Follow the steps below to place a CASE Online order.

NOTE: You must complete these steps even if you have already placed an order for the 2016-2017 school year in order to access your accounts. You will not receive another invoice if you have already been invoiced for your 2016-2017 accounts.

2. Select “New User? Register for an account here.”

3. Complete the registration form. (NOTE: Depending on browser you may be prompted to grant access to leave the site. If this occurs, select “Leave”.)
Figure 3. CASE Online eCommerce Registration Form
4. You will receive an email containing a link to the website and your account username and password. Please retain this email for your records.

5. Go to http://ecommercecaseonline.org/ and login.

6. Select the catalog item that corresponds to your pricing structure. For example, if you are a teacher in a funding state you would select “Individual Pricing for Funding States” to place your order.

Figure 4. CASE Online eCommerce User View
7. Add the appropriate courses to your cart.
   a. Only courses in which you are certified will be displayed. If necessary, update certifications under “My Account”.
   b. You must add a teacher account to your order. For example, to order a class set of 20 students accounts you would order 21 accounts (20 students + 1 teacher account).

![Individual Pricing for Non-Funding State](image)

*Figure 5. CASE Online eCommerce Individual Pricing for Non-Funding State Course List*
Introduction to Agriculture, Food, and Natural Resources

Introduction to Agriculture, Food, and Natural Resources (AFNR) is an introductory course designed to teach students about the world of agriculture, the pathways of study they may pursue, and the science, mathematics, reading, and writing components they will use throughout the CASE™ curriculum. Woven throughout the course are activities to develop and improve employability skills of students through practical applications. Students will explore career and post-secondary opportunities in each area of the course.

Students’ experiences will involve the study of communication, the science of agriculture, plants, animals, natural resources, and agricultural mechanics. While surveying the opportunities available in agriculture and natural resources, students will learn to solve problems, conduct research, analyze data, work in teams, and take responsibility for their work, actions, and learning.

Figure 6. CASE Online eCommerce Adding to Shopping Cart
8. Select “Checkout” or “Continue Shopping” based on your needs.

![Figure 7. CASE Online eCommerce Shopping Cart](image)

9. Checkout Instructions:
   a. Verify your billing information.
   b. Agree to the Terms of Service.
   c. Enter your Purchase Order Number.
      i. NOTE: If you have previously placed an order for the 2016-2017 school year use the same purchase order number, which was previously invoiced.

10. Once an order has been placed you will receive an email with access instructions. Access will be granted once CASE Staff have approved your order.

![Figure 8. CASE Online eCommerce Order Placed Email](image)
Adding Students


2. Select “My Account” > “View Products”.

![CASE Online eCommerce “My Account” > “View Products”](image-url)
3. Select the course.
4. Complete the student registration information. Click “Save” when complete.
   a. Click “Export” (will appear after saving) to activate student accounts.
   b. Print Sign-in Sheets to retrieve student usernames and passwords.

5. Students will go to [http://case.edvance360.com/](http://case.edvance360.com/) and log in to access the course.

For questions regarding billing contact:

**Miranda Chaplin**  
CASE Operations/Outreach Director  
National Association of Agricultural Educators  
300 Garrigus Building  
Lexington, KY 40546-0215  
Phone: (859) 257-2224 or (800) 509-0204  
Fax: (859) 323-3919

For questions regarding technical issues contact:

**Sara Cobb**  
CASE Online Learning Coordinator  
Phone: (609) 774-4488