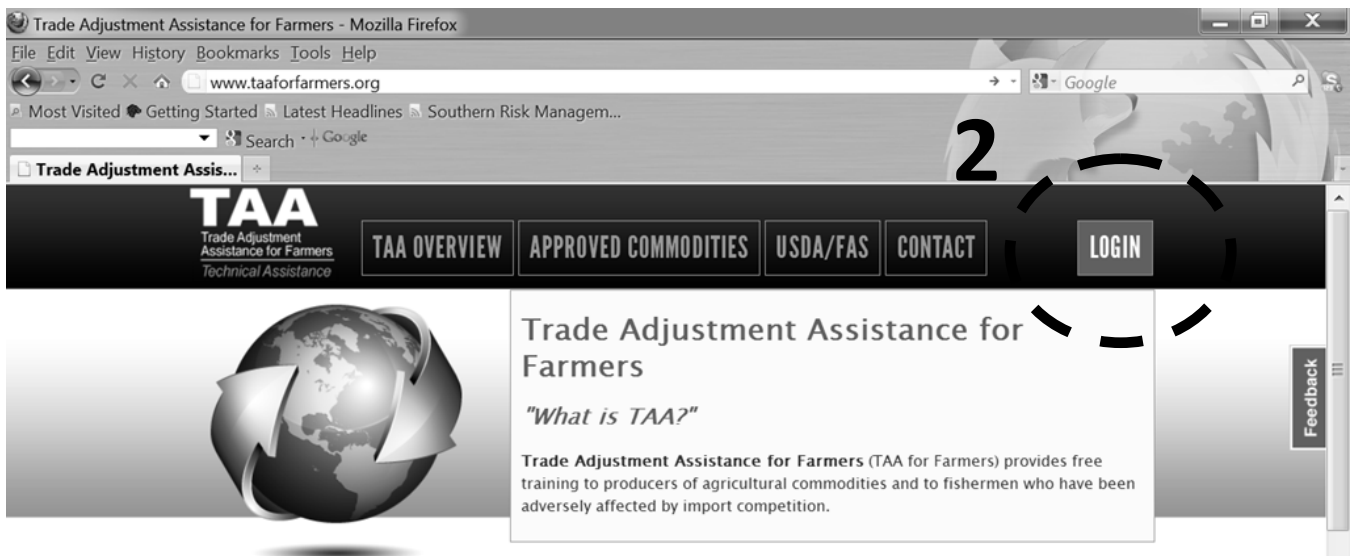


How to Navigate the www.TAAforFarmers.org Website

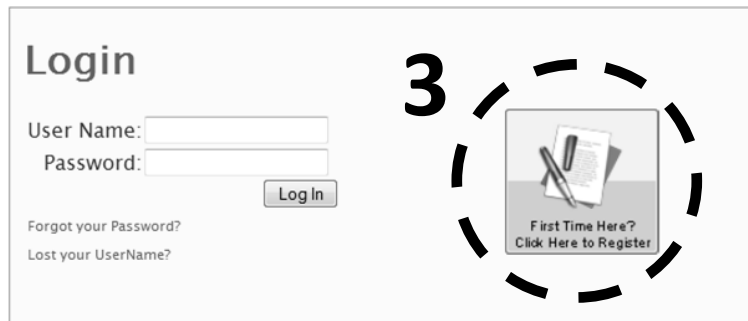
Step 1. In your internet browser's address bar, type in the address: www.TAAforFarmers.org and hit "Enter"



Step 2. With your mouse pointer (☞), click "LOGIN" at the top right side of the webpage



Step 3. With your mouse pointer, click the button labeled "Click Here to Register"

A screenshot of the login and registration form. The form includes fields for "User Name:" and "Password:", a "Log In" button, and links for "Forgot your Password?" and "Lost your UserName?". A dashed black circle is drawn around a button labeled "First Time Here? Click Here to Register", and a large number "3" is placed to its left.

Step 4. To register for an account ... Type in your information EXACTLY as it appears on your FSA 229-1 form – the form you filled out to participate in the TAA for Farmers program at your local FSA office. Select the commodity Also required are the last four digits of your Tax ID number. Then, click “Register”.

