



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](mailto: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.

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**NOTE: There are NO CANCELATIONS OR REFUNDS**

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**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](#).