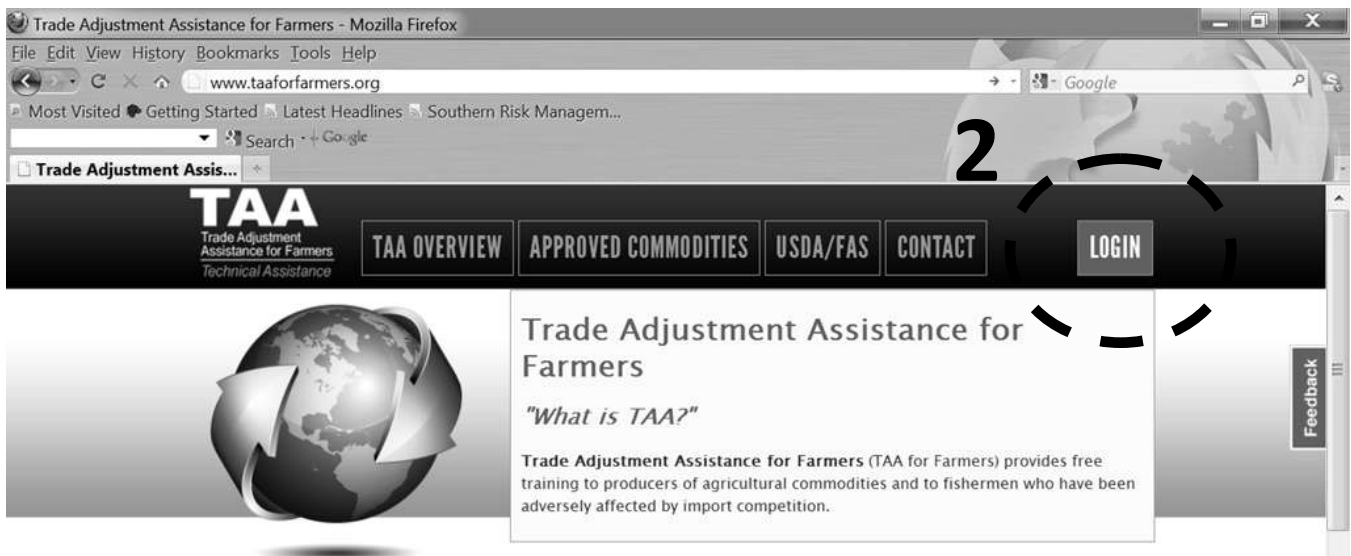


How to Navigate the www.TAAforFarmers.org Website

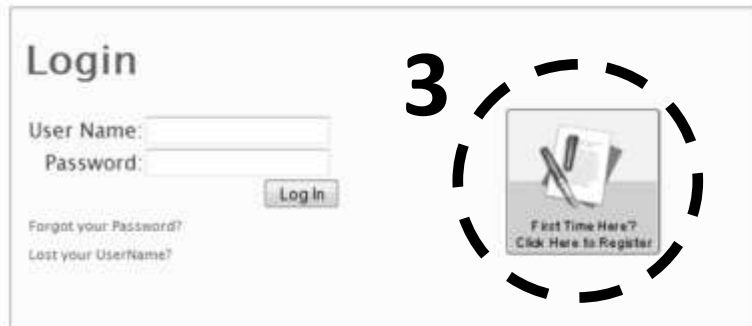
Step 1. In your internet browser's address bar, type in the address: www.TAAforFarmers.org and hit "Enter"



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"



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: John
Last Name: Doe
OR
Business Name: _____
AND
Commodity: Shrimp (Apply Before Sept 24) ▼
Zip Code: 99201
Last 4 Digits of Tax ID Number: ****
Register

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

UserName: _____ Check Availability
Password: _____
Confirm Password: _____
Security Question: _____
Security Answer: _____

5a

5b

Create User

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 "First Time Here? Click Here to Register" button. 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 March 23, 2011. 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.

Step 8a. Once you have clicked the button “Take Online” you will be taken to the Initial Orientation Online main page where the Four required steps that MUST be completed to earn credit are described.

TAA
Trade Adjustment
Assistance for Farmers
Technical Assistance

MY HOME CONTACT US LOGOUT

CHANGE USER INFO

Initial Workshops

Workshop	City	State	Date/Time
Initial Orientation - Asparagus			Online Course

Take Online

8a

<-- Back

Step 8b. There are four steps that must be completed to receive credit for the Initial Orientation via the website.

Step 1: Complete the Pre-Evaluation - Before you begin the course, you must complete the Pre-Evaluation

Step 2: View the Course - You must complete the Pre-Evaluation before you can visit the course

Step 3: Take the Quiz- The "Take the Quiz" button will be available once you have gone through the course

Step 4: Complete the Evaluation- The "Complete the Evaluation" button will be available once you pass the quiz

TAA
Trade Adjustment Assistance for Farmers
Technical Assistance

MY HOME
CONTACT US
LOGOUT

CHANGE USER INFO

Initial Workshops

Initial Orientation – Asparagus 8b

Initial orientation will provide an overview of TAA, including training and cash benefits for eligible producers, requirements to receive benefits, and provide information so you can decide if you want to participate in the TAA program. The initial orientation will also provide a brief outlook specific to your commodity, and provide information on upcoming workshops.

