, working directly with them and the care team, to develop a person centered plan that is right for the individual.

As part of a certification program, Connecticut Transition Coordinators are enrolling in a 6

Cost

General Public: \$200.00

Enroll

ADD TO CART

CATALOG

SHOPPING CART

LOGIN

Enter **CTCFC** if you are enrolling in the **Community First Choice Program**

Boston University School of Social Work

Center for Aging & Disability Education & Research

This Site ▾

[BROWSE CATALOG](#)

[Continue browsing the catalog](#)

[SHOPPING CART](#)

[CATALOG](#)
[SHOPPING CART](#)

[LOGIN](#)

Course	Remove	Price per Seat	Total Seats	Discounts	Price
Connecticut Money Follows the Person Online Training Program		\$200.00	<input type="text" value="1"/>	-\$200.00	\$0.00

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

Subtotal	\$200.00
Course Discounts	-\$200.00
Account Balance	-\$325.00
Total	-\$325.00

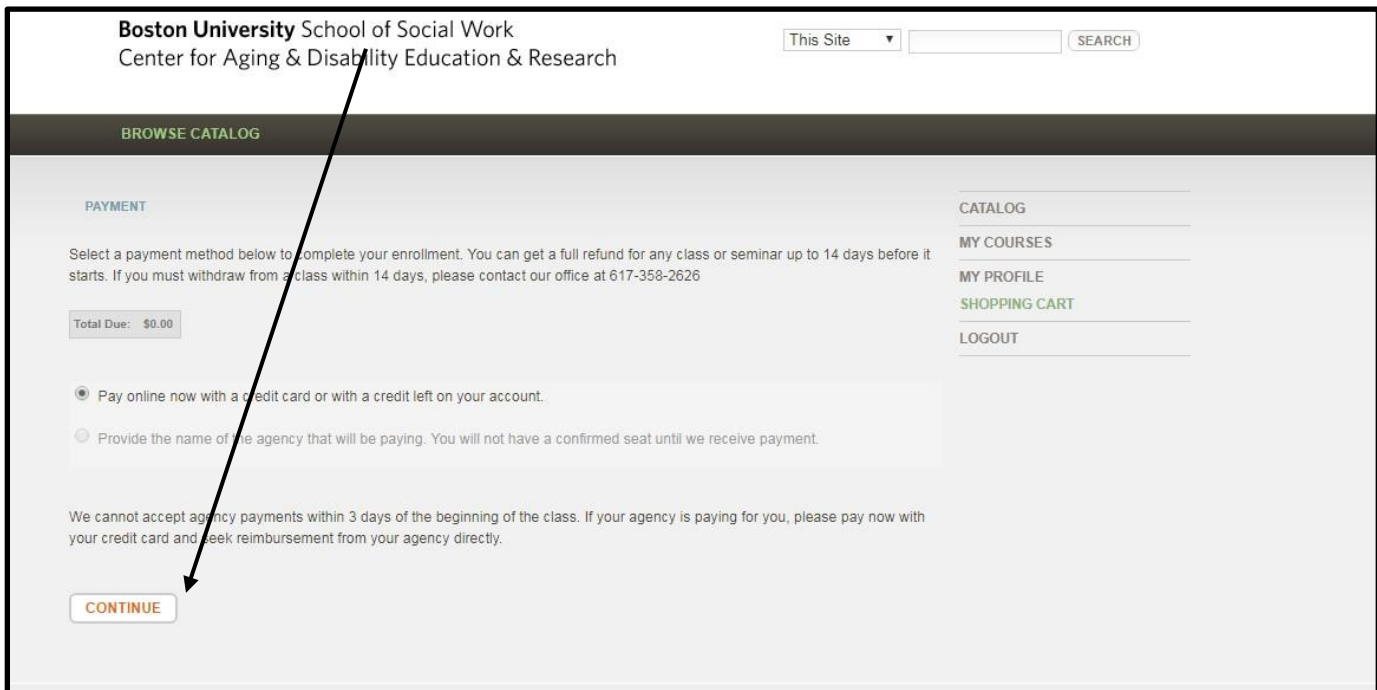
FREQUENTLY ASKED QUESTIONS

What happens if I want to take a similar course to those in my cart?

Visit [All Courses](#)

BOSTON UNIVERSITY | SEARCH | DIRECTORY | CONTACT | BU TODAY

Step 12 – Payment will drop to \$0. Click **continue** to proceed.



