On-line (Moodle) User Guide

Step 1: Go to CAFRE Homepage - https://www.cafre.ac.uk/ **Click on the "CAFRE Online/Moodle" on the black bar at the top of the screen.**
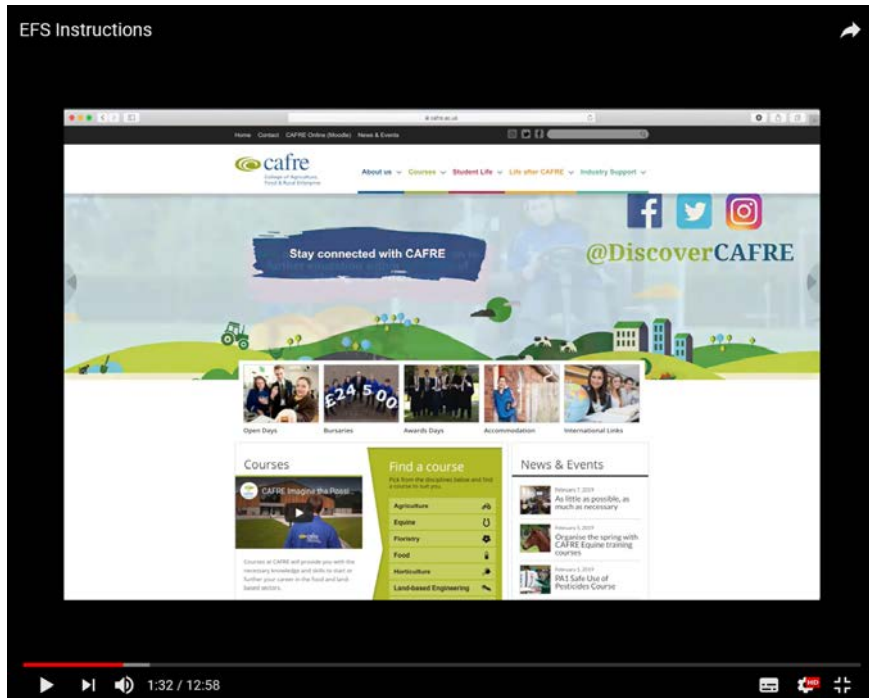
Step 2: Please enter your Username and Password details
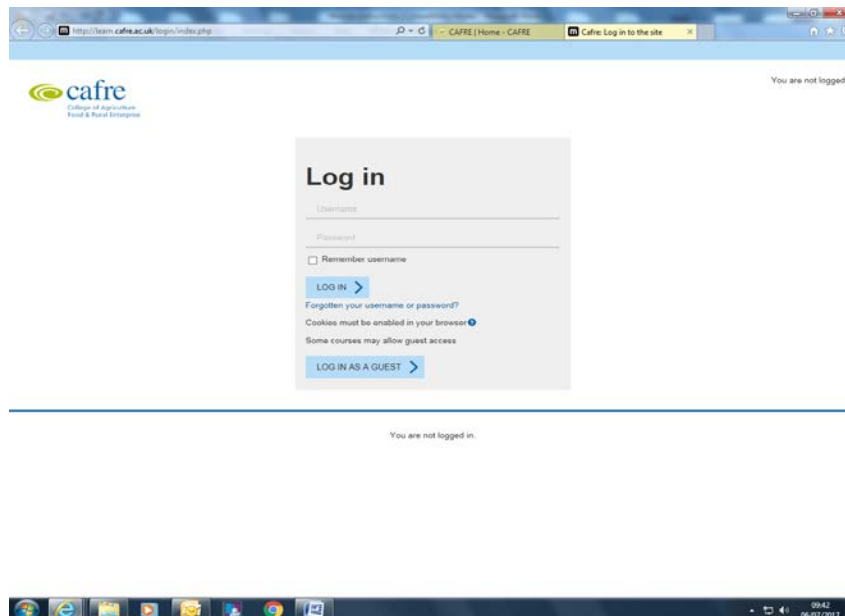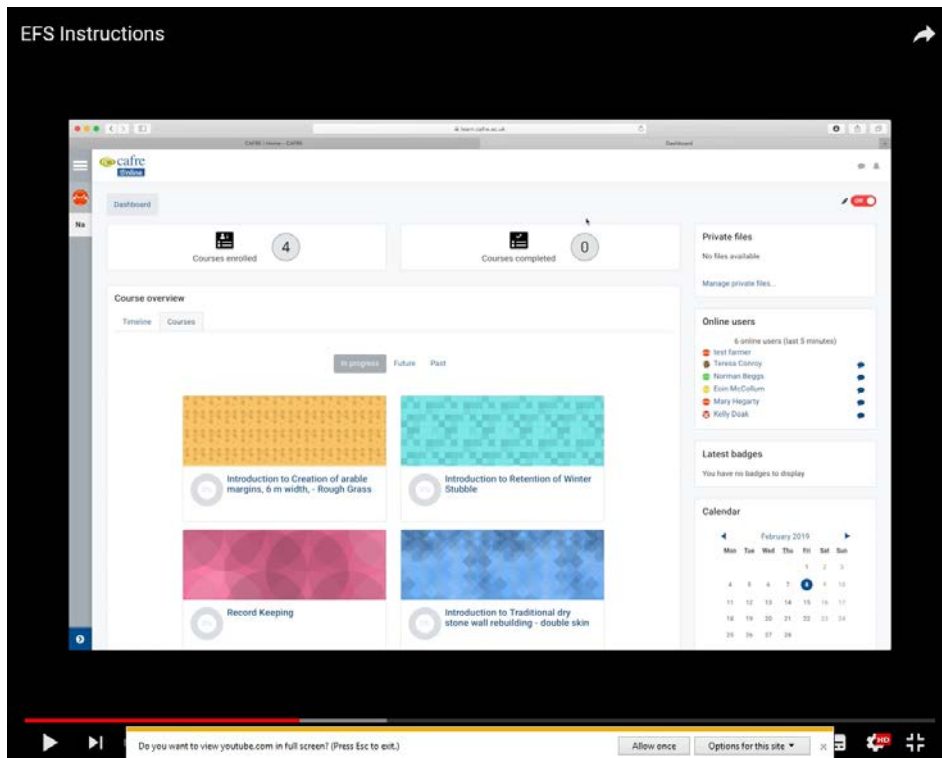

**Username:** This is your six figure Farm Business Id
Password: This is Passwordxxx, where xxx are the last three characters of your Postcode.
Left click on the bar "Log in"

