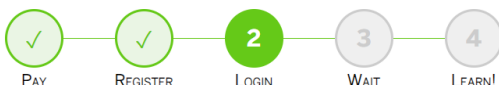


Directions to Complete Registration for LGBT Course Online

1. Click on link below to complete LGBT Education at Boston University School of Social Work Online
2. <https://www.bu.edu/phpbin/ssw-network/enroll/0aa23bf593aeac67324afd19ff1546edc93778be>
3. Fill in the following information:
 - Work email address
 - First name
 - Last name
 - Date of Birth
 - Once you complete the information above, you will see the following message. Boston University will send you a link to continue your registration. Please check your email.

Boston University School of Social Work

Register for CADER: LGBT in Massachusetts Online Course



Check Your Email

We will be sending email to watson@homehealthfoundation.org to verify that we have the correct address. Click the link you received to continue your registration. This message may take a few minutes to arrive.

4. You will see the following message in the email. Please click on the link circled below in your email.

Thu 5/19/2022 12:36 PM
cader@bu.edu
Boston University - Complete Your CADER Account Registration

To: Watson, Karen
We removed extra line breaks from this message.

Dear Karen

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: watson@homehealthfoundation.org.

Please click on the link below to create your password and finalize your account setup:
<https://weblogin.bu.edu/buweb/register?p=ewi12012579>

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.

5. Complete the information circled below to create your Boston University account.



BU Web Accounts

Request, modify, and manage your BU Web account

All items below are required unless stated otherwise.

Confirm your identity

First name: **Karen**

E-mail address: **watson@homehealthfoundation.org**

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)

Date of birth: Day Month Year

6. Create your password.

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:

7. Created two security questions and answers.

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:

8. Accept the conditions and create account.

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

9. Once you accept above, your registration will now be complete. Click on “Continue.”

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

BU Web account registration is complete

First name: **Karen**
Last name:
(surname or family name) **Watson**

BU Web account name: **watson@homehealthfoundation.org**

10. Click on “Login Now” circled below.

Register for CADER: LGBT in Massachusetts Online Course

PAY REGISTER **2** LOGIN WAIT LEARN!

Login to Your Account

Your BU login name is `watson@homehealthfoundation.org`.

I know my password
Click "Login Now" to continue to your profile and complete enrollment

I don't know my password
Click "Change My Password" to request a new password. Return to this screen to login to continue with enrollment.

Login Now >

Change My Password >

11. Fill in your BU Login Name and Password and click “Continue.”

BU Login

BU login name

password


Continue

You have asked to login to `phpbin-apps-prod.bu.edu`

12. Close the window below and check for another email you will receive from Boston University.

Boston University School of Social Work

Register for CADER: LGBT in Massachusetts Online Course



Give Us a Few Moments...

We're enrolling you in your selection right now. This usually takes up to 15 minutes, but when many people are enrolling at the same time it can take longer.

Close this window and we will email you once your enrollment is complete. You can check your email in about 15 minutes for your course access confirmation and instructions.

13. You will receive the following email. Click on the link circled below.

Thu 5/19/2022 12:53 PM
Center for Aging & Disability Education & Research (CADER) <cader@bu.edu>
BU CADER Registration Confirmation

To: Watson, Karen

Bing Maps + Get mo

Dear Karen Watson,

Welcome to BU CADER's online programs! You've successfully submitted payment and completed registration for **CADER: LGBT in Massachusetts Online Course**. Please review the information below to learn more about your next steps.

To access your CADER online course/certificate, please click here: [Blackboard Course Access](#)

If you are experiencing technical difficulties, please submit a Technical Assistance form

For any concerns that cannot be resolved with The Network directly, please follow the complaint resolution process outlined on the [State Authorization & Distance Education](#) website.

Boston University School of Social Work
The Network for Professional Education
Center for Aging & Disability Education & Research (CADER)
264 Bay State Road
Boston, MA 02215
cader@bu.edu

14. Once you click onto the link, you will see the message below. Click on “LGBT Aging in Massachusetts” to complete the course.