Step 1

Begin
Pre-Evaluation

Before you begin the course, you must complete the Pre-Evaluation. 8c

Step 2

Go to this
Workshop

You must complete the Pre-Evaluation before you can visit the course. 8d

Step 3

Take the Quiz

The "Take the Quiz" button will become available once you have gone through the course. 8e

Step 4

Complete the
Evaluation

The "Complete the Evaluation" button will become available once you have passed the quiz. 8f

8c. Click the "Begin Pre-Evaluation" button (below, Step 1). You must complete the pre-evaluation form before you can move on to Step 2 and view the workshop training. Answer the short series of questions in the Pre-Evaluation and then you will be able to move on to Step 2.

8d. Once you have clicked the "Go to this Workshop" button (shown above) View the Welcome page video that explains the TAA for Farmers Online Training Website.

TAA
Trade Adjustment Assistance for Farmers
Technical Assistance

Initial Orientation: Asparagus

Welcome
Overview
Asparagus Outlook
Evaluation

Welcome

To receive credit for Online Training, please make sure that you are logged in to your TAA for Farmers account.

This section will show you how to navigate a TAA for Farmers Online Training website
Play the movie below to get started.

8d

How to use TAA Online Training

Click here to begin

Step 8 Continued. Completing Initial Orientation Online.

8d Continued. Once you've viewed the welcome video, select from the menu at left "Overview" and then 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.**

TAA
Trade Adjustment Assistance for Farmers
Technical Assistance

Welcome
Overview
Commodity Portion
Evaluation

TAA Initial Orientation

Overview

The initial orientation will provide a brief background of TAA, explain potential TAA benefits for applicants, identify requirements to receive training and payments, and provide you with enough information to make a decision on whether you want to continue to participate in the TAA program.

- Start Introduction and Overview
- Start Phase 1 - Initial Orientation
- Start Phase 2 - Intensive Technical Assistance
- Start Phase 3 - Initial Business Plan
- Start Phase 4 - Long Term Business Plan
- Start Benefits Summary
- Start www.TAAforFarmers.org
- Start Registering for www.TAAforFarmers.org
- Start Using www.TAAforFarmers.org

8d
You must complete all sections

Once you have completed all sections of the Overview, click the Commodity Specific portion of the Initial Orientation (it will list your commodity, Asparagus, Shrimp, Catfish, etc.). For example, for a catfish applicant, your option on the left menu would read "Catfish Outlook". Click the "Outlook" button from the menu on the left. Click "Start" and view the Situation and Outlook for your commodity. **YOU MUST COMPLETE THIS SECTION TO GET CREDIT AND CONTINUE WITH THE PROGRAM.**

TAA
Trade Adjustment Assistance for Farmers
Technical Assistance

Welcome
Overview
Commodity Portion
Evaluation

TAA Initial Orientation

Commodity Portion

This section will provide a brief discussion on your commodity's outlook as well as a short discussion on opportunities to improve production and efficiencies, alternative marketing opportunities, and an evaluation of alternative enterprises.

- Start Shrimp Situation and Outlook

8d

Step 8 Continued. Completing Initial Orientation Online.

8e. Click the “Take the Quiz” button. Now that you have completed all sections of the “Overview” and “Commodity Portion” of the Initial Orientation, you **MUST COMPLETE THE QUIZ TO RECEIVE CREDIT**. Answer all of the questions then click the “Submit My Answers” button at the bottom of the screen. You must answer a certain number of questions correctly to move on to Step 4 and you will be prompted to go back and retake the quiz until you get the required number of questions answered correctly.

TAA
Trade Adjustment
Assistance for Farmers
Technical Assistance

MY HOME CONTACT US LOGOUT

CHANGE USER INFO

Workshop Quiz 8e

1 How many training phases are there in the TAA program?

2

3

4

5

2 How many questions does the Initial Business Plan have?

3

4

5

6

3 There has been an increase in asparagus acres planted in the U.S. since 1990

True

False

8f. Click the “Complete the Evaluation” button. **YOU MUST COMPLETE EVALUATION TO RECEIVE CREDIT FOR THE INITIAL ORIENTATION**. Follow the on-screen instructions to complete the evaluation. Once submitted, you will be taken back to the main Initial Orientation page where you will confirm that you have complete all four of the required steps. If you have successfully completed Initial Orientation, the screen will appear as shown here:

Note that a check () is listed on each step that has been successfully completed.

Online Initial Workshop

Initial Orientation – Asparagus

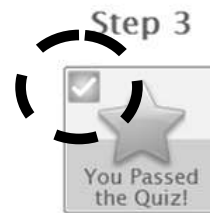
Initial orientation will provide an overview of TAA, including training and cash benefits for eligible producers, requirements to receive benefits, and provide information so you can decide if you want to participate in the TAA program. The initial orientation will also provide a brief outlook specific to your commodity, and provide information on upcoming workshops.



You have visited the Pre-Evaluation. If you were not able to complete the evaluation, click to return and finish entering your answers.



Click at any time to review this course.



You have passed the quiz!



You have visited the Evaluation and completed the requirements for this online course. If you were not able to complete the evaluation, click to return and finish entering your answers.

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, Phone: (612) 625-1964
Web: www.cffm.umn.edu
Email: info@TAAforFarmers.org

Also contact your Risk Management Education Center:

Southern Risk Management Education Center
University of Arkansas Division of Agriculture
Phone: (501) 671-2165 email: srtaa@uark.edu
Web: srmece.uark.edu

North Central Risk Management Education Center
University of Nebraska - Lincoln Extension
Phone: (800) 535-3456
Web: www.ncrme.org

Northeast Center for Risk Management Education
University of Delaware Cooperative Extension
Phone: (302) 831-6540
Web: www.necrme.org

Western Center for Risk Management Education
Washington State University Cooperative Extension
Phone: (509) 477-2168
Web: westrme.wsu.edu