



# The University of Kansas Online Extended Learning

## Helpful Tips and Instructions for Creating a BACB Account for RBT

### Creating your BACB account and receiving your BACB ID number

You will be required to enter your BACB ID number when completing your syllabus quiz. This information will be entered to your 40hr RBT certificate once you meet all coursework requirement. Below are the steps to create your BACB account and receive your BACB number:

1. Go to the BACB Website: <https://gateway.bacb.com/Account/Login.aspx>
2. Create a BACB account. On the homepage, click “My Account”. Then look for the option to “Create an Account” and click it. Enter a valid email address and create a secure password. Be sure to select that you are creating the account for yourself and that you currently do not hold a BACB certification.
3. Enter your personal information. Fill in all required fields with accurate personal details such as your name, and contact phone number.
4. Verify your email & account. Simply click the “Send Activation Link” button, then check your email inbox and click on the link to verify your email. Once your email is verified, your account will be active. After verifying and activating your account, you may be asked to provide your background information. Please enter your details and click the save button to proceed.
5. Find your BACB ID number. Once your account is created and you log in, your BACB ID will be visible on your account profile page. It’s usually listed under your name and contact information. Write this number down or save it, as you will need it when completing your syllabus quiz, and when submitting your certification application and related documents.

### RBT 40-Hour Course Registration Information

After you register for the course, you will receive an email from KU IT within minutes of completing your registration with a receipt and confirmation email for your records. Open the PDF receipt to get information about accessing Canvas.

Trouble registering for RBT online? Contact our KU PCE Registration Specialists at 785-864-6779

**Note:** Your Canvas account is different from the Jayhawk Global profile you just created during the registration process. Please keep a record of both account usernames and passwords, as the Canvas account grants you access to the online course, and the Jayhawk Global account stores your record of enrollment. If you have issues getting connected to Canvas, please reach out to our IT team at [itcsc@ku.edu](mailto:itcsc@ku.edu).

### Important Reminders and Helpful Information:

1. You have 2 weeks to log in to Canvas and begin the course from the date you register.
2. Once you begin, you may complete the course units and assignments at your own pace, but you must complete the course within 180 days (BACB Requirement).
3. All course-related questions are promptly answered by the instructor.
4. If you require changes or support, please contact Jayhawk Global at [ProfessionalPrograms@ku.edu](mailto:ProfessionalPrograms@ku.edu).

Trouble accessing Canvas? Contact our KU IT Customer Service Center for support at 785-864-8080 or [itcsc@ku.edu](mailto:itcsc@ku.edu)