Step 3: Your specific EFS options will be listed as the example below shows. Click on the coloured boxes to access the training.


Step 4: Click on each Option and Capital Item in turn. Complete the **Lesson** and **Questions** and read the **Information Sheet** for each **Option** and **Capital Item**. Please note, you must complete the training for all of your modules or it will affect your EFS payment.
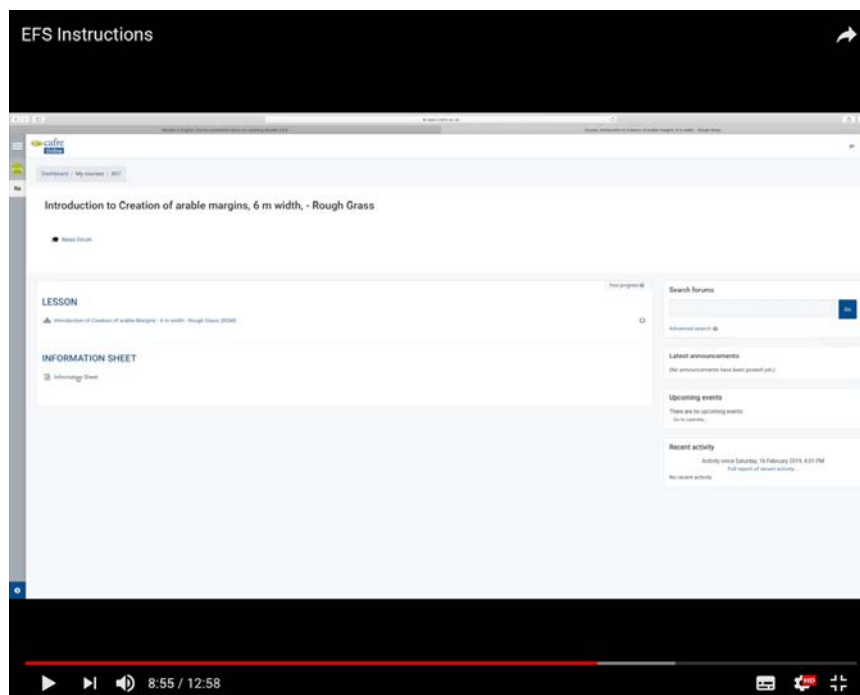
Step5: Click on the Lesson – Record Keeping in this example. Click the maximise screen button on bottom right hand corner of video and then click on the play arrow in the middle of the screen.