The screenshot shows the Blackboard 'Courses' page. At the top, there is a navigation bar with a back arrow and the text 'Ongoing', and 'Current Courses' with a dropdown arrow. Below this is a search and filter section. A search box contains the text 'Search your courses' and a purple circle highlights the search icon. To the right of the search box is a 'Filter' button and a dropdown menu set to 'All Courses'. Below the search box, a dark grey callout box contains the text 'Search and filter to find your courses quickly.' Underneath, there is a 'Favorites' section. A course titled 'win_21_LGBTaging' is listed, with 'LGBT Aging in Massachusetts' highlighted by a red box. To the right of this title is the text 'Original Course View'. Below the course title are two links: 'Multiple Instructors' and 'More info' with a dropdown arrow.

15. Click on “LGBT Aging in Massachusetts” to complete the course.

The screenshot shows the Blackboard 'Home Page'. At the top, there is a 'Home Page' header. Below this is a section titled 'Check your Browser' with a sub-header 'Check your Browser'. The text below reads: 'Please take a moment to click on "Check your Browser" to run a quick system check. This will ensure your computer settings will support the online course. For additional information about recommended settings please visit: <http://www.bu.edu/tech/teaching/lms/blackboard/system-requirements/>'. Below this is a section titled 'LGBT and Aging Massachusetts' with a red box around the title. The text below reads: 'Click on the course title to launch the course. The online course does not have to be completed in one sitting. **Please note: this course does not carry continuing education credits (CEs).**'. Below this is a section titled 'Mark Reviewed when you have completed the course to get your certificate of completion' with a button labeled 'Mark Reviewed'. At the bottom, there is a section titled 'REQUEST TECH SUPPORT' with the text: 'Please click on the **REQUEST TECH SUPPORT** header (above) and complete the form to contact **CADER**. A staff member will respond within 24 hours on weekdays.'

16. After completing the course, click on “Mark Reviewed” to get your certificate of completion.

Home Page

Check your Browser

Please take a moment to click on "Check your Browser" to run a quick system check. This will ensure your computer settings will support the online course. For additional information about recommended settings please visit: <http://www.bu.edu/tech/teaching/lms/blackboard/system-requirements/>

LGBT and Aging Massachusetts

Click on the course title to launch the course. The online course does not have to be completed in one sitting. **Please note: this course does not carry continuing education credits (CEs).**

Mark Reviewed when you have completed the course to get your certificate of completion

Reviewed

LGBT Aging Certificate

Click here to access the completion certificate for this course.

17. Type in your name, click submit and the certificate will display below. You can save the certificate by clicking on the printer icon below.

LGBT Aging Certificate - Google Chrome

https://cader.bu.edu/courses/1/win_21_LGBTAging/content/_9256739_1/index_lms.html