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

This Site

BROWSE CATALOG

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: \$0.00

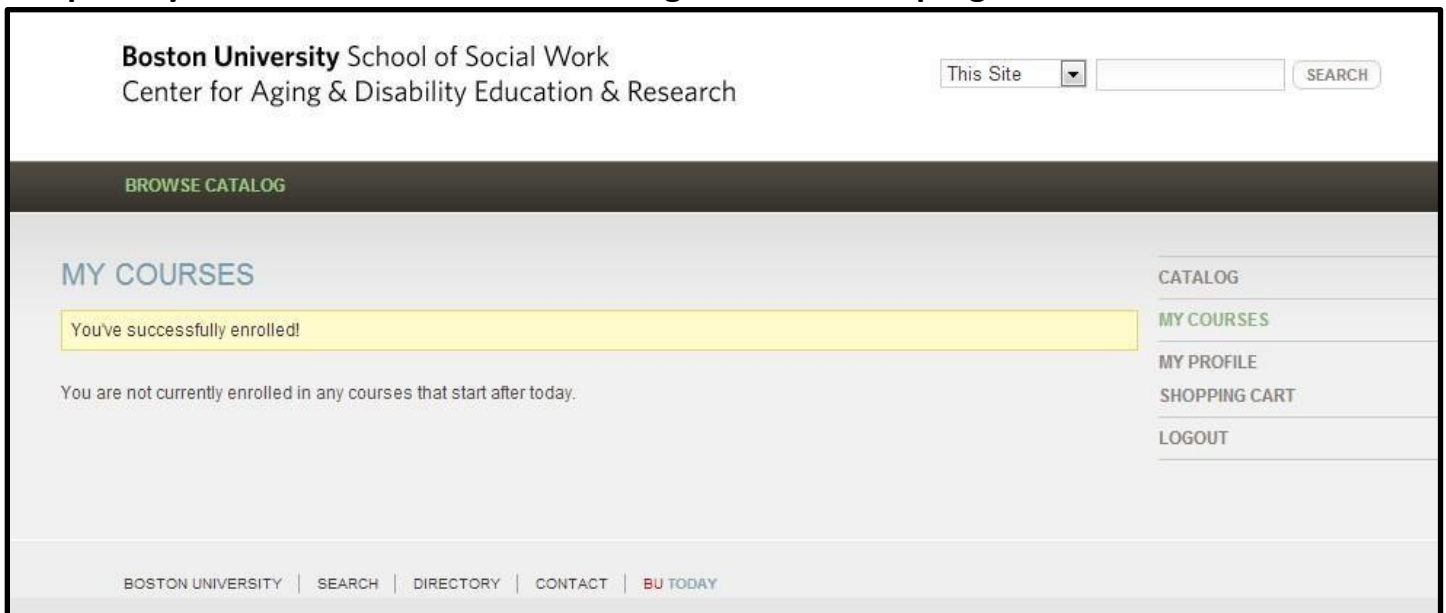
☒ Pay online now with a credit card or with a credit left on your account.

☐ 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.

CATALOG
MY COURSES
MY PROFILE
SHOPPING CART
LOGOUT

You are now enrolled! Close your internet browser and allow 10 minutes for the system to update your enrollment before accessing the certificate program.



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

This Site

BROWSE CATALOG

MY COURSES

You've successfully enrolled!

You are not currently enrolled in any courses that start after today.

CATALOG
MY COURSES
MY PROFILE
SHOPPING CART
LOGOUT

BOSTON UNIVERSITY | SEARCH | DIRECTORY | CONTACT | BU TODAY

Section 3

Access Online Courses

Step 13: Go to <http://sites.bu.edu/conntraining/> and click on **Step 3: Access Online Courses**

Homepage Money Follows the Person Community First Choice Training

Boston University Center for Aging & Disability Education & Research
CONN Training