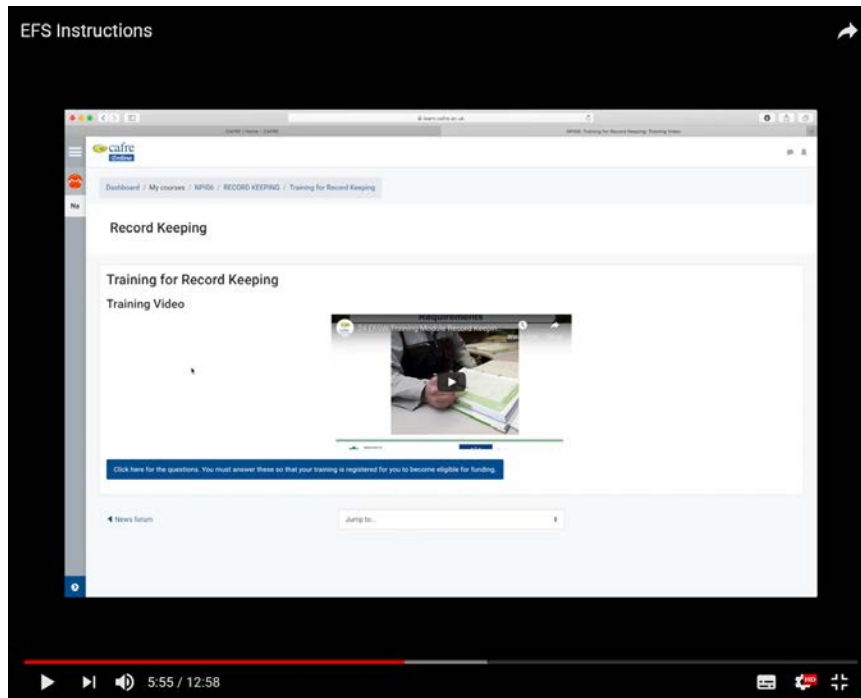

Step 6: Once you have completed the Lesson click the "Click here for the Questions" button. You must answer these questions (usually four) so that your training is registered and you become eligible for funding.
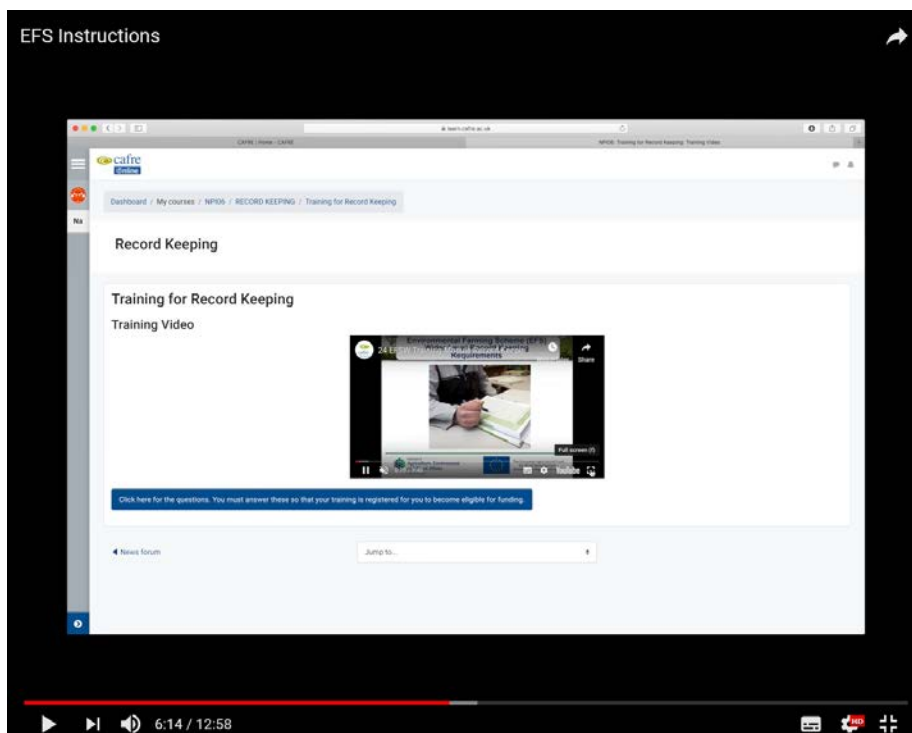
Step 7: Be sure to click on the final bar below the questions. This makes a permanent record that you have completed the training for this module and will be used to confirm your EFS payments.
