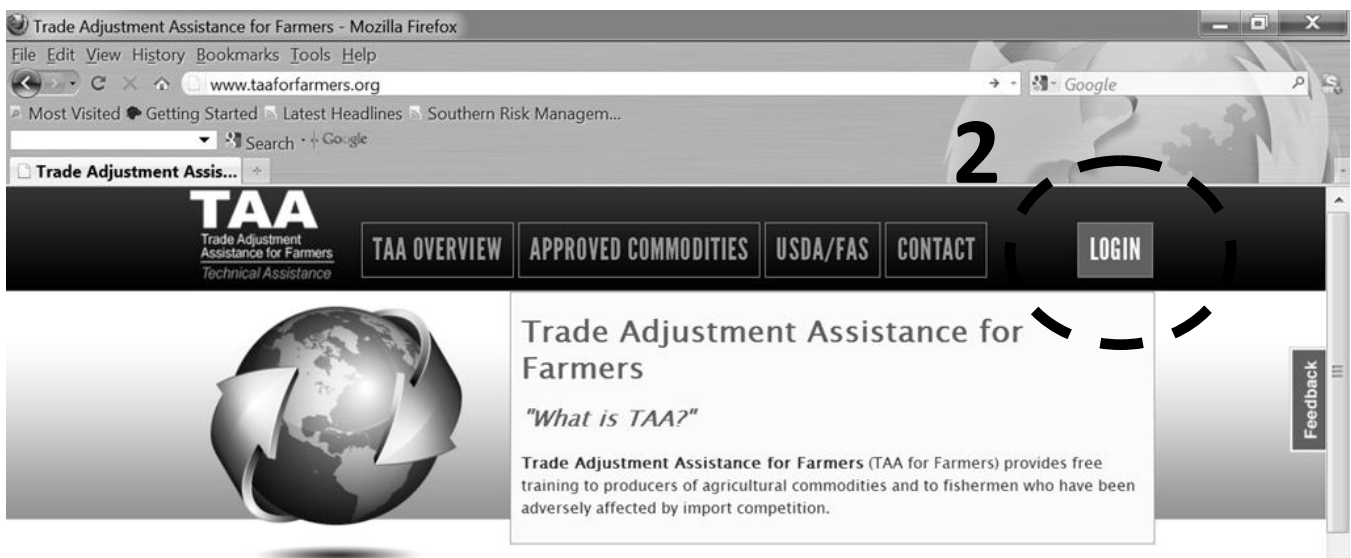


How to Navigate the www.TAAforFarmers.org Website

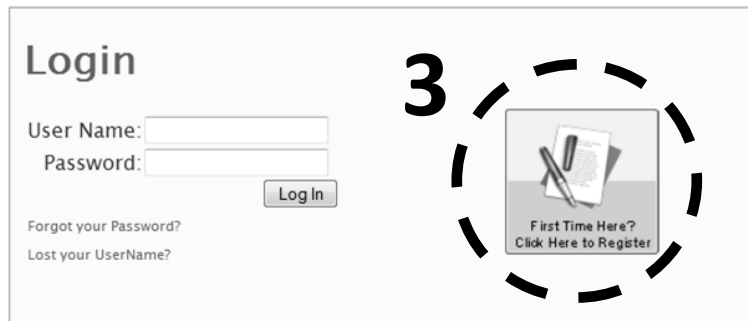
Step 1. In your internet browser's address bar, type in the address: www.TAAforFarmers.org and hit "Enter"



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 page on the TAA website. The page title is "Login". It contains a "User Name:" field, a "Password:" field, and a "Log In" button. Below the password field, there are links for "Forgot your Password?" and "Lost your UserName?". To the right of the login form, there is a button with a document icon and the text "First Time Here? Click Here to Register". This button is circled with a dashed black line and the number "3" 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: **4** Lobstermen will choose 'Lobster' in the Commodity Line

Zip Code:

Last 4 Digits of Tax ID Number:

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:

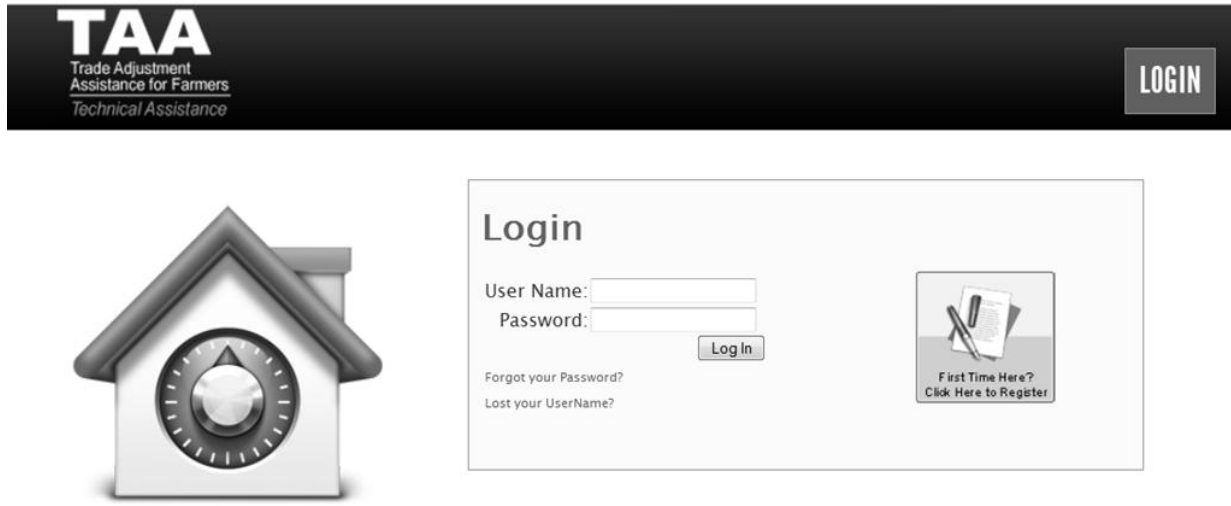
Confirm Password:

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"



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.**

There are 4 steps in completing Orientation on line:

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

REMEMBER: All orientations for Lobstermen must be completed, either on line or in person, by March 23, 2011!

For questions on Logging in, creating an account or completing Orientation on line:

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