# How to Set Up Your Online Account

Once you've reviewed our Course Catalog and found a training you're interested in purchasing click on the "Add to Cart" button in the lower right-hand corner.

If you're purchasing a **Live In-Person** (Workshop) you will get a pop-up of our cancellation policy which we ask that you review and then click "Ok".
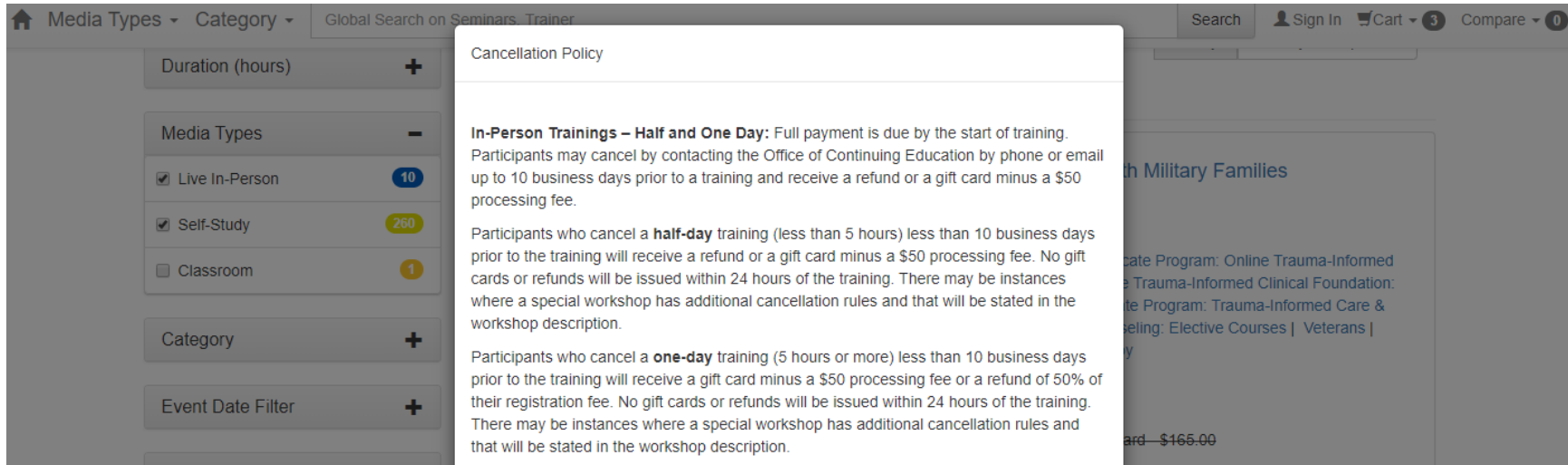


You will then be prompted to make your lunch selection and provide us any additional dietary needs you may have. Once you've listed your preferences click the "Submit" button in the lower right-hand corner. Your purchase will then be moved to your cart.
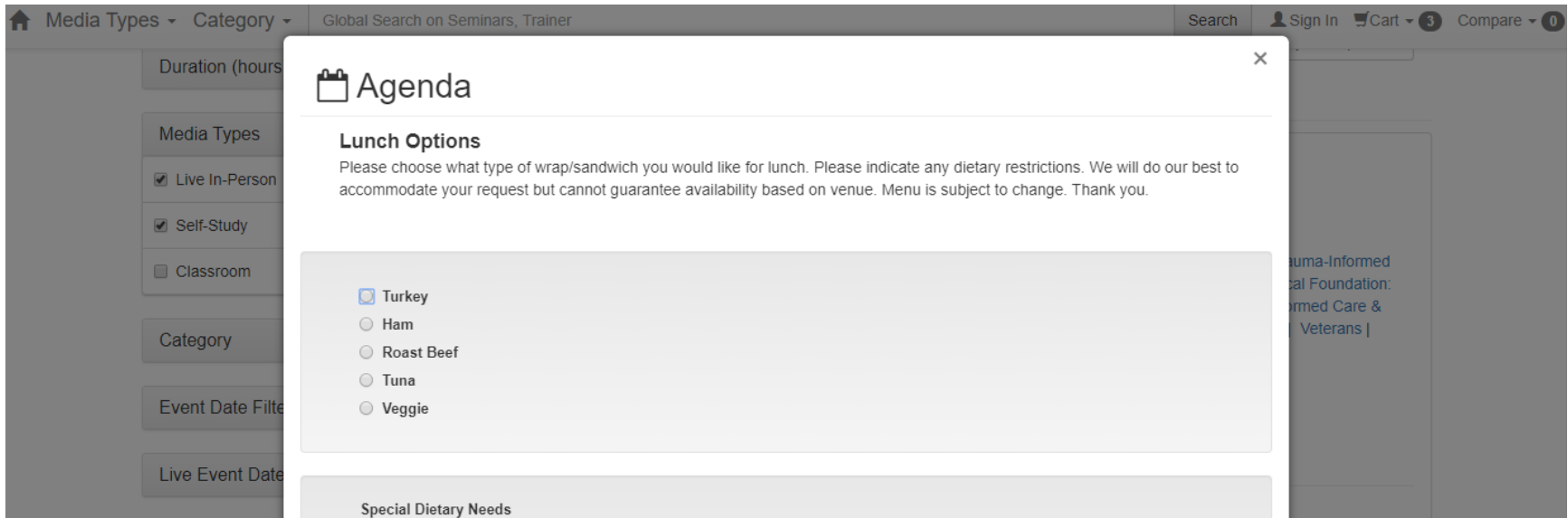
If you're purchasing a **Self-Study** (Online Course) you will be asked if you would like to purchase the standard (single access) and/or additional participant CE (additional participants will only have access to the course video through the main registrant, but will have individual access to course handouts and certificates). Once you've selected your preferred options click the "Add to Cart" button in the lower right-hand corner.

