



Comprehensive Adult Student Assessment Systems

CALIFORNIA EL CIVICS CONFERENCES
INSTRUCTIONS FOR AGENCIES REGISTERING A GROUP WITH A P.O.

1. Make sure each person you want to register has a CASAS account.
2. Specify the conference venue and date of the event.
3. List the names of each staff member you are registering.
4. Email the PO to Debbie Poggioli (dpoggioli@casas.org).

CASAS staff will complete the registration for each person listed on the PO.
(Registration cannot be completed by CASAS if an individual does not have a CASAS account).
Instructions for creating that account appear below.

Payment Instructions:

Make checks payable to CASAS and mail to: CASAS, Attn. Debbie Poggioli, 5151 Murphy Canyon Rd. Ste. 220, San Diego, CA 92123-4339

To pay by credit card: Call Debbie Poggioli @ 800-255-1036 ext. 157.

NOTE: There are NO CANCELATIONS OR REFUNDS

Instructions for creating a CASAS account

Follow these steps

1. Go to CASAS Home Page (<https://www.casas.org>).
2. **At the top right side of the page, click on **Create Account**.**
3. **Submit** your information.
4. You will receive an e-mail from CASAS with an activation link.
5. **Click** on the link to confirm and activate your account.

If you do not receive your confirmation e-mail within 15 minutes, check your junk mail or contact [CASAS Web Support](#).

