New CAS Portal

Existing User First-Time Login
Updated: 12/09/2024

As an existing user logging into the new CAS Portal for the first time, you will be required to perform a "Password Reset" within the new system, set up multi-factor authentication, and review and update your personal and professional profile information. Please follow the instructions below to access the new CAS Portal.

1   **Navigate to the New CAS Portal**

2   **At the initial login screen, enter your existing email address (the one you used to log in to the previous CAS portal), then select "*Next*."**

Note: If you no longer have access to this email or need to update your email, please email acs@casact.org and request a system email change. Please note it may take up to five business days to update your email during this time of system transition.

Sign in

Sign in to access CAS Portal

Email address

No account? Create one

Next

3   **Select "*Forgot Password*."**

← sowor40876@jonespal.com

Enter password

Password

Forgot password?

Sign in

4   **Microsoft will send an authentication code to the email address you've entered in the previous prompt.**

Account verification code

To access **CAS Test Members**'s apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

41599532

If you didn't request a code, you can ignore this email.

***Enter the Code* then select "*Next*."**

5 After you've successfully authenticated, create a new secure password, then confirm password. (Password should be 8 characters or more.) Once your password is created, select "*Reset Password*."


6 After your password has been successfully created, you will be required to enroll in multi-factor authentication; enter your phone number, then select "*Next*."

Note: *If you'd like to use email as a mode of authentication, select "Use a different verification option."*

7 **Microsoft will send an authentication code to the phone number or email you entered in the pervious prompt.** *Enter the Code*, **then select "***Next***."**

Note: After MFA has been successfully setup, Microsoft will prompt you again to authenticate.
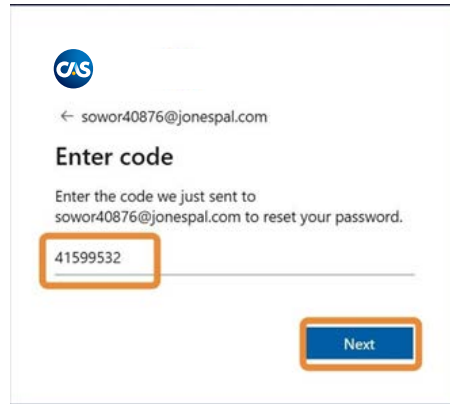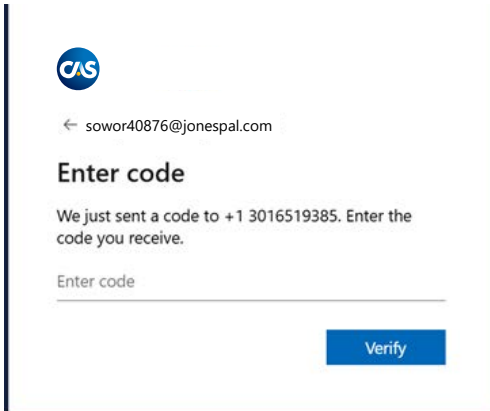
After the second successful authentication, you will land on your CAS Portal and be prompted to go through a series of screens to update your personal and professional profile information. You need to navigate through each screen and select "Update" or "Confirm" in every section until the message "Profile Update Successful" is visible on the homepage.
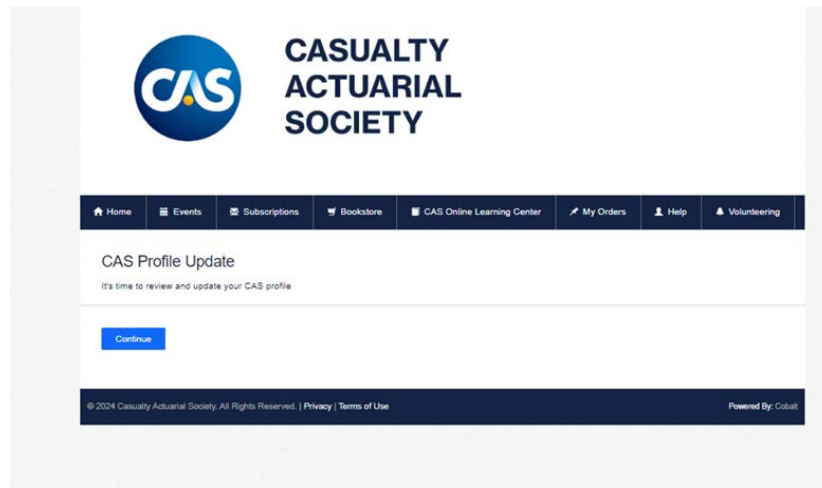
After you update your profile, you will be taken to the CAS Portal homepage where you can register for exams and events, certify your continuing education, pay your dues, see which volunteer groups you are part of, and conduct other CAS business.