

Helpful Tips for Evergreen Registration

Welcome to the Center for Professional Education! To begin the Evergreen registration process, please visit our website at <https://cpe.bu.edu/>. Click the red login icon at the far right-hand corner of the screen. To learn more about the Evergreen Program, click **Evergreen** listed under Programs.



Center for Professional Education

Login ▾

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Welcome to Boston University's Center for Professional Education

In a competitive marketplace, success can depend on how quickly you embrace new standards and expectations in your industry. Boston University's Center for Professional Education (CPE) offers highly respected, non-credit certificate programs to help you master the latest techniques and best practices in your field.

Our faculty—learned professionals with distinguished careers and proven expertise in their fields—provide the hands-on, insider knowledge you need to stay on top of emerging technology, learn cutting edge skills, attain certification, and understand the evolving needs of your industry.

Programs

Evergreen

Information Sessions

Discover more about our programs from an information session.

Log-In to Student Portal

Returning Evergreen students should log into their account with the same email (username) and password they created with Evergreen. **These credentials are different from what you use to access Blackboard.** If you do not know your username or password for Evergreen, you can click “Forgot Username/Password” and it will be provided via email.

I have an account already

Log in using your existing account information. Students who took classes with us in 2019 may already have an account in our new system. Your email address is your user name. To check, type in your user name (or click forgot user name) to request your user name and/or reset your password.

Valid passwords in this system must be at least 10 characters long, contain at least two capital letters, a number, and a symbol (!*+_-/_).

This system is not connected to Blackboard or other BU systems, and you may have two different passwords.

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[Forgot User Name](#)

User Name (case sensitive)
jtabb@bu.edu

[Forgot Password](#)

Password (case sensitive)
.....

[Log In](#)

I am a new user

A user name and password will be emailed to you on completion of this transaction. Please enter your primary email to continue.

Email
jtabb@bu.edu

Retype Email Address
jtabb@bu.edu

[Create Account](#)

If you are new to the Evergreen Program, you will need to create an account. Please use a valid email address that you check regularly. This email will be your username and the address where Evergreen registration information will be sent. Once your account is created, your login credentials will be emailed to you.

Log-In to Student Portal

Validation error

You must correct the following errors to continue:

- Invalid user name/password, please try again.
- If you have previously used this system or attended our classes, please use the "Forgot User Name" or "Forgot Password" links below. The system will email your information, or you may contact MET - Center for Professional Education at (416) 000-0000 or test@destinysolutions.com.

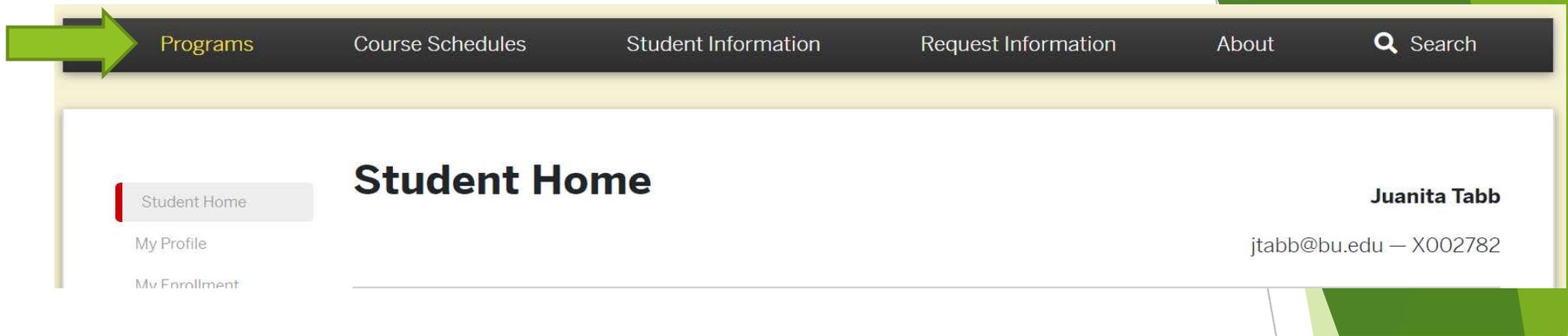
I have an account already

I am a new user

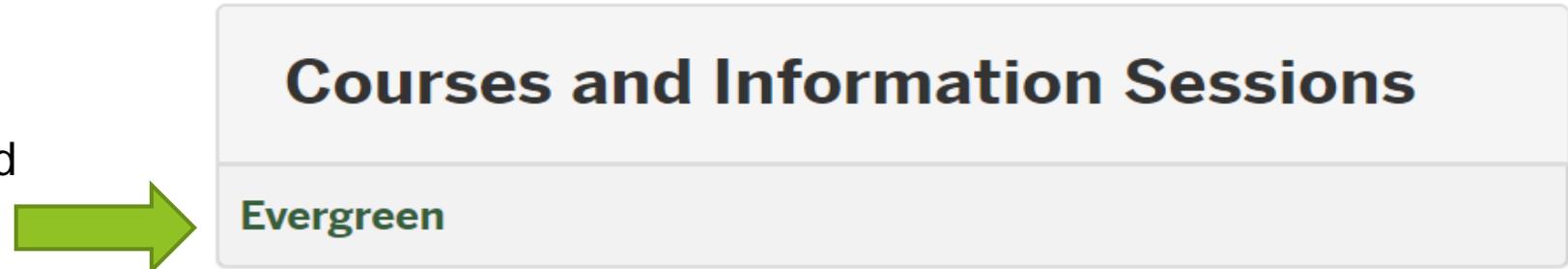
Many new and returning Evergreen students receive a validation error when logging into the student portal. **If you receive this error message, please follow the steps below:**

