

## Create an Account, Enroll and Access Course

**Online Course: My Place CT ~ Understanding Consumer Control, Person-Centered Planning and Self Direction**



**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](mailto:cader@bu.edu)

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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 CADER Learners:** You can begin with Section Two (Enrollment process).

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

# Section One

## Create a BU Cader Account

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

The screenshot shows the homepage of the Boston University Center for Aging & Disability Education & Research (CONN Training). The navigation bar includes links for 'Homepage', 'Money Follows the Person', 'Community First Choice Training', and 'My Place CT Partner Training'. The main content area features a large photograph of a diverse family of four. To the right, there is a search bar and a 'Learner Menu' section. The 'Learner Menu' contains the following links: 'Registration and Enrollment User Guide', 'Step 1: Request a New Account', 'Step 2: Enroll in Program', and 'Step 3: Access Online Courses'. An arrow points to the 'Step 1: Request a New Account' link. Below the menu, there is a section for 'Online Training Programs/Resources' with links to 'Money Follows the Person Training', 'Community First Choice Training', 'My Place CT Partner Training', and 'Links/Resources'.

**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.**

The screenshot shows the 'Request a Web Account' form. At the top, there are navigation links for 'FAQs', 'Contact', and 'Login'. Below the navigation links is a row of five small images: a building, a Boston University sign, a clock tower, a fountain, and a starburst. The main heading is 'Request a Web Account'. Below the heading, there is a paragraph of instructions: '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.' Below the instructions are four input fields: 'E-MAIL\*', 'VERIFY E-MAIL\*', 'FIRST NAME\*', and 'LAST NAME\*'. A 'PROCEED' button is located below the 'LAST NAME\*' field. An arrow points to the 'PROCEED' button. At the bottom left is the Boston University logo. At the bottom right, there are radio buttons for 'BU' and 'Directory', a search input field, and a 'SEARCH' button.

**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](mailto:cader@bu.edu) within 30 minutes, please check your spam/junk folders.

**Step 4:** From the email, click on your unique link to create a password and finish registration.

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

**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, [click here](#).

Last name:   
(surname or family name)

Screen 1 of 2

**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:

**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: Choose

Answer 1:

Question 2: Optional

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.](#)

Accept these conditions and create account Cancel account request

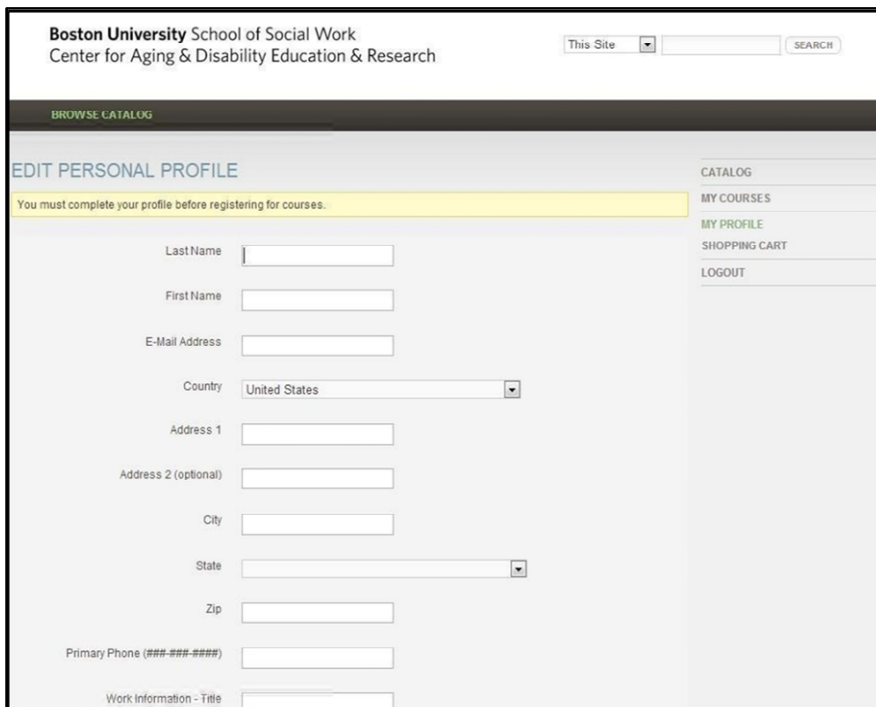
Screen 2 of 2

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



The image shows a confirmation page for BU Web Accounts. At the top left, it says "BU Web Accounts" with the subtitle "Request, modify, and manage your BU Web account". To the right is the Boston University logo. The main heading is "BU Web account registration is complete". Below this, the user's details are listed: "First name: Cader", "Last name: Demo.Account (surname or family name)", and "BU Web account name: caderdemo264@gmail.com". A black arrow points to a "Continue" button. At the bottom, there is a link: "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).