Enhance your skill set with online

In Partnership With:
University of Connecticut Health Center

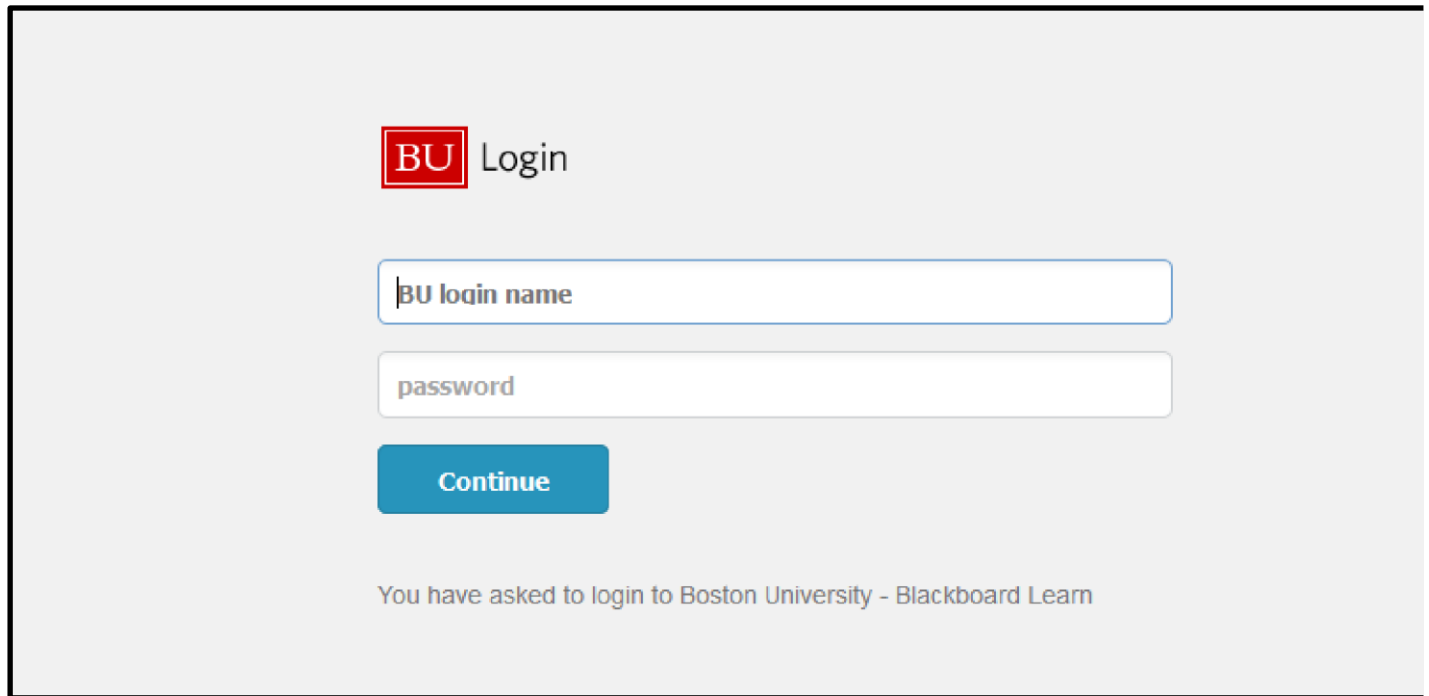
Online Training Programs/Resources

- [Course Descriptions](#)
- [Money Follows the Person Training](#)
- [Community First Choice Training](#)
- [Links/Resources](#)

Learn More Menu

- [Registration and Enrollment Video](#)
- [Registration and Enrollment User Guide](#)
- [Step 1: Request a New Account](#)
- [Step 2: Enroll in Program](#)
- [Step 3: Access Online Courses](#)

Step 14 - Enter your BU Login Name (your email address) and your Password



The image shows a login interface for Boston University. At the top, there is a red square logo with the letters 'BU' in white, followed by the word 'Login' in a dark grey font. Below this, there are two input fields. The first field is labeled 'BU login name' and the second field is labeled 'password'. Both fields are white with a light blue border. Below the input fields is a blue button with the word 'Continue' in white. At the bottom of the form, there is a line of text that reads 'You have asked to login to Boston University - Blackboard Learn'.

BU Login

BU login name

password

Continue



You have asked to login to Boston University - Blackboard Learn



FREQUENTLY ASKED QUESTIONS

I've never taken a course online. What are the technical requirements?

The minimum system requirements needed to take this course are summarized in the table below. The preferred internet browser for viewing this course is Mozilla Firefox to ensure an optimal learning experience.

 Windows Operating System		 Mac OS X Operating System	
Minimum System Requirements		Minimum System Requirements	
Operating System:	Windows Vista SP2	Operating System:	OS X 10.6 (Snow Leopard)
Processor:	2.0 GHz	Processor:	2.0 GHz
RAM:	2 GB	Memory:	2 GB
Browser:	Firefox (Final Release Channel) ^{††} Firefox ESR ^{††} Internet Explorer 8	Browser:	Firefox (Final Release Channel) ^{††} Firefox ESR ^{††} Safari 4.0
Java:	Most recent version	Java:	1.6 Update 65 (Mac OS X 10.6 only) Most recent version (Mac OS X 10.7 and above)
Recommended System Requirements		Recommended System Requirements	
Operating System:	Windows Vista SP 2 Windows 7 SP 1 Windows 8 Windows 8.1 Windows 10	Operating System:	OS X 10.6 (Snow Leopard) OS X 10.7 (Lion) OS X 10.8 (Mountain Lion) OS X 10.9 (Mavericks) OS X 10.10 (Yosemite) OS X 10.11 (El Capitan) OS X 10.12 (Sierra)
Processor:	3.0 GHz or higher	Processor:	3.0 GHz or higher
RAM:	4 GB or higher	Memory:	4 GB or higher
Browser:	Firefox (Final Release Channel) ^{††} Firefox ESR ^{††} Internet Explorer 9 Internet Explorer 11 (Win 7 and 8 only) Chrome (Stable Channel) ^{††}	Browser:	Firefox (Final Release Channel) ^{††} Firefox ESR ^{††} Safari 5.1 (Mac OS X 10.6) Safari 7.0 (Mac OS X 10.7 and above) Chrome (Stable Channel) ^{††}
Java:	Most recent version	Java:	1.6 Update 65 (Mac OS X 10.6 only) Most recent version (Mac OS X 10.7 and above)
Please Note: A web cam is required of all students taking an online course.			

<http://www.bu.edu/tech/services/teaching/lms/blackboard/system-requirements/>

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 the instructions on the screen.

<https://weblogin.bu.edu/buweb/resetpw>

How do I request technical Assistance?

Go to <http://sites.bu.edu/portallink> and click on **Request Technical Assistance**