Once you're ready to check out click on the "Cart Icon" in the top right-hand corner.

University at Buffalo
**School of Social Work**
**Continuing Education**

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o Professional development training to advance your social work and human service career

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🏠  Media Types ▾  Category ▾  | Global Search on Seminars, Trainer | Search | 👤 Sign In  🛒 Cart ▾ **1**

Catalog Home    Calendar    Search    Support                            Additional Participant CE

⊞ ⊟        | 10 ▾ |

Showing 1 to 10 of 258 entries

**Course Catalog**

| Search within results | Go! |   -- Select Credit Type --  ▾        Sort by:  Sort by Date (asce ▾

**Duration (hours)** ➕

**Search Terms:** Self-Study x

**Media Types** ➖

☐ Live In-Person   **10**

☑ Self-Study   **260**

**Trauma-Informed Care: Working with Children, Youth and Service Providers in the Education System**

Credit available - Click Here for more information

Review your shopping cart and make sure the correct training(s) and quantities have been selected. When your cart is correct click the "Proceed to Checkout" button in the lower right-hand corner.

You will then be taken to the Sign In page. Click on the "Sign Up" button.

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🏠 Media Types ▾  Category ▾   Global Search on Seminars, Trainer          Search    👤 Sign In  🛒Cart ▾ ❶  Compare ▾ ⓿

Catalog Home   Calendar   Search   Support                                    Additional Participant CE

## Sign In

**Email**

Email changed since last order?

**Password**

Forgot your password?

Sign In

———— Don't have an account? ————

Sign Up

You will then be prompted to complete the New User Registration. Everything with a red asterisk must be completed.

## New User Registration

**\* Email**

Enter Email

**\* Confirm Email**

Confirm Email

**\* Password**

Minimum of 6 characters

**\* Confirm Password**

Confirm Password

Once you've filled in the required information click the "Register" button in the bottom right-hand corner.

**University at Buffalo Student/Graduate**

Check all that apply.

☐ I am a current UB School of Social Work Student

☐ I am a graduate of the UB School of Social Work

☐ I am a UB student in another discipline

☐ I am a UB graduate in another discipline

**Year of most recent graduation or expected year of graduation**

-- Select Answer--

**UB Student/Graduate: If other discipline, please specify**

Register

You will then be taken to Step 2 – Personal Info where you will be asked to confirm the information you inputted on the previous page. Once you have reviewed the information and made any necessary corrections select the "Click here to Continue" button on the bottom right hand side of the page.

You will then be taken to Step 3 – Confirm Cart and Payment where you will be prompted to confirm your purchase(s) and provide information regarding your preferred payment method (gift card, credit card, personal check, company check and purchase order (PO)).

## Still Need Help?

For technical problems, contact the online catalog support staff at (877) 602-9877 or email them at buffalo@ce21.com. There is also a Support link at the top of the page that has some technical support questions and answers. There is also a Live Chat link on the far right edge of the online catalog to access technical support staff.

For course related questions, please contact us at sw-ce@buffalo.edu during business hours Monday - Friday 8:00 a.m. - 4:30 p.m. Eastern Standard Time.