



Section 1 Set-up a BU Web Account

Step 1 – Go to www.bu.edu/caderonline

(you should see the webpage below)

The screenshot shows a web browser window with the address bar displaying www.bu.edu/caderonline/. The main content area features a large image of an elderly man and a woman. Below the image is the text: *Gain the knowledge and skills essential for effective practice in the aging services field*. To the right of the image are three colored boxes with the following text:

- NEW TO BU?**
Get a web account to begin your program
- SIGN UP AND REGISTER**
Log in with your web account, update your profile and select your course or program
- LOG IN TO ACCESS YOUR COURSE**
Log in using your web account to access your course or program

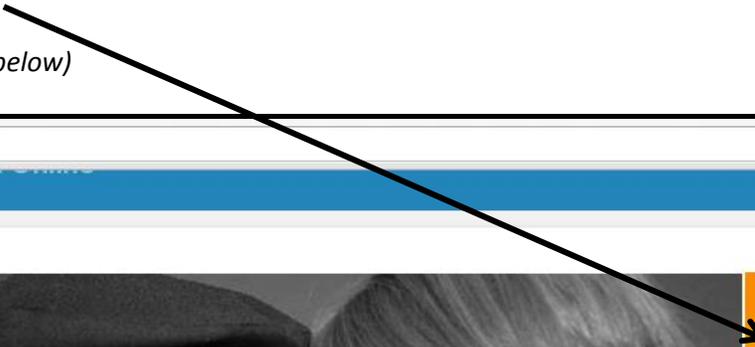
Below these boxes is the **About Us** section, which states: "The Institute for Geriatric Social Work (IGSW) is dedicated to strengthening the workforce for an aging society through educational innovation, workforce change, and research. Located at Boston University School of Social Work, IGSW builds upon the School's historical commitment to the aging field and current strength in gerontological teaching, research and training." A small thumbnail image of two people is visible in the bottom right corner of the main content area.

At the bottom of the page, the Boston University logo is on the left, and navigation links for "Boston University | Search | Directory | Contact | BU Today" are on the right.



Step 2 – Click on New To BU

(you should see the webpage below)



www.bu.edu/cadonline/



Gain the knowledge and skills essential for effective practice in the aging services field

NEW TO BU?
Get a web account to begin your program

SIGN UP AND REGISTER
Log in with your web account, update your profile and select your course or program

LOG IN TO ACCESS YOUR COURSE
Log in using your web account to access your course or program

About Us

The Institute for Geriatric Social Work (IGSW) is dedicated to strengthening the workforce for an aging society through educational innovation, workforce change, and research. Located at Boston University School of Social Work, IGSW builds upon the School's historical commitment to the aging field and current strength in gerontological teaching, research and training.





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)

-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*

➔

Enter legal first and last name

➔

Enter email in first and second box

BU
 Directory

[SEARCH](#)

February 4, 2013



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)

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*	<input type="text" value="caderdemo264@gmail.c"/>
VERIFY E-MAIL*	<input type="text" value="caderdemo264@gmail.c"/>
FIRST NAME*	<input type="text" value="Cader"/>
LAST NAME*	<input type="text" value="DemoAccount"/>



BU Directory **SEARCH**

February 4, 2013



**Center for Aging and Disability
Education and Research**

Boston University School of Social Work

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 igsw@bu.edu within 30 minutes, please check your spam/junk folders.

(you should see the webpage below)

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 6 – Click on the link found in the email you received from igsw@bu.edu (or 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 Inbox x

igsw@bu.edu 12:26 PM (9 minutes ago)
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=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 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)

← → ↻ <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, [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)

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

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](#).



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)

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](#)



**Center for Aging and Disability
Education and Research**

Boston University School of Social Work

Step 9b – This is a continuation of screen Step 9a

(you should see the webpage below)

Work Information - Name of Agency	<input type="text"/>
Work Information - Address 1	<input type="text"/>
Work Information - Address 2	<input type="text"/>
Work Information - City	<input type="text"/>
Work Information - State	<input type="text"/>
Work Information - Zip Code	<input type="text"/>
Demographic - Gender	<input type="text"/> ▼
Demographic - Age	<input type="text"/>
Demographic - Race	<input type="text"/> ▼
How did you hear about CADER?	<input type="text"/> ▼
Have you taken any CADER trainings previously?	<input type="text"/> ▼
Education - Please indicate whether you have received any of the following degrees (select your highest degree):	<input type="text"/> ▼
Education - As part of your degree program, did you take any courses on <i>aging</i> or working with older adults?	<input type="text"/> ▼
Education - As part of your degree program, did you take any courses about working with people with <i>disabilities</i> ?	<input type="text"/> ▼



Step 9c – This is a continuation of screen of Step 9a and 9b

(you should see the webpage below)

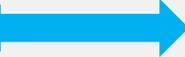
Education - In your work experience, have you had any trainings on aging or working with older adults (e.g., workshops, conference sessions, in-service trainings, other online courses)?	<input type="checkbox"/> ▼
Education - In your work experience, have you had any trainings on disability topics (e.g., workshops, conference sessions, in-service trainings, other online courses)?	<input type="checkbox"/> ▼
Professional Experience - How many years have you worked in the field of aging ?	<input type="checkbox"/>
Professional Experience - How many years have you worked in the disability field?	<input type="checkbox"/>
Professional Experience - In which type of agency or organizational setting do you currently work?	<input type="text"/> ▼
Professional Experience - What population do you work with most often?	<input type="text"/> ▼
Professional Experience - What percentage of your current work involves older adults and their families?	<input type="text"/> ▼
Professional Experience - What percentage of your job involves working with people with disabilities and their families?	<input type="text"/> ▼
Professional Experience - How experienced are you in working with or managing services for older adults ?	<input type="text"/> ▼
Professional Experience - How experienced are you in working with or managing services for people with disabilities ?	<input type="text"/> ▼



Step 9d – This is a continuation of screen of Step 9a, 9b, 9c

(you should see the webpage below)

Professional Experience - License Number	<input type="text"/>
Professional Experience - Additional License Type (Optional)	<input type="text"/>
Professional Experience - Additional License Number (Optional)	<input type="text"/>

[Click here to activate your account](#) 

[Show Account History](#)

*****Please close your webpage and follow the Enrollment Instructions document*****



**Center for Aging and Disability
Education and Research**

Boston University School of Social Work