BUSSW PEP
Enrollment in Seminars and Online Courses
New Accounts
Register for a **NEW** BUSSW PEP Account

Follow the steps below to create a BUSSW PEP account to pay for a CEC Application.

**Step 1:** Go to [http://www.bu.edu/ssw/careers/pep/](http://www.bu.edu/ssw/careers/pep/) and click on **New Learners/New Account**
Step 2  Answer all required fields and click Proceed (at the bottom of the page). Your email address will become your BU LOGIN NAME.

**Required Background Information**
- [ ] Yes  [ ] No  *Are you currently a student at Boston University?*
- [ ] Yes  [ ] No  *Did you attend Boston University in the past?*
- [ ] Yes  [ ] No  *Have you ever applied for admittance to Boston University (whether or not you accepted or attended)?*
- [ ] Yes  [ ] No  *Have you ever registered for or attended any type of class or program at Boston University (college, high school, summer program, seminar, physical activity event or class, etc.)?*
- [ ] Yes  [ ] No  *Have you ever been employed by Boston University in any capacity, even short-term?*
- [ ] Yes  [ ] No  *Have you ever worked on a BU campus, but for another company (not BU)?*
- [ ] Yes  [ ] No  *Have you ever used Boston University facilities for academic work (Library, Labs, etc.) or collaborated with BU staff on academic projects, even if you were not registered for any classes?*
- [ ] Yes  [ ] No  *Have you ever had an account at acs.bu.edu?*
- [ ] Yes  [ ] No  *Are any of your immediate family members associated with BU (student, staff, etc.)?*

**Requested Information**

It's important to distinguish your account from others at BU. If somebody else (an applicant, a student, an employee -- anybody) has a name that looks like yours, and that's all we have to identify you, you may have trouble with your account.

Providing your social security number, gender, and date of birth help us distinguish between people with the same name, and make sure you don't end up with two different accounts yourself.

These fields are all optional

- Social Security Number *(optional):* 
  - [ ] - - - 
- Date of Birth *(optional):* 
  - [ ] - [ ] 1995 
- Gender *(optional):*  - [ ] I prefer not to say  - [ ] Female  - [ ] Male

**Proceed**
**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 pepssw@bu.edu within 30 minutes, please check your spam/junk folders.

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BU Web Accounts

Request, modify, and manage your BU Web account

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**Preregistered**

You will receive e-mail within a few minutes with instructions to confirm your e-mail address and complete your Web Account set-up. As soon as you finish, you will be able to login using your new BU login name and Kerberos password.
Step 4 – Open the email and click on your unique link to complete the process

Boston University - Account Registration

pepssw@bu.edu
to me

Dear BUSSWPEP

You have been pre-registered for a Boston University Web Account. The email that will become your account login name is peplearner@gmail.com.

To setup your Boston University Web Account and password use the following url: https://weblogin.bu.edu/buseweb/register?p=cwp07073105.

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.

Reply  Forward
Step 5  You will be asked to confirm your identity by entering your last name. Next, create your password and security questions. Click **Accept these conditions and create account**

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Confirm your identity

First name: **BUSSWPEP**
E-mail address: **peplearning@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) **Demo**

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Choose a password

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: ************

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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 recreate your password.
Step 6 – Click Continue

BU Web Accounts

Request, modify, and manage your BU Web account

BU Web account registration is complete

First name: BUSSWPEP
Last name: DEMO
BU Web account name: peplearer@gmail.com

Continue

Need assistance? Contact BU Web account support.
Step 7   Update the number of seats which is the number of applications you are submitting and click Add to Cart. If you are adding an additional CEC application type click CATALOG and repeat steps.
Step 8: Enter a discount code if you have one. Otherwise click **Continue** to process payment.
Step 9 – Update your Personal Profile and click Save

Step 10 – Follow the prompts to enter your credit card information and then print your payment receipt.
Step 11 – If you are enrolling in an online course, please go to [http://www.bu.edu/ssw/careers/pep/](http://www.bu.edu/ssw/careers/pep/) and click on Blackboard Login to access your online course.

Enter your BU Login Name: **email address**
Enter your BU Kerberos password: **password you create**