


# Broome-Tioga BOCES Adult Education Has gone digital!

You can now apply online for the courses you are interested in.

1. BEFORE you go to the website below, please set [BOCES@myoneflow.com](mailto:BOCES@myoneflow.com) as a trusted site/email on your email account to be sure that you will receive your activation email.
  - a. If you do not know how to set a trusted email, you can Google “How do I set a trusted email address to Gmail” (if you use Gmail)
2. You may also want to set Tammi and Cindy’s emails (listed below) as trusted emails.
3. Once you have set the 3 emails as trusted email addresses:
  - a. Go to <https://boces.myoneflow.com/oneflow/AdultEducationProgram.aspx> and complete your online registration. If you followed the instructions above, you should receive an email from [BOCES@myoneflow.com](mailto:BOCES@myoneflow.com) with a link to click to activate your account. You may receive a text message to activate your account.
4. Once you have activated your account you will log back in and be able to complete your registration for the course you want. During the registration process, you will be asked to sign documents. After signing the document, there is a box at the bottom of the page that you will need to check (the box is highlighted) before you click the submit button.
5. You may also be required to upload documents as part of your registration process. It can be a simple as taking a picture using the myOneFlow app on your phone.
  - a. Just search your phone’s app Store for myOneFlow  and download it for free.
  - b. Here is a link to a YouTube video that explains how to upload documents using the app. <https://www.youtube.com/watch?v=s2Ap0Ij9OHI>
6. Once you have submitted all the documents required by the program you are registering for, you will be able to choose the date and time to take the course appropriate assessment test. If you are unable to register for a test, please contact the program secretary stated below.
7. Please check your email frequently as there are some automatic messages that myoneflow is set up to send out. Email is also our main way of reaching out to applicants and students.
8. If you have any questions of something is not working correctly, please feel free to reach out to one of our Team Members.
  - a. Health Career Programs – Tammi Goltry 607-763-3661 [tgoltry@btboces.org](mailto:tgoltry@btboces.org)
  - b. Trades Programs – Cindra Roach 607-763-3616 [croach@btboces.org](mailto:croach@btboces.org)

We look forward to working with you.

## *Adult Education Support*

Broome-Tioga BOCES  
Johnson City Learning Center  
500 Main Street, MD #JCLC45  
Johnson City NY 13790