BUSSW PEP
CEC Application Online Payments
New Accounts

BU School of Social Work

264 Bay State Road Boston, MA 02215 617-353-3756 pepssw@bu.edu
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/ 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.

Request a Web Account

We'll create a BU Web Account for you now, but first please answer the following questions to help us ensure that you don't end up with two separate accounts at BU.

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.)?*

Required Information

We need to know who you are and how to contact you, so please provide your name and e-mail address here. This e-mail address will become your BU login name, so please use an address where we can contact you and that only you can access.

First Name*

Last Name*

E-mail address*
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 [X] - [X] - [X]

Number (optional):

Date of Birth (optional):
Month ☑️  Day ☑️  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.**
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/buweb/register?p=ewp07073105

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**: peplearner@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]

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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 reset 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
(surname or family name)
BU Web account name: peplearner@gmail.com

Continue

Need assistance? Contact BU Web account support.
Step 7 – Click on the CEC application you plan on submitting. You can select multiple options.

CEC Application (DISTANCE Application) - $200 per application

CEC Application (NEW seminar/webinar) - $50 per application

CEC Application (REPEAT Application) - $15 per application

CEC Application (Rush Processing) - $25 per application in addition to a CEC Application fee (Distance & New applications)

<table>
<thead>
<tr>
<th>CEC Application</th>
<th>Description</th>
<th>Date</th>
<th>Time</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTANCE</td>
<td>DISTANCE EDUCATION CEC Application (per session)</td>
<td>Jan 1, 2019</td>
<td>12:00 pm to 12:00 pm</td>
<td>Online</td>
<td>$200.00</td>
</tr>
<tr>
<td>NEW</td>
<td>NEW CEC Application (per session)</td>
<td>Jan 1, 2019</td>
<td>12:00 pm to 12:00 pm</td>
<td>Online</td>
<td>$50.00</td>
</tr>
<tr>
<td>REPEAT</td>
<td>REPEAT CEC Application (per session)</td>
<td>Jan 1, 2019</td>
<td>12:00 pm to 12:00 pm</td>
<td>Online</td>
<td>$15.00</td>
</tr>
<tr>
<td>Rush Processing</td>
<td>CEC Application (Rush Processing)</td>
<td>Jan 1, 2019</td>
<td>12:00 pm to 12:00 pm</td>
<td>Online</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
Step 8 – 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.

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**Professional Education Programs**

**CEC APPLICATION (NEW)**

**Description**

CEC New Application*

License period: October 1, 2018 - September 30, 2020

Please submit a copy of your payment receipt along with your completed new CEC application to pepssw@bu.edu. A team member will follow up.

*fee covers approval for one session

**Cost**

General Public: $50.00

**Instructors**

**Meetings**

Meets at Online from 12:00 pm to 12:00 pm

Jan 1, 2019
Dec 31, 2020

**Available Seats**

There are seats still available in this class.

**Enroll**

1 Number of Seats

Add to Cart
Step 9 – Click Continue.
Step 10 – Click on I’ve registered for Professional Education Programs courses online after Summer, 2009.
Step 11 – Complete your profile and click Save and then Shopping Cart
Step 12 – Click Continue

Boston University School of Social Work

Professional Education Programs

Continue browsing the catalog

SHOPPING CART

<table>
<thead>
<tr>
<th>Course</th>
<th>Remove</th>
<th>Price per Seat</th>
<th>Total Seats</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEC Application (NEW)</td>
<td></td>
<td>$50.00</td>
<td>1</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

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

Update

Total $50.00

FREQUENTLY ASKED QUESTIONS

What happens if somebody takes the last seat in a course while I’m still browsing?
Seating in courses goes to whoever first pays for the seat. You can leave courses in your shopping cart indefinitely, so just adding a course to your cart doesn’t reserve a seat in it.
Step 13 – Click Continue

Step 14 – Follow the prompts to enter your credit card information and then print your payment receipt. Send to pepssw@bu.edu. A BUSSW PEP team member will follow-up within 72 hours.