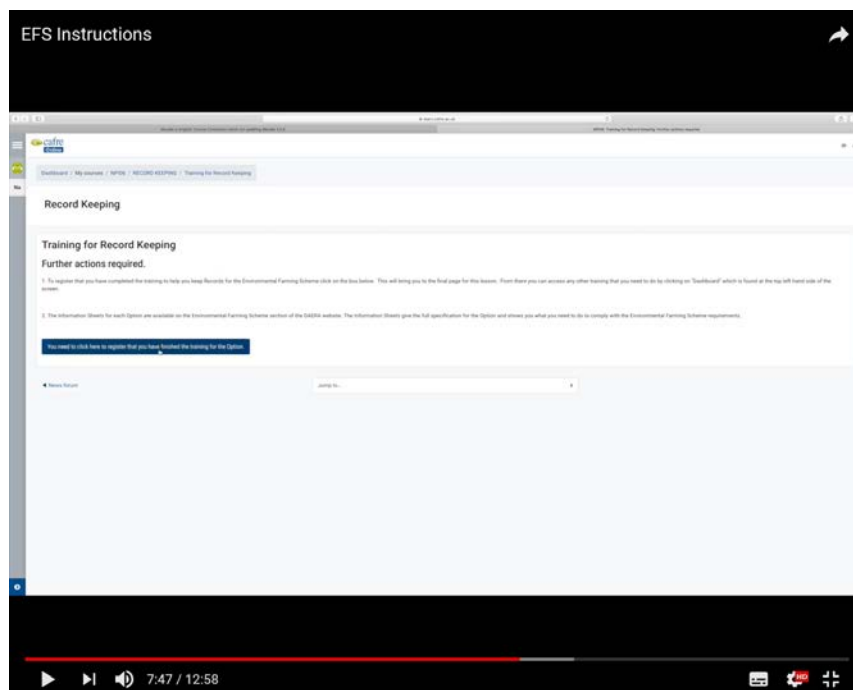
Step 8: Go to the Dashboard (top LHS). This shows you have completed 1 course (top right) and you will receive a badge (bottom right)
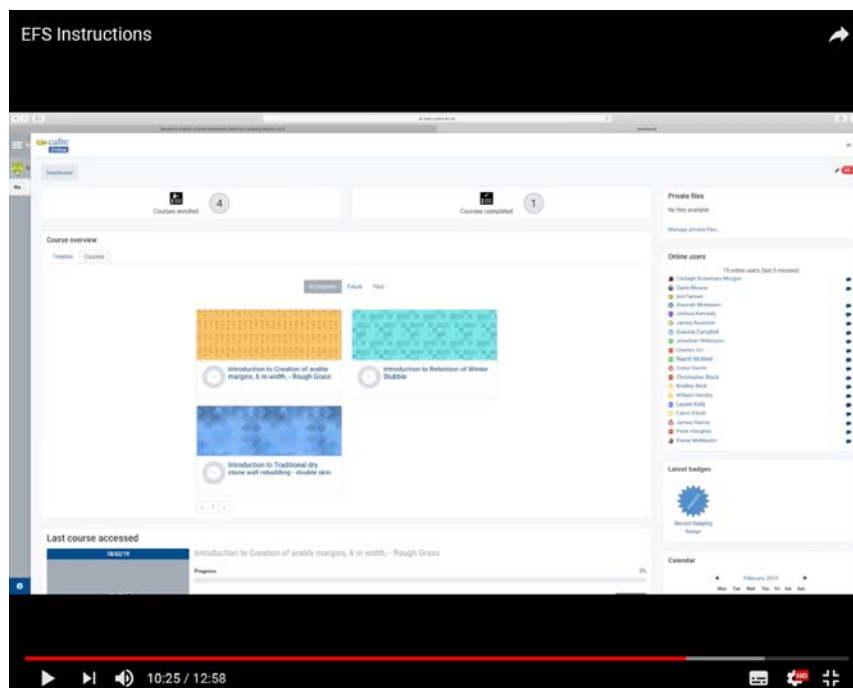
Step 9: To log out go to the top left, click on your name, click log out