



## How to Enroll in Course(s)

**1**

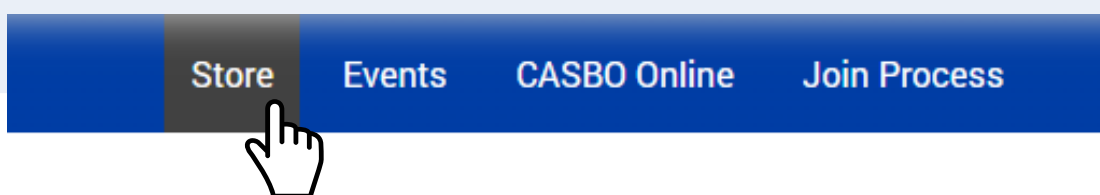
Visit [casbo.org](https://casbo.org) and click on **Member Profile** to log into your account.

**Note:** Continuing education units (CEUs) that you receive from completing online courses are tied to your member account. To ensure the integrity of your CEU data, do not share your login credentials with others.



For more details about creating or accessing your account, please visit our [Membership FAQs](#).

Verify that the information in your profile is correct; then click on **Store**.

**2****3**

Locate and select the course you want to take; then click **Enroll**.

**Note:** Members receive technical courses (signified in the color teal) at no additional charge. Premium courses (signified in the color red) are available to members at a discounted rate.



To find courses, you may choose from the list which auto-populates; use the magnifying glass search icon (next to the shopping cart icon); or access the filter feature to sort by category.

If you are finished, click **Checkout** and proceed to payment. If you want to enroll in more courses, return to **Store** to select and add those to your shopping cart.

**4**

When ready, click the shopping cart icon to view your cart and check out.

**5**

Once your order is confirmed, you may access your course(s) through CASBO Online.

**Note:** You must complete your course within 30 days from date of enrollment; after that time, you must re-enroll in the course and pay the full course fee again.



# CASBO

ONLINE

DIGITAL PROFESSIONAL DEVELOPMENT



## How to Access Enrolled Course(s)

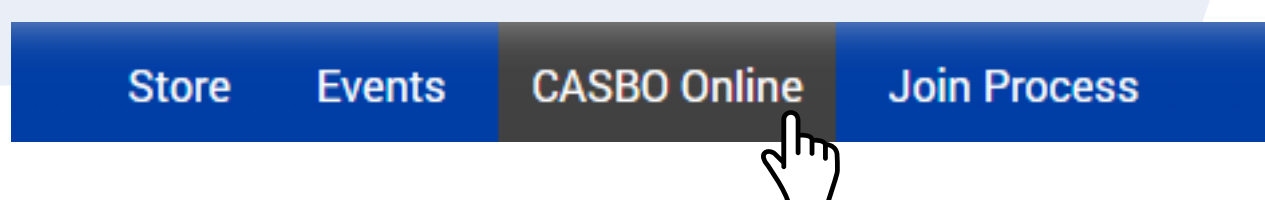
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Visit [casbo.org](https://casbo.org) and click on **Member Profile** to log into your account.

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2

Click **CASBO Online** to find and begin or complete your course(s).



Pro  
Tip

Your course(s) will be grouped according to current status: Not Started, In Progress, or Completed Courses.

3

Select the desired course and click **Start Learning Now** (if beginning a new course) or **Resume Where You Left Off** (if returning to an in-progress course).

4

Whether in progress or completed, to end a course, click **Exit Course** (in the upper right corner).

**Note:** After exiting, you will see this goodbye message after which you may click **Close** (in the upper right corner)

Bye!

You may now leave this page.



Pro  
Tip

You may return to your course list by clicking **Dashboard Home** (in the blue menu bar) or, if you are finished, log out of your account.