



# CADER Online Training Program Registration, Enrollment and Course Access



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

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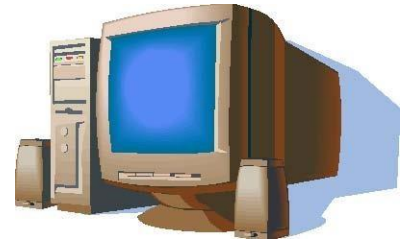
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# GETTING STARTED

# Technology Requirements




All participants must have access to a computer with internet access, as well as sound and video-playing capabilities. No special software or hardware is required to take the online training. 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. 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 1: Create an Account

**Step 1:** Go to <http://www.bu.edu/cader/> and click on **Create an Account**



**CREATE AN ACCOUNT**  
New learners must create an account before selecting online courses

**SELECT YOUR COURSES**  
Log in with your BU CADER username and password to select your courses

**ACCESS YOUR COURSES**  
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As part of Boston University School of Social Work, CADER has been a leader in online training since 2002 by leveraging the resources of one of the nation's leading research universities with the latest in online learning technology. Over 20,000 workers and more than 450 agencies and organizations around the country have participated in CADER programs.

**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.**

-account-preregister/index.php?module\_name=web\_account\_preregister\_ssw\_igsw\_program.pl

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[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\*