1. Type the **full email address** associated with your account in the username section
2. Make sure your password is correct and meets the password specifications
3. Contact the Evergreen Office for assistance at 617.353.4497 or at evergrn@bu.edu

Once you are successfully logged in, click Programs and select Evergreen from the list



Scroll to the bottom of the Evergreen page and select Evergreen under "Courses and Information Sessions"



If you are auditing classes through Evergreen, then select Evergreen Audit. If you plan to take a seminar, then select Evergreen Seminars to view able offerings.



EVA101 is a unique class for Evergreen students that notifies our office that you intend to audit a class. Make sure the class is open to Evergreen students, and that there are sufficient open seats

Payment for audits can be made through our website on the Evergreen payments [page](#)

Enroll Now - Select a section to enroll in

EVA101 - 004 Summer 2020 Evergreen Available

Register Now

Section Title: Evergreen Audit

Type: Evergreen Passport

Dates: Jan 21, 2020 to May 09, 2020

Delivery Options: Evergreen

Course Fee(s): Evergreen Audit non-credit \$0.00

Click "Register Now" to enroll in EVA101 Intent to Audit

Check semester dates to ensure you are registering for the right semester

Confirm your registration. Remember, registration in EVA101 Intent to Audit lets the us know that you want to audit. It does not enroll you in Boston University classes.

EVA101 - Evergreen Audit

Delivery Options:

Course De

Evergreen student
officially audit clas

Confirm Registration [X]

You are logged in as Juanita Tabb.

To confirm your registration in EVA101 - 004 Evergreen Audit click Register Now.

Otherwise click Close to close this window.

Close **Register Now**

enroll in

Section Title: Evergreen Audit

Type: Evergreen Passport

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Delivery Options: Evergreen

Course Fee(s): Evergreen Audit non-credit \$0.00

EVA101 - Evergreen Audit

Delivery Options:

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Registration Complete [X]

You are registered in: EVA101 - 004 Evergreen Audit.

A confirmation has been sent to your email address jtabb@bu.edu.

Close

enroll in

Register Now

Section Title: Evergreen Audit

To pay for Evergreen classes from your account, select Evergreen listed under Programs. Scroll to the bottom of the page and click Payment Information. The payment your cart and click **checkout** to provide payment and any subsequent information online. Alternatively do this from the Evergreen payments [page](#). Email our office if you qualify for a discount, and we'll apply the refund.

Step 1

Step 2

Programs

Courses and certificates are offered in the following programs. Click on a program title to view more information or click the expand icon to view subjects within each program.

Evergreen Program



[Auditing](#)

[Seminar Series](#)

[Payment Information](#)

[Contact Information](#)

Step 3

Item	Options	Quantity	Subtotal
	Other Fee Summer Passport FY20 Summer Passport FY20 - SR0005 Fee: \$235.00 Remove Save for Later	1 Change	\$235.00
Subtotal			\$235.00
Total			\$235.00

[Keep Shopping](#)

[Checkout](#)

The emails below confirm your registration in EVA101 Intent to Audit. You will receive the email on the left promptly after registering. The reminder email on the right will be sent closer to the start of the Evergreen enrollment period.

Course Registration Email Confirmation



Thank you for selecting the Boston University Center for Professional Education to meet your educational needs.

This confirms your enrollment in:

EVA101 - 004 Evergreen Audit

Schedule:

21 Jan 2020 to 09 May 2020

Instruction Method: Evergreen

Special Information about this Course:

Enrollment Confirmation Email

Thank you for choosing Boston University Center for Professional Education to meet your educational needs.

This communication serves as verification that enrollment into our program has been received and processed.

Juanita Tabb:

[1010 Commonwealth Ave](#)

[Boston, MA, 02124](#)

USA

(937) 7517323

Juanita Tabb (X002782) is now enrolled in:

EVA101 - 004 Evergreen Audit

Enrollment Date: 19 Jun 2020

In addition to this confirmation, you will also receive:

- An email with a receipt, which includes specific session information.
- If you are new to BU CPE, you will also receive an email invitation to create a student account.

Almost Done!

Once you successfully register for EVA 101 Intent to Audit, please email evergrn@bu.edu with the instructor's approval to audit the course and include the following. **Note: If you are a new student, then you will not have a BU ID number.**

Subject line: Summer Course Approval/ Your name

College, Department, Course Number, Section, Instructor, Name of Course, e.g., MET CS 101 B1 Sheehan Computers and Their Applications

BU ID number: U12345678

Thank you for viewing!

Evergreen Office

- ▶ Address: 1010 Commonwealth Ave., 1st Floor Boston, MA 02215
- ▶ Phone: 617-353-4497
- ▶ Email: evergrn@bu.edu
- ▶ Hours: Weekdays from 9:00 a.m. to 5:00 p.m.