Register

In order to register to access the Technical Training Assistance for Farmers program on-line, your application must have been submitted, processed, and entered into the system. Please note: participants will not appear in the system until the application deadline has passed. If the application deadline for your commodity has just passed and the system is not finding you, please try again in a few days.

Please enter the following information exactly as you entered it on your application:

First Name:

Last Name:

OR

Business Name:

AND

Commodity:

Zip Code:

Last 4 Digits of Tax ID Number:

4

Step 5. To establish a username and a password ... Enter a user name and click “Check Availability” to make sure the user name is available. Once you have selected a user name, set up a password (choose any password you want) and enter your password a second time. Next, set up a security question and answer. This will allow you to get back into the system in the event that you forget your user name or password. You need to write your own question (it can be any question you want) and answer. Then click “Create User”.

Register

Record found. Please fill in the following information to create your account.

Please note: passwords must be at least six characters in length. All fields below are required.

Create your account **5a**

UserName:

Password:

Confirm Password:

Security Question:

Security Answer:

5b

Step 6. NOW YOU ARE REGISTERED! (If you have NOT been able to successfully register, please contact the site administrator at the Center for Farm Financial Management (612) 624-7585 or email info@TAAforFarmers.org). Anytime you want to login to your TAA for Farmers online account, just follow the instructions in Step 1 above to get to the login screen. Enter your user name and password and click “Log In”



 A screenshot of the login page. The word "Login" is at the top left. Below it are two input fields: "User Name:" and "Password:". To the right of the password field is a "Log In" button. Below the input fields are two links: "Forgot your Password?" and "Lost your Username?". To the right of the login form is a button that says "First Time Here? Click Here to Register". A large, dashed black circle with the number "6" is drawn around the "User Name:" and "Password:" fields.

Step 7. Going to Your “My Home” page. Once you have registered and logged in, you will be on your “My Home” page. On this page you can edit your information, monitor your progress towards completion of the TAA for Farmers program and also view available courses. If you plan to complete your training requirements online, **YOU GO HERE TO COMPLETE YOUR INITIAL ORIENTATION AND INTENSIVE TRAINING COURSES ONLINE.**



[CHANGE USER INFO](#)

My Home

Participant Info

James L. Barrister
104 Richards Rd.
Texarkana, TX 77065-3125
Phone: 612-987-4089
Email: connect@connect.com
UserName: jlbarr

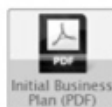
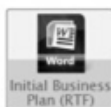
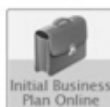
Initial Orientation

Status: Completed (Details)

[Available Workshops](#)

Initial Business Plan

Status: Pending



Application

Status: Approved
Commodity: 2010003: Asparagus
Application received: Tuesday, January 19, 2010
Entered into system: Sunday, May 16, 2010

Intensive Training

Status: Pending (Details)
2.00 hours completed out of 12 required.

[Available Workshops](#)

Long Term Business Plan

Status: Pending



Step 8. Completing Initial Orientation Online. You MUST complete Initial Orientation by December 22, 2010. You have two options for completing this requirement: 1) attend an Initial Orientation event in your area OR 2) **complete the Initial Orientation online on the www.TAAforFarmers.org website.** The following instructions will provide step by step directions on how to complete this simple process.

From your “My Home” webpage (described in Step 7) under Initial Orientation ... click “Available Workshops”. You will see a list of locations and available workshops as well as a button for “Initial Orientation Online”. Click this button to begin the process the Initial Orientation Online training.

8a. View the Welcome page video that explains the TAA for Farmers Online Training Website. Notice the menu on the left side of the screen, circled below. Each item on the menu (Overview, Commodity Portion, and Evaluation) represents a step that must be completed to finish and get credit for Initial Orientation.



The screenshot displays the 'TAA Initial Orientation' website. At the top left, the 'TAA' logo is visible with the text 'Trade Adjustment Assistance for Farmers' and 'Technical Assistance' below it. A navigation menu on the left side is circled with a dashed line and contains the following items: 'Welcome', 'Overview', 'Commodity Portion', and 'Evaluation'. The main content area features a video player with the title 'TAA Initial Orientation' and the text 'Welcome' and 'This section will show you how to navigate this TAA for Farmers Online Training website.' The video player shows a black screen with the text 'How to navigate the TAA for Farmers Online Training website' in white. The video player controls at the bottom indicate a duration of 0:03 / 1:46.