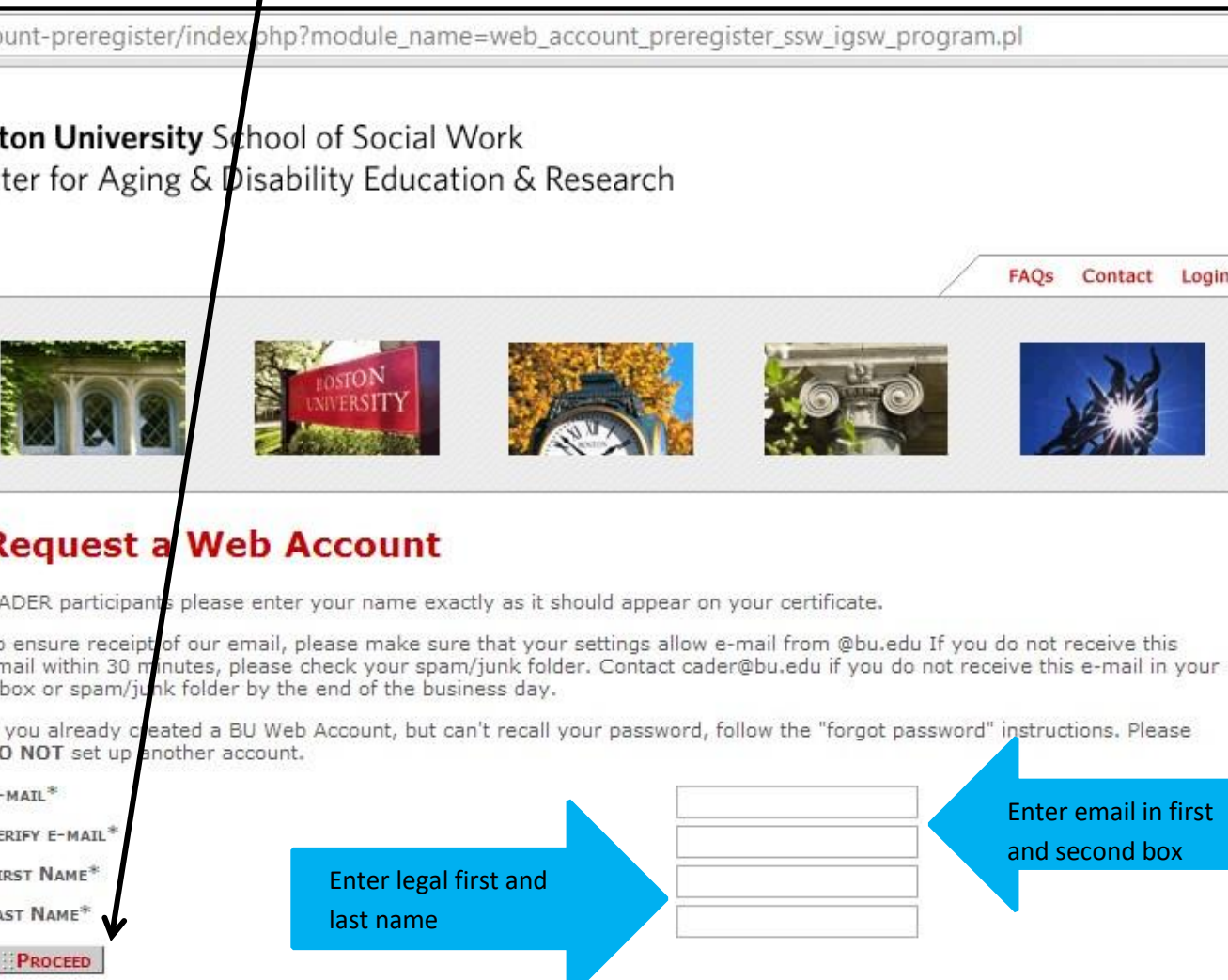
VERIFY E-MAIL\*

FIRST NAME\*

LAST NAME\*

Enter legal first and last name

Enter email in first and second box



BU  Directory


February 4, 2013



**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.

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[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](mailto: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 4** – Click on your unique link to create a password and finish registration.

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

(screen 1 of 2)

← → ↻ <https://weblogin.bu.edu/buweb/register?p=ewi49459482>

# BU Web Accounts

Request, modify, and manage your BU Web account

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All items below are required unless stated otherwise.

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**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, please contact [BU Web Support](#).

Last name:

(surname or family name)

Type in your last name here

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.**

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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 reset your password.

Question 1:

Answer 1:

Question 2:

Answer 2:

**Create a password reset security question and answer**

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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 6** – You will then see a confirmation page and click *Continue*

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

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**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](#).

**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).

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

(screen 1 of 2)

**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

(screen 2 of 2)

Professional Experience - License  
Number

Professional Experience - Additional  
License Type (Optional)

Professional Experience - Additional  
License Number (Optional)

Click here to activate your account




SAVE

[Show Account History](#)



## Section 2: Select your Courses

**Step 8:** Return to [www.bu.edu/cader](http://www.bu.edu/cader) and click on **Select your Courses**



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

**CREATE AN ACCOUNT**  
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Step 9 – Click on the title of the course/certificate you will be taking.

**Boston University** School of Social Work  
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This Site

[BROWSE CATALOG](#)

### BROWSE COURSE CATALOG

<a href="#">Course Name ▲</a>	<a href="#">Location</a>	<a href="#">Price</a>
<a href="#">A Foundation in Ethics, Critical Thinking and Problem Solving</a>	Online	\$90.00
<a href="#">A Guide to the Aging and Disability Networks</a>	Online	\$120.00
<a href="#">ADRC Options Counseling Certificate</a>	Online	\$325.00
<a href="#">Aging in Community</a>	Online	\$120.00
<a href="#">Alzheimer's Disease and Other Dementias of Aging</a>	Online	\$120.00
<a href="#">Assessment w/Older Adults &amp; Persons w/Disabilities</a>	Online	\$120.00
<a href="#">Behavioral Health Certificate Program</a>	Online	\$325.00
<a href="#">Care Management Practice</a>	Online	\$60.00
<a href="#">Care Transitions</a>	Online	\$120.00
<a href="#">Case Management Certificate Program</a>	Online	\$325.00
<a href="#">Common Sense Management for Caring Organizations</a>	Online	\$90.00
<a href="#">Compulsive Hoarding in Older Adults</a>	Online	\$120.00
<a href="#">Core Issues in Aging and Disability</a>	Online	\$180.00

[CATALOG](#)

[MY COURSES](#)

[MY PROFILE](#)

[SHOPPING CART](#)

[LOGOUT](#)

**Step 10** – Click on the title of the course/certificate you will be taking, and then click on **Add to Cart**.

The screenshot shows a course page titled "ADRC OPTIONS COUNSELING CERTIFICATE". The page includes a "Description" section, a "Cost" section showing "General Public: \$325.00", and an "Enroll" section with a prominent "ADD TO CART" button. A black arrow points from the top right towards the "ADD TO CART" button.

**Step 11** – If you received a discount code from a CADER e-blast, enter the code to receive the discount and then click u. Otherwise just click **continue**.

The screenshot shows the shopping cart page. At the top, it displays "Boston University School of Social Work Center for Aging & Disability Education & Research" and a search bar. Below the header, there is a "BROWSE CATALOG" link and a "Continue browsing the catalog" link. The main content area is titled "SHOPPING CART" and contains a table with the following items:

Course	Remove	Price per Seat	Total Seats	Price
<a href="#">ADRC Options Counseling Certificate</a>		\$325.00	1	\$325.00

Below the table, there is a text input field for a discount code with the prompt "If you have a discount code, please enter it here:" and an "UPDATE" button. At the bottom of the cart, the "Total" is listed as \$325.00, with a "CONTINUE" button below it.