The image shows a web form titled "EDIT PERSONAL PROFILE". At the top, it says "Boston University School of Social Work Center for Aging & Disability Education & Research". There is a search bar and a "This Site" dropdown. Below the header, there is a navigation menu with "BROWSE CATALOG" and "EDIT PERSONAL PROFILE" (which is highlighted). A yellow banner says "You must complete your profile before registering for courses." The form fields include: "Last Name", "First Name", "E-Mail Address", "Country" (dropdown menu set to "United States"), "Address 1", "Address 2 (optional)", "City", "State" (dropdown menu), "Zip", "Primary Phone (###-###-####)", and "Work Information - Title". On the right side, there is a vertical menu with "CATALOG", "MY COURSES", "MY PROFILE", "SHOPPING CART", and "LOGOUT".

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

# Section Two

## Enroll in the Online Course

**Step 8:** Return to <http://sites.bu.edu/contraining/> and click on **Enroll in Program**

Homepage Money Follows the Person Community First Choice Training My Place CT Partner Training

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

In Partnership With:  
University of Connecticut Health Center

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

Online Training Programs/Resources  
[Money Follows the Person Training](#)  
[Community First Choice Training](#)  
[My Place CT Partner Training](#)  
[Links/Resources](#)

**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 [v] [ ] SEARCH

BROWSE CATALOG

BROWSE COURSE CATALOG

Course Name ▲	Location	Price
<a href="#">Connecticut Community First Choice Training Program</a>	Online	\$200.00
<a href="#">Connecticut Money Follows the Person Online Training Program</a>	Online	\$200.00
<a href="#">MYPLACECT Understanding Consumer Control</a>	Online	\$80.00

CATALOG  
SHOPPING CART  
LOGIN

BOSTON UNIVERSITY | SEARCH | DIRECTORY | CONTACT | BU TODAY

**Step 10:** Click on the title of the course you will be taking entitled *Understanding Consumer Control, Person-Centered Planning and Self Direction*.

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

This Site

[BROWSE CATALOG](#)

**MYPLACECT UNDERSTANDING CONSUMER CONTROL**

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

**Description**

**Understanding Consumer Control, Person-Centered Planning, and Self-Direction**

This course represents the main training required to become a My Place CT Partner. Additionally, you will receive 4 CEUs upon successfully completing this course. It is designed to help you understand the definition and meaning of person-centered planning, consumer control, consumer direction and the practice of this approach and philosophy. This course will also review legal mandates and the historical developments of consumer control and provide scenarios throughout.

After successfully completing this course, you will be able to:

- Describe your role as it pertains to consumer direction
- Summarize the history of the Independent Living Movement
- Describe the history of aging and disability policy
- Explain how your work is consumer controlled

**Cost**

General Public: \$80.00

**Enroll**

**Step 11:** Enter the discount code – MYPLACE - to override payment and click **update** and then **continue**.

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

This Site

[BROWSE CATALOG](#)

[Continue browsing the catalog](#)

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

[SHOPPING CART](#)

Course	Remove	Price per Seat	Total Seats	Discounts	Price
<a href="#">MYPLACECT Understanding Consumer Control</a>	<input type="button" value="Remove"/>	\$80.00	<input type="text" value="1"/>	-\$80.00	\$0.00

