



CASRA

Member Portal

Access Instructions



Member Portal Access Instructions

The CASRA Learning Library provides staff from CASRA member agencies opportunities to learn, refresh and reinforce the values of Recovery which include the principles, and practices of Psychosocial Rehabilitation. Users can view single subject topics as well as series that focus in on specific aspects of the work, which in some cases, earn continuing education credits.

These instructions will assist you access the Library to maximize your learning experience.

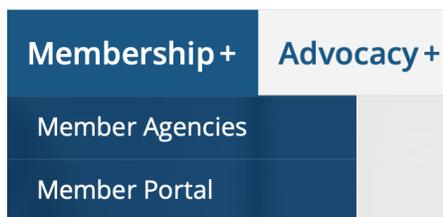
Member Portal Access

1. The Portal is located on the CASRA website. The address is: CASRA.org
2. From the home page, click on **Membership+**



Home About Us+ Membership+ Advocacy+ Training Events Contact Us+

3. From the Membership+ tab click on **Member Portal**.



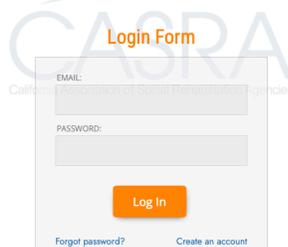
Logging In – First Time

The member Portal is for the exclusive use for staff of CASRA member agencies. **To access it requires an email address of a member agency.**

- If you have registered and attended a CASRA event; training, Conference, Gathering, online or in-, and or you receive the CASRA Newsletter you should have a CASRA account.
- If you have used an email other than your agency (gmail, icloud, etc) you will need to use your work email address.
- Unless you added a password to your account, you probably won't have one in the system.
- If you have not done any of the above you will need to Create an Account

4. Enter the email address

Member Portal



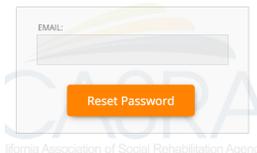
The screenshot shows the 'Login Form' on the CASRA Member Portal. It features a 'CASRA' logo at the top, followed by the text 'Login Form'. Below this, there are two input fields: 'EMAIL:' and 'PASSWORD:'. An orange 'Log In' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot password?' and 'Create an account'.

5. If you have a password enter it. If not, click on **Forgot password?**
 - a. If you don't remember your password or don't have one, click on **Forgot Password?**
6. A prompt will be displayed to enter your email address. Enter your email and click on **Reset Password.**

Log In

Forgot Password

Reset Password Form



The screenshot shows the 'Reset Password Form' on the CASRA Member Portal. It features a 'CASRA' logo at the top, followed by the text 'Reset Password Form'. Below this, there is an 'EMAIL:' input field. An orange 'Reset Password' button is positioned below the email field. At the bottom of the form, there is a small text line: 'California Association of Social Rehabilitation Agencies'.

7. The following will display.

Check your email with your temporary password. In case you won't find this email in your INBOX, check your SPAM folder ✕

OK

8. An email will be sent to the address provided with a temporary password.

**Note – the email is sent from casra@ez2post.com, CASRA's email server. It can take up to a few minutes to receive the email, or the receiving email system might reject or send the email to spam or junk mail. If not received by 10 minutes, contact joe@casra.org who will assist in resolving the issue. Do not send an email to casra@ez2post.com.

9. The screen will display the Login Form. Enter the temporary password and click **Log In**

Member Portal



Help/Instructions

Login Form

EMAIL:
jon@casra.org

PASSWORD:

Log In

Forgot password? Create an account

10. The system will log into the Member Portal home page. You can change the temporary password by clicking on **Password**, entering the **Temporary** password as the old password, then entering the new password.

Member's Portal



CLOSE SESSION

TRAININGS LEARNING SERIES EVENTS PERSONAL ADDRESS LICENSE PASSWORD

Viewed Not Viewed Description/Handout Instructions

Creating a CASRA Account

11. If you do not have a CASRA account, click on **Create an account**.

Member Portal



Help/Instructions

Login Form

EMAIL:
jon@casra.org

PASSWORD:

Log In

Forgot password? Create an account

12. Enter the last name and email address and press **Search**.

Membership Search



Last name

Email

Search

13. Enter the information on the Personal Info form. At minimum, enter the following:
- First Name
 - Last Name
 - Member of – select your CASRA agency name
 - Work Phone
 - Email – use your work email
 - Address – use your work address

Create New Member Portal

Personal Info

FIRST NAME:

LAST NAME:

DATE OF BIRTH:

SEX:

MEMBER OF:

PHONES +

TYPE:	PHONE NUMBER:	DEFAULT:	ACTION:

EMAIL +

TYPE:	EMAIL:	DEFAULT:	ACTION:

ADDRESS +

LICENCE +

TYPE:	NUMBER:	ACTION:

14. Click **Submit**.

15. The following will be displayed.

Thank you for submitting your registration. Please check your email INBOX or spam folder for an email confirmation. ✕

16. Click OK. The screen will return to the Member Portal login page. Check your computer for this email from casra@ex2post.com.

New Member Portal Registration

Dear [firstname] [lastname],

Thank you so much for submitting your registration!

Use this credentials to login into our Member Portal:

Email: [email]

Password: [password]

If you have any questions, please do not hesitate to contact us.

Best Regards,

**Note – the email is sent from casra@ez2post.com, CASRA’s email server. It can take up to a few minutes to receive the email, or the receiving email system might reject or send the email to spam or junk mail. If not received by 10 minutes, contact joe@casra.org who will assist in resolving the issue. Do not send an email to casra@ez2post.com.

17. Enter the credentials from the email. Click on **Log In**.

Member Portal



Help/Instructions

Login Form

EMAIL:

PASSWORD:

Log in

[Forgot password?](#) [Create an account](#)

18. The system will log into the Member Portal home page. You can change the temporary password by clicking on **Password**, entering the **Temporary** password as the old password, then entering the new password.

Member's Portal



CLOSE SESSION

TRAININGS LEARNING SERIES EVENTS PERSONAL ADDRESS LICENSE **PASSWORD**

Viewed Not Viewed Description/Handout Instructions

19. Refer to the Learning Library Instructions to access and navigate the Trainings and Learning Series.