LGBT Aging in Massachusetts

Cultural Competency Training for EOEPA Providers

Certificate of Achievement

Karen Watson

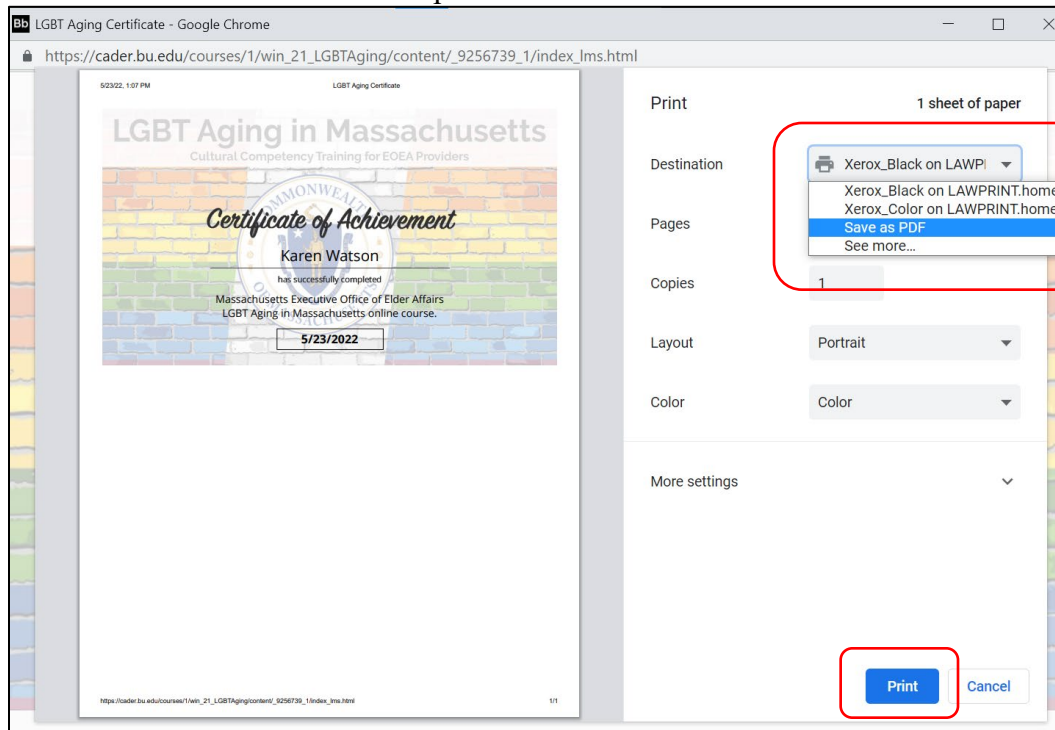
has successfully completed

Massachusetts Executive Office of Elder Affairs
LGBT Aging in Massachusetts online course.

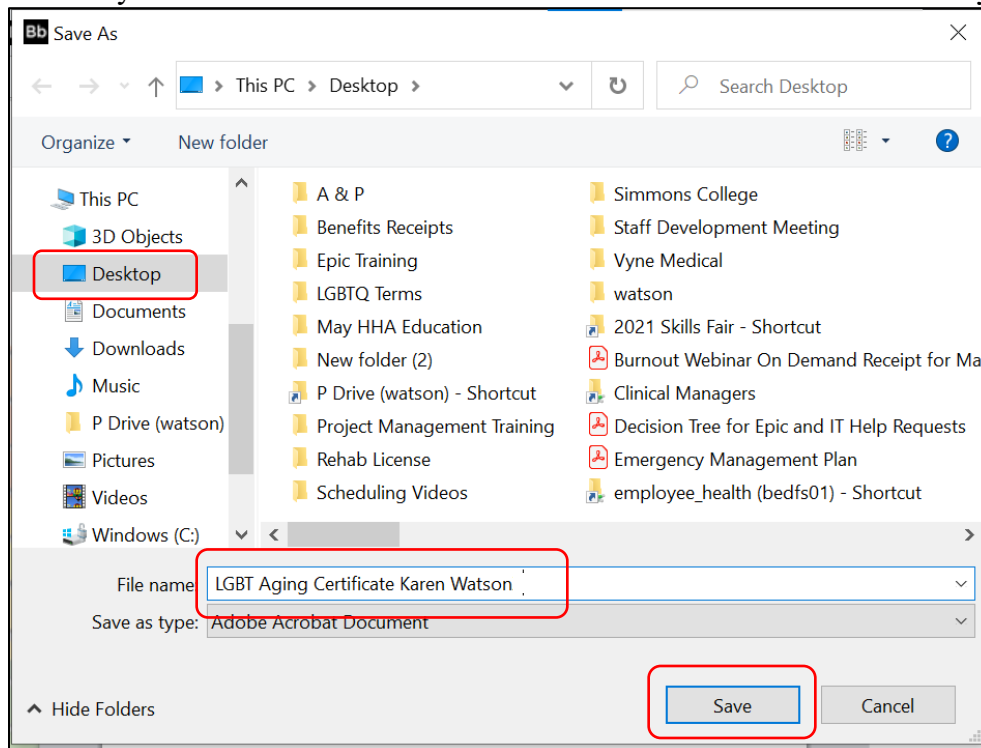
5/19/2022



18. Choose “Save as PDF” in drop down list beside destination and then click “Print.”



19. Choose “Desktop” to the left of the menu below and type in “LGBT Aging Certificate and then your name” and then click “Save.” The certificate is now saved on your desktop.



20. Email the certificate to Human Resources at HumanResources@homehealthfoundation.org