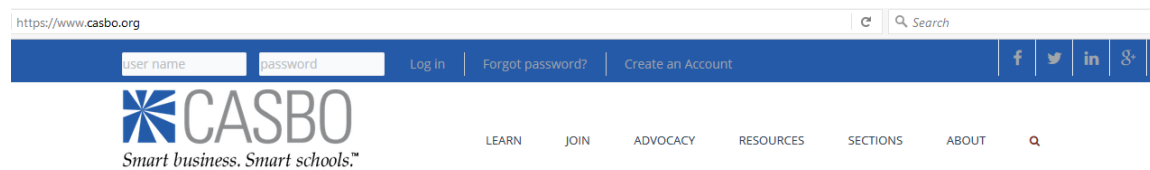




Using the CASBO Website to Order eNewsletter Job Listings

First, you need to create your CASBO account profile:

1. [Visit our website](#) and make sure you are looking at the new CASBO home page:



If you do not see this image at the top of your browser, it means you are looking at our old website which might be stored in your Favorites, or cached in your browser. You will need to clear that out to access the correct page.

2. Once you are on the correct site, find the user name and password box in the upper left corner. Click “Create an Account” to create your user profile and set up your user name and password.



3. As you create your profile, it’s important to link it to your district’s profile. This is necessary so that our system knows your district’s membership status and whether or not you are able to take advantage of any organizational membership benefits, such as job ad discounts. You will be able to include your complete school business employment history, as well as your current employer:
 - a. Using the magnifying glass search tool, find your employer(s) and add them to your profile, listing them in chronological order.
 - b. Be sure to include your start and end dates for each position.
 - c. Mark your current employer as “preferred” so that your account profile is tied to your district’s account.
4. Confirm that your correct employer is showing as preferred: Return to the upper left corner of the website, and next to your name, hover over “My Account > My Profile Settings” and then click on “Individual Profile.” There you should see your current work address with a checkmark next to it. (Depending on how your browser works, you may need to log out and log back in – or even restart your computer – to see the changes.)
5. Once you do this, you’ll be able to log in and use the CASBO website at any time.

Next, place your order for a CASBO job listing:

1. [Visit our website](#) and navigate to “Resources > Job Listings/Career HQ.” Because your district is not a CASBO organizational member, you have two options available to you: (1) [a paid boxed ad](#) at the non-member rate in our eNewsletter; and (2) a continuous [paid online job posting](#) at the non-member discount rate through our partner, Career HQ.
2. For a paid boxed ad: Click that link, determine the size you wish to purchase and then:
 - a. Click the template link to download the Word file. Use that template to create your artwork and then save it as a Word file.
 - b. Go back to the previous page, complete the order form, upload your artwork file, and click “Submit.” After that, you will be redirected to the shopping cart checkout page.
 - c. In the shopping cart, indicate the ad size you are ordering, and be sure to enter the correct quantity of ads ordered so that your invoice generates properly. Example:
 - One ad/one publication date is quantity “1”
 - One ad/two publication dates is quantity “2”
 - Two different ads/one publication date is quantity “2”
 - Two different ads/two publication dates is quantity “4,” etc.
 - d. Proceed to method of payment. You may choose credit card or “bill me” options; you also may enter a PO number which will appear on your invoice. **Note: Please do not pay with a credit card if any amounts due do not seem correct based on what you purchased.** If that happens, you may not have entered the correct quantities in your cart. Go back to your order and double-check. If your quantities are correct, but the amount due is still incorrect, please [contact Joyce Tribbey](#).
 - e. Complete all shopping cart checkout steps. You’ll know you’ve submitted your ad correctly when you can choose “Complete Order” and you get the chance to view/print/pay your invoice. (Your invoice always lives in your CASBO account profile. You can always log back into your account to view/print/pay your job ad and any other CASBO orders you make.)
3. For a continuous online job listing with Career HQ: Click that link to enter their site. You will have to create a different account with them to order an online ad. CASBO does not operate or maintain that site, but merely offers the portal as a service to our customers. Therefore, if you have any questions about or issues with that site, you will need to contact them directly; you can find their contact information at the bottom of that page.

That’s it!

CASBO will contact you if any phase of the job listing ordering process is incomplete or incorrect. Otherwise, you’re all set. Thank you for your order!