On the right side of the page, there is a navigation menu with links for "CATALOG", "MY COURSES", "MY PROFILE", "SHOPPING CART", and "LOGOUT".


**Step 12** – Follow the prompts to enter your credit card and pay for the course/ certificate.

**You are now enrolled! Close your internet browser and allow 10-15 minutes for the system to update your enrollment before accessing the course/certificate.**

The screenshot displays the website for the Boston University School of Social Work, Center for Aging & Disability Education & Research. At the top left, the institution's name is displayed. To the right, there is a search bar with a dropdown menu set to "This Site" and a "SEARCH" button. Below the header is a dark navigation bar with the text "BROWSE CATALOG" in green. The main content area is titled "MY COURSES" and features a prominent yellow message box stating "You've successfully enrolled!". Below this message, a note indicates that the user is not currently enrolled in any courses starting after today. On the right side of the page, a vertical menu lists navigation options: CATALOG, MY COURSES, MY PROFILE, SHOPPING CART, and LOGOUT. The footer contains a horizontal list of links: BOSTON UNIVERSITY, SEARCH, DIRECTORY, CONTACT, and BU TODAY.

## Section 3: Access Online Courses

**Step 13:** Go to [www.bu.edu/cader](http://www.bu.edu/cader) and click on **Access your Courses**



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

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

 Login

BU login name

password

Continue



You have asked to login to Boston University - Blackboard Learn



# FREQUENTLY ASKED QUESTIONS

## I've never taken a course online. What are the technical requirements?

The minimum system requirements needed to take this course are summarized in the table below. The preferred internet browser for viewing this course is Mozilla Firefox to ensure an optimal learning experience.

 Windows Operating System		 Mac OS X Operating System	
Minimum System Requirements		Minimum System Requirements	
Operating System:	Windows Vista SP2	Operating System:	OS X 10.6 (Snow Leopard)
Processor:	2.0 GHz	Processor:	2.0 GHz
RAM:	2 GB	Memory:	2 GB
Browser:	<a href="#">Firefox (Final Release Channel)</a> <sup>†</sup> <a href="#">Firefox ESR</a> <sup>†</sup> Internet Explorer 8	Browser:	<a href="#">Firefox (Final Release Channel)</a> <sup>†</sup> <a href="#">Firefox ESR</a> <sup>†</sup> Safari 4.0
Java:	<a href="#">Most recent version</a>	Java:	<a href="#">1.6 Update 65</a> (Mac OS X 10.6 only) <a href="#">Most recent version</a> (Mac OS X 10.7 and above)
Recommended System Requirements		Recommended System Requirements	
Operating System:	Windows Vista SP 2 Windows 7 SP 1 Windows 8 Windows 8.1 Windows 10	Operating System:	OS X 10.6 (Snow Leopard) OS X 10.7 (Lion) OS X 10.8 (Mountain Lion) OS X 10.9 (Mavericks) OS X 10.10 (Yosemite) OS X 10.11 (El Capitan) OS X 10.12 (Sierra)
Processor:	3.0 GHz or higher	Processor:	3.0 GHz or higher
RAM:	4 GB or higher	Memory:	4 GB or higher
Browser:	<a href="#">Firefox (Final Release Channel)</a> <sup>†</sup> <a href="#">Firefox ESR</a> <sup>†</sup> Internet Explorer 9 Internet Explorer 11 (Win 7 and 8 only) <a href="#">Chrome (Stable Channel)</a> <sup>†</sup>	Browser:	<a href="#">Firefox (Final Release Channel)</a> <sup>†</sup> <a href="#">Firefox ESR</a> <sup>†</sup> Safari 5.1 (Mac OS X 10.6) Safari 7.0 (Mac OS X 10.7 and above) <a href="#">Chrome (Stable Channel)</a> <sup>†</sup>
Java:	<a href="#">Most recent version</a>	Java:	<a href="#">1.6 Update 65</a> (Mac OS X 10.6 only) <a href="#">Most recent version</a> (Mac OS X 10.7 and above)
<b>Please Note:</b> A web cam is required of all students taking an online course.			

<http://www.bu.edu/tech/services/teaching/lms/blackboard/system-requirements/>



## **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/system-requirements/>.

## **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**

