Placing a CASAS Online Order

Do you have a CASAS website account?
To access online ordering and certain other areas of the CASAS website, you must first create a website user account.
- If you do not have a CASAS website user account, follow the instructions below.
- If you already have an account, skip to the next section, “How to Order Online”.

How to create a CASAS website user account

Click on “Create Account” on the top of the screen.

You will now be at the “Create Account” screen. Fill in the fields. Fields marked with a * are required and must be filled in.

After completing the “Create Account” form you will receive a confirmation email.
- You must verify the email address by clicking the link in the email.
- Sometimes the email is sent to a spam folder, or you have entered your email address incorrectly. Check for these issues if you are having problems.

Once your site account is created, go to the homepage (www.casas.org) and log in.
- Your name appearing at the top shows you have an account and are logged in.
How to Order Online

Are you logged in? To place an online order you must be logged in.

If you are not logged in, your name will not be visible on the top line of the page and the line will read “Login” and “Create Account”.

If you are logged in, the word “Welcome” and your name will be visible.

Click on “Order” in the upper right of the page.

Clicking on the “Order” button takes you to the Product Overviews page. Here, you can Search by Purpose, Skill Area, Level, or Test Series by clicking on the large square buttons. There are also direct links to Order eTests or Answer Sheets.
Click on the link for the Assessment or Product of your choice.

In the box outlined in blue, type the number of products* you would like to order and click “Add to Cart”. For Packages you can use the “click for details” link to see a complete list of products.

*You must type a number in the box to order a product.

Click on the Cart link to proceed to Check-out.

You are now on the View Cart page, from here you can:
- Continue Shopping
- Modify the Quantity
- Remove the product
- Continue to Checkout

Use the links and buttons for the above functions. Do NOT use your browser’s back button or you will interrupt the ordering process.

The “Check Out” button brings you to the Billing and Shipping Address page.

Some of the information about your Agency might be already filled-in for you, but you can modify this information.

If the billing and shipping addresses are the same, you can click on “Ship to Billing Address” to automatically fill in the shipping information on the right side of the page.

If the shipping address is different from the billing address, fill in the “Ship to” fields with the required information.

Click “Continue” to proceed.
You can preview all your order information before placing your Order. Review your Bill To and Ship to Name and Address. If you have a Purchase Order, please enter it in the field. Enter your Training Information in the field. Review the list of products that you are ordering. Scroll down to choose your Shipping and Payment methods.

Choose your Shipping Method. Please note that when ordering eTests there is a Handling fee. Choose your payment method.

For California WIA, Title II Funded Agencies: Please select the “Bill my PO” option. PO # is not required for California WIA, Title II Funded Agencies. Charges for all materials and UPS Ground Shipping are covered (disregard the amount shown on the website) by the CASAS contract with the California Department of Education.

That’s it! Your order is placed.

Not sure what to order? You can Browse Products on the website.

Click on “Products Overviews” if you want to learn more about CASAS Products.

From “Products Overviews” click on “Assessments”
From the information page on each Assessment, click on the “Order Now” button to buy products.

You can also browse the CASAS Catalog by clicking the button on the home page.