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

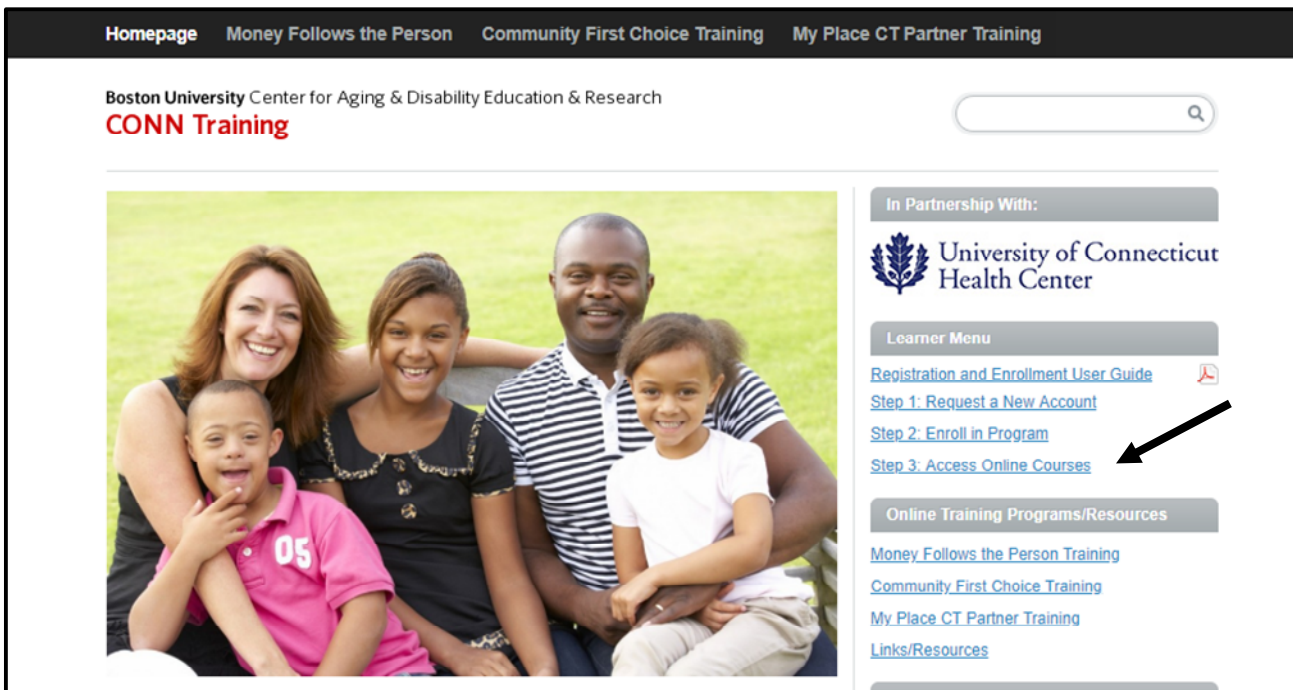
Subtotal	\$80.00
Course Discounts	-\$80.00
<b>Total</b>	<b>\$0.00</b>

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

# Section Three

## Access Online Course

**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 My Place CT Partner Training

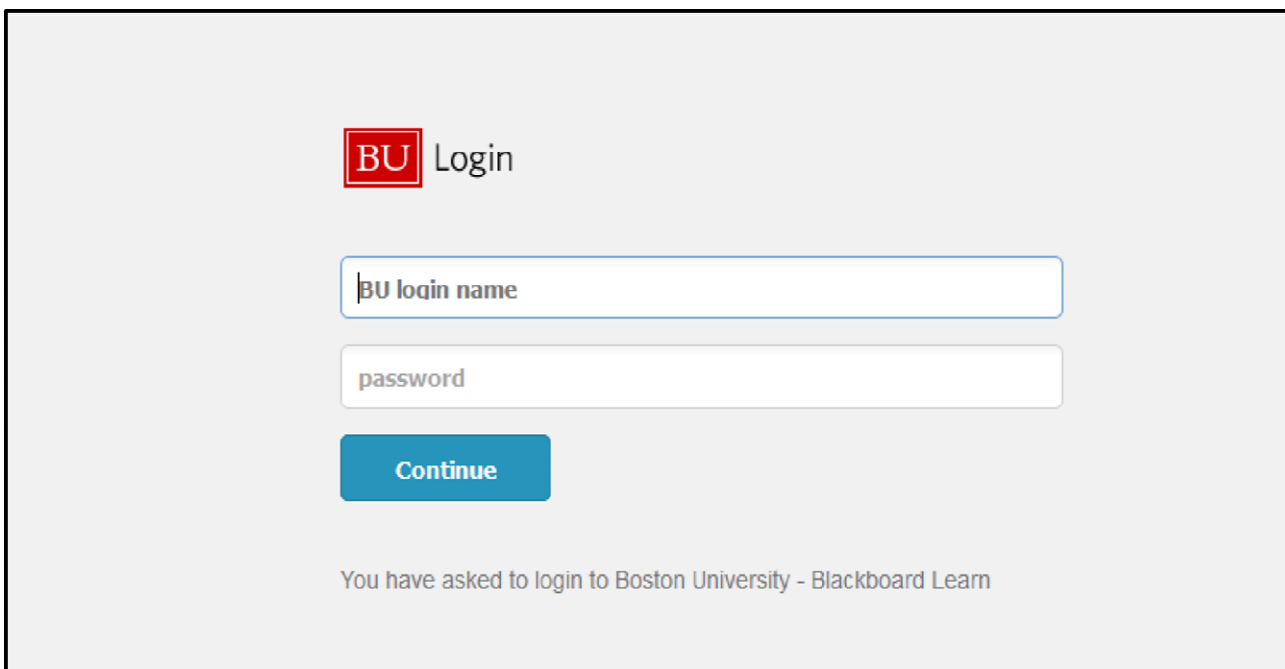
Boston University Center for Aging & Disability Education & Research  
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[Community First Choice Training](#)  
[My Place CT Partner Training](#)  
[Links/Resources](#)

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



**BU** Login

BU login name

password

Continue

You have asked to login to Boston University - Blackboard Learn

# 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 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