NEW PARTICIPANTS

BU CADER ACCOUNT SET-UP

Step 1 – Go to http://sites.bu.edu/PALTLTI

(You should see the webpage below)
Step 2 – Click Request a BU Account (NEW Participants)

(you should see the webpage below)
Step 3 – Enter your email address in the *Email* and *Verify Email* boxes and your legal first and last name. All fields are required.

*(you should see the webpage below)*

![Webpage screenshot](image-url)
Step 4 – After you enter your information, you will need to click on Proceed to continue with Account Set-up. (you should see the webpage below)
Step 5 – You should now see a Confirmation page and will need to access your email inbox to continue with Account Set-up. If you do not receive an email from cader@bu.edu within 30 minutes, please check your spam/junk folders.

(you should see the webpage below)
Step 6 – Click on the link found in the email you received from cader@bu.edu to create a password and finish account set-up. This is a personalized link; please do not share with coworkers.

(you should see the email message below)

Boston University - Complete Your CADER Account Registration

igsw@bu.edu
to me ▼

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=ewi45459402

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 7a – You will be asked to confirm your identity by entering your last name in the empty box before continuing on to Step 7b.

(you should see the webpage below)

![BU Web Accounts](https://weblogin.bu.edu/buweb/register?p=ewi49459482)

**BU Web Accounts**
Request, modify, and manage your BU Webaccount

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, [click here](#).

Last name:
(surname or family name)  

Type in your last name here
Step 7b – You will create a password in the first box and confirm it by retyping it in the second box. Then proceed to the password reset section. You are only required to create one security question, but have the option to create a second. You will need to accept the conditions at the bottom of the page to finish account set-up.

*(you should see the webpage below)*
Step 8 – You will now see a confirmation page and click Continue

(you should see the webpage below)
**Step 9a** – You must complete the entire profile to activate your account. **All fields except License Number are required.** You must click **Save** at the bottom of page (see Step 9d) to complete the profile.

*(you should see the webpage below)*

![Edit Personal Profile Form](image-url)
Step 9b – This is a continuation of screen Step 9a

*(you should see the webpage below)*

| Work Information - Name of Agency |  |
| Work Information - Address 1     |  |
| Work Information - Address 2     |  |
| Work Information - City          |  |
| Work Information - State         |  |
| Work Information - Zip Code      |  |
| Demographic - Gender             |  |
| Demographic - Age                |  |
| Demographic - Race               |  |
| How did you hear about CADER?    |  |
| Have you taken any CADER trainings previously? |  |
| Education - Please indicate whether you have received any of the following degrees (select your highest degree): |  |
| Education - As part of your degree program, did you take any courses on *aging* or working with older adults? |  |
| Education - As part of your degree program, did you take any courses about working with people with *disabilities*? |  |
Step 9c – This is a continuation of screen of Step 9a and 9b

(you should see the webpage below)

Education - In your work experience, have you had any trainings on **aging** or working with older adults (e.g., workshops, conference sessions, in-service trainings, other online courses)?

Education - In your work experience, have you had any trainings on **disability** topics (e.g., workshops, conference sessions, in-service trainings, other online courses)?

Professional Experience - How many years have you worked in the field of **aging**?

Professional Experience - How many years have you worked in the **disability** field?

Professional Experience - In which type of agency or organizational setting do you currently work?

Professional Experience - What population do you work with most often?

Professional Experience - What percentage of your current work involves **older adults** and their families?

Professional Experience - What percentage of your job involves working with people with **disabilities** and their families?

Professional Experience - How experienced are you in working with or managing services for **older adults**?

Professional Experience - How experienced are you in working with or managing services for people with **disabilities**?
Step 9d – This is a continuation of screen of Step 9a, 9b, 9c

*(you should see the webpage below)*

***Please return to the LTLTI Training Portal and click on ENROLL IN ONLINE TRAINING to continue with the process***