Create an Account, Enroll and Access Course

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.
CREATE AN ACCOUNT

**Part 1/7:** Go to http://www.bu.edu/cader/ and click on **Step 1: Create An Account**

**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.**

**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.
Step 1 (Cont’d)

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

Part 5/7: 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: [Your Name]
E-mail address: caderemo26@gmail.com

This e-mail address will be your BU Web account username and will be used for all BU Web applications. Your BU Web account username is unique and cannot be changed.

Last name: [Your Last Name]

Your last name is required unless stated otherwise.

Password:

- 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.

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 is 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

Accept these conditions and create account
Cancel account request

Click here to accept the conditions and create an account.

Create a password reset security question and answer.

CADER recommends your password is at least 6 characters long and contains at least one number and one capital letter. Passwords are case sensitive.
Step 1 (Cont’d)

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).

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:** Go to http://www.bu.edu/cader/ and click on **Step 2: Select Your Courses**

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

**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.
ACCES YOUR COURSES

Part 1/2: Go to http://www.bu.edu/cader/ and click on Step 3: Access Your Courses

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