



CAS 2.0- Training Sandbox Access

If you have a CAS Account:

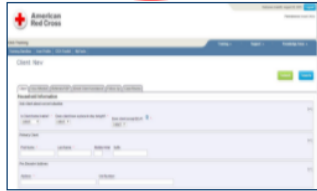
1. From your division portal, Log in using your normal email address/username and password
2. In the top left, select “training sandbox”



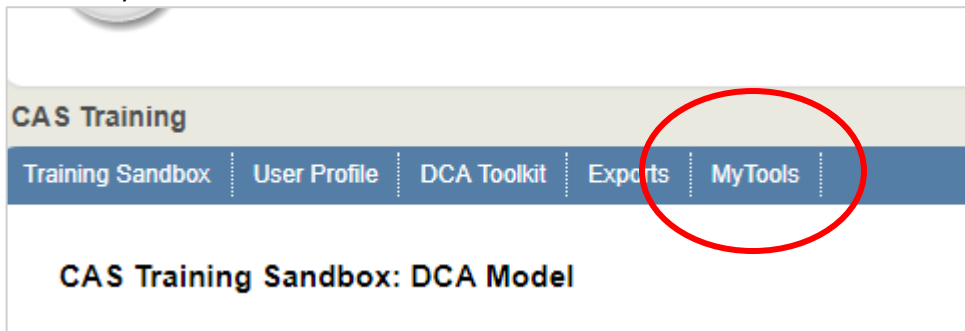
3. Select your division from the options list on the screen
4. See the username and passwords depending on your user role, write down on a piece of paper what you need or use this below chart.

Caseworker Login	Caseworker Supervisor Login	Systems Management User Login
Username: ctrain06 Password: RedCro\$\$1 (with Export Wizard Access)	Username: ctrain30 Password: RedCro\$\$1 (with Export Wizard Access)	Username: ctrain40 Password: R3dCro\$\$ (with Export Wizard Access)

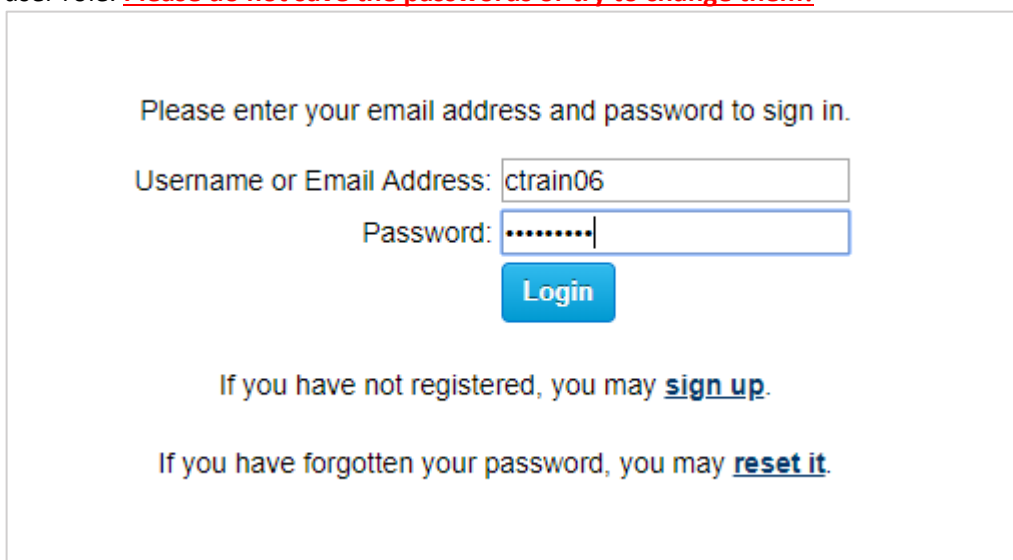
5. Select the underlined “Training Sandbox” link

<u>Training Sandbox</u>	Caseworker Login	Caseworker Supervisor Login	Systems Management User Login
A live training environment 	Username: ctrain06 Password: RedCro\$\$1 (with Export Wizard Access)	Username: ctrain30 Password: RedCro\$\$1 (with Export Wizard Access)	Username: ctrain40 Password: R3dCro\$\$ (with Export Wizard Access)

6. Select "My Tools"



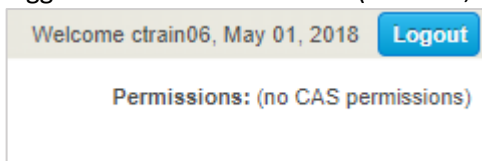
7. Then in the user name and password field, use what was on the previous screens depending on your user role. **Please do not save the passwords or try to change them!**



The screenshot shows a login form with the following elements:

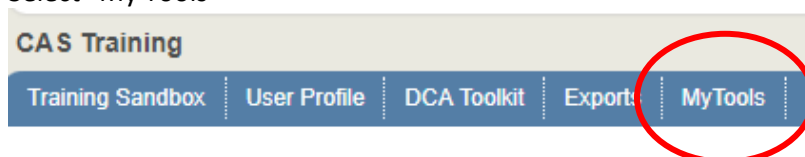
- A heading: "Please enter your email address and password to sign in."
- A label "Username or Email Address:" followed by a text input field containing "ctrain06".
- A label "Password:" followed by a password input field containing ".....".
- A blue "Login" button.
- Text below the button: "If you have not registered, you may [sign up](#)."
- Text below that: "If you have forgotten your password, you may [reset it](#)."

8. This should bring you into the sandbox! (In the upper right corner, you should see the username you logged into the sandbox with (ctrain06, ctrain30 or ctrain40)).



No CAS Account

1. Go to <https://cas-training.communityos.org/cms/>
2. Select "My Tools"



3. Find the username and password depending on your user role, write down on a piece of paper what you need or use this chart.

Caseworker Login	Caseworker Supervisor Login	Systems Management User Login
Username: ctrain06 Password: RedCro\$\$1 (with Export Wizard Access)	Username: ctrain30 Password: RedCro\$\$1 (with Export Wizard Access)	Username: ctrain40 Password: R3dCro\$\$ (with Export Wizard Access)

4. Then enter in the user name and password in the appropriate field. Be mindful of the upper case letters and symbols. **Please do not save the passwords or try to change them!**

Please enter your email address and password to sign in.

Username or Email Address:

Password:

[Login](#)

If you have not registered, you may [sign up](#).

If you have forgotten your password, you may [reset it](#).

5. This should bring you into the sandbox! (In the upper right corner, you should see the username you logged into the sandbox with (ctrain06, ctrain30 or ctrain40)).

Welcome ctrain30, May 09, 2018 [Logout](#)

Permissions: (no CAS permissions)