8a

Step 8 Continued. Completing Initial Orientation Online.

8b. Click the “Start” button (beginning with Introduction and Overview) for each of the sections of the Initial Orientation. **YOU MUST CLICK AND VIEW THE VIDEO FOR EACH SECTION!!!** If you do not complete each section, you will not be given credit for Initial Orientation and will not be able to continue in the program.

8b

You must complete all sections of the training to get credit

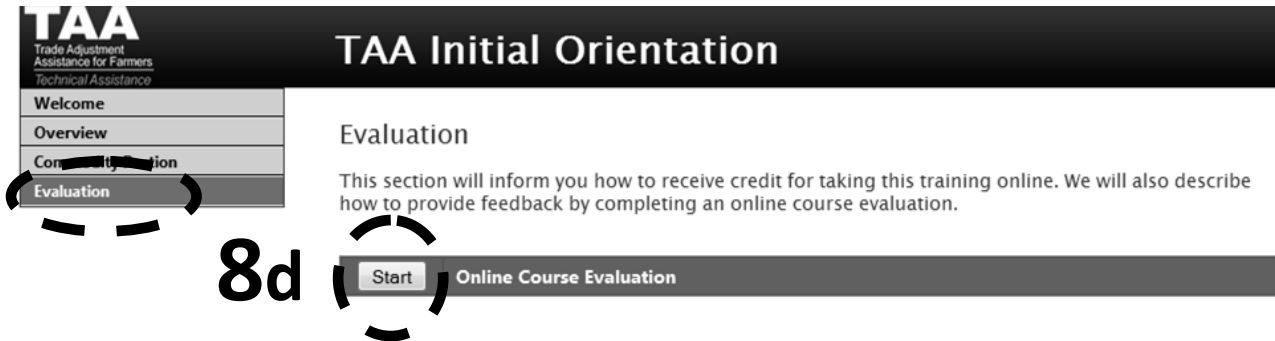
8c. Once you have completed all sections of the Overview, click “Commodity Portion” from the menu on the left. Click “Start” and view the Shrimp Situation and Outlook or “Commodity Portion” of the Initial Orientation. **YOU MUST COMPLETE THIS SECTION TO GET CREDIT AND CONTINUE WITH THE PROGRAM.**

8c

Step 8 Continued. Completing Initial Orientation Online.

8d. Now that you have completed all sections of the “Overview” and “Commodity Portion” of the Initial Orientation, you **MUST COMPLETE THE EVALUATION TO RECEIVE CREDIT FOR THE INITIAL ORIENTATION.**

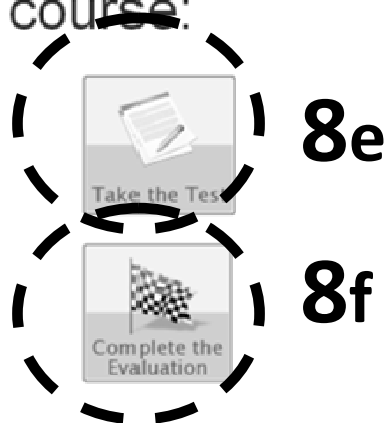
Click “Evaluation” on the menu on the left side of the screen then click “Start” to view the Evaluation.



8e and 8f. There are two parts to the “Evaluation”. **YOU MUST 1) TAKE THE ONLINE QUIZ AND 2) COMPLETE THE COURSE EVALUATION TO COMPLETE THIS SECTION OF THE INITIAL ORIENTATION.** Once you have completed both these two final requirements, you have successfully completed your Initial Orientation requirement. You can check that you have received credit for the Initial Orientation (and all trainings either online or in person) by visiting your “My Home” page (see Step 7).

After you have completed this course:

– Take the online quiz



– Complete the course evaluation

Congratulations!!! You have just finished your Initial Training online!!

If you experience any issues with registering or accessing online training on the TAAforFarmers.org website, please contact the site administrator at the Center for Farm Financial Management (612) 624-7585 or email info@TAAforFarmers.org

Also contact the Southern Risk Management Education Center at 501-671-2165 or email srtaa@uark.edu for help.