

NACS Member No Cost Access of CAS Standards

NACS Member access¹ to the CAS² Campus Store Standards and CAS Basic Needs Standards at no cost should be relatively simple and straightforward, but on occasion some users have had challenges.

This document will guide you through the entire process to limit any potential pitfalls.

NACS.org Process

1. Navigate to the [Campus Store Standards web page](#) at NACS.org or scan the QR code at the right with your phone.
2. Click on the yellow "[Access Campus Store Standards](#)" link.
3. If you are a current NACS Member click on the "**Access Campus Store Standards**" box towards the bottom of the page.
 - *This will bring you a NACS Member Login page.*
4. Enter your email and password in the fields provided and click on the blue "**Login**" button.
 - *If you forgot your password, click on the "Forgot your password?" link*
 - *If you have other issues logging in email Membership@NACS.org for assistance.*



You will now be in the Members Only section of the NACS web site.

5. Click on the "**Campus Store Standards Access**" link in the box.
6. Enter the **required information**: your first and last name, organization, and email address and click on the yellow "Access the Standards" box.
 - *All four fields are required*
 - *You will see a "Thank You!" page if successful*

This step will trigger an automatic email to the email address you specified with the subject line "We have received your response for Campus Store Standards Access".

*The email contains the **access code** that you will use on the CAS web site to get the standards at no cost as described by the next steps.*

TIP: This email will be sent from "NACS <NoReply@Jotform.com>" and some users have said that they did not receive the email. This is often because the email was filtered out by a spam/junk filter on the user's email system.

Check your junk/spam folder to see if the email was filtered out or check with your organizational IT support to see if this happened.

If this doesn't help and you think you might have made a typo when entering your email address, simply repeat Step 6.

¹ The CAS [Campus Store Standards](#) and CAS [Basic Needs Programs & Services Standards](#) can be downloaded at no costs by users with a current NACS Membership. Non-members can download them from [CAS](#) for \$30 each. For information about NACS Membership click [HERE](#).

² "CAS" is the acronym for the Council for the Advancement of Standards in Higher Education. For more information about CAS visit CAS.edu.

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CAS.edu Process

7. Navigate to the [CAS Store](https://store.cas.edu/) at <https://store.cas.edu/>
8. Choose the [Campus Stores Standards](#) by clicking this link or by navigating to “Shop / All Products” in the horizontal navigation at the top of the [CAS Store](#) web page.

TIP: This is another area where some users have gotten tripped up by selecting the wrong product and then the access code won't work at checkout. The access code will only work for the [Campus Stores Standards](#) and the [Basic Needs Programs & Services Standards](#). All other CAS products will need to be purchased.

9. Once you have selected the Campus Stores Standards and are on the web page for that product, click on the blue “**Add To Bag**” button to add them to your shopping bag.
 - *The shopping bag in the upper right corner will update with the price of the standards.*
10. If you also want to access the [Basic Needs Programs & Services Standards](#) at no cost, follow the same process described by steps 8 and 9 above.
11. When you are ready to checkout, click on the **shopping bag** icon in the upper right corner of the page, verify your selections, and click on the blue “**Checkout**” button.
12. In the **Order Summary** box on the right click on the blue “**Coupon/Gift Certificate**” link, enter the access code that you received in the confirmation email from NACS, and click on “Apply”.
 - *You should see the cost for the Campus Stores Standards and Basic Needs Programs & Services Standards drop to \$0.00.*
 - *Anything else in your shopping bag will need to be paid for.*
 - *If you only have one of those two products in your shopping cart the Payment section will now reveal a “Payment is not required for this order” message.*
13. You will now need to **create** your **CAS Customer Login** by clicking on the blue “**Create an Account**” link (*below the password box and to the right*) and completing all the required fields – *assuming you have never ordered from CAS before*. If you have ordered from CAS before, enter your email address and the password you created **for the CAS Store**.

TIP: This step is where many users run into difficulty. You must use **CAS login** credentials with the CAS Store – not your NACS.org Member login.

14. Click the blue “**Place Order**” button to complete the process.

CAS will then send you an order confirmation email with a link that will allow you to download the standards.

If you have any questions or encounter any issues that are not addressed by the steps above, please email: CASStandards@NACS.org

If you run into any problems with the CAS Store web site or the CAS ordering process, please email: Executive_Director@CAS.edu