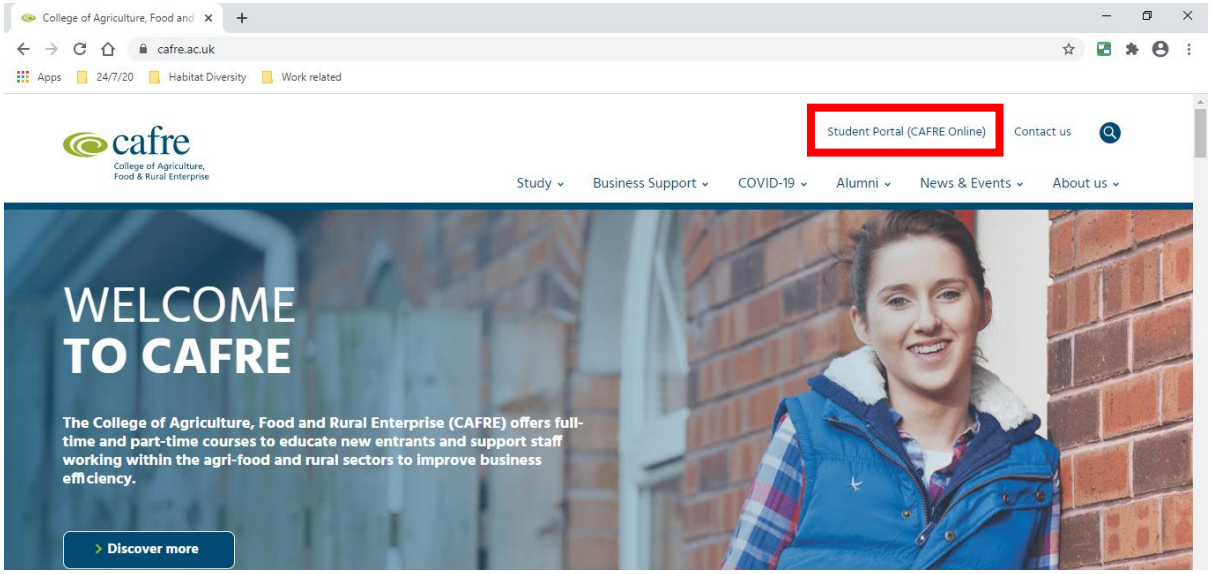
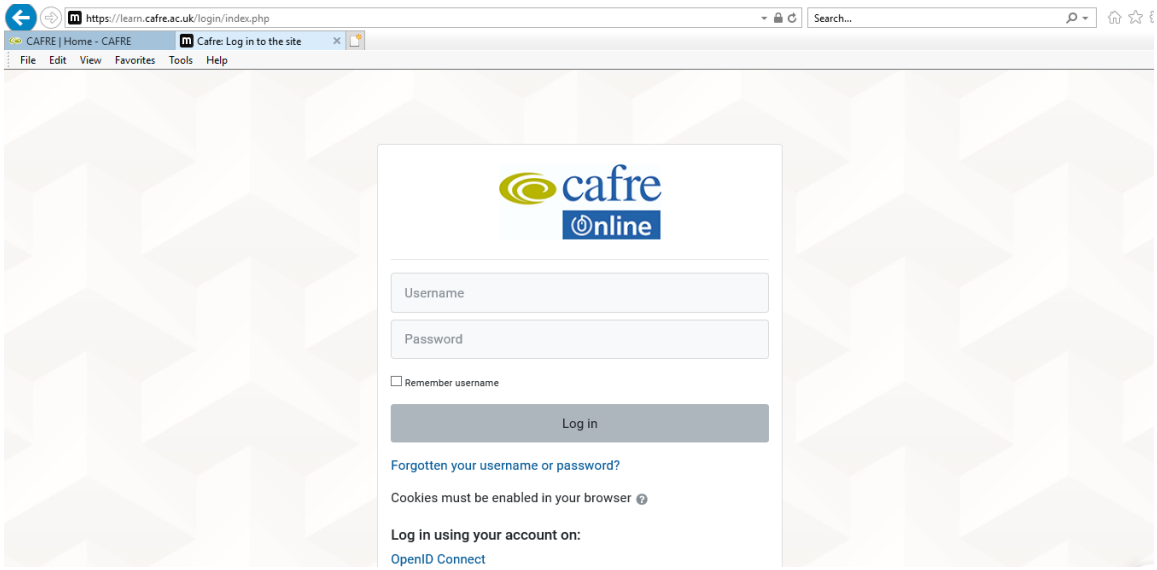
Guide 1: Student Portal (CAFRE Online) User Guide

Step 1: Go to CAFRE Homepage - www.cafre.ac.uk Click on the "Student Portal (CAFRE Online)" which is located in the top right of the screen (Highlighted in red below)



Step 2: Please enter your Username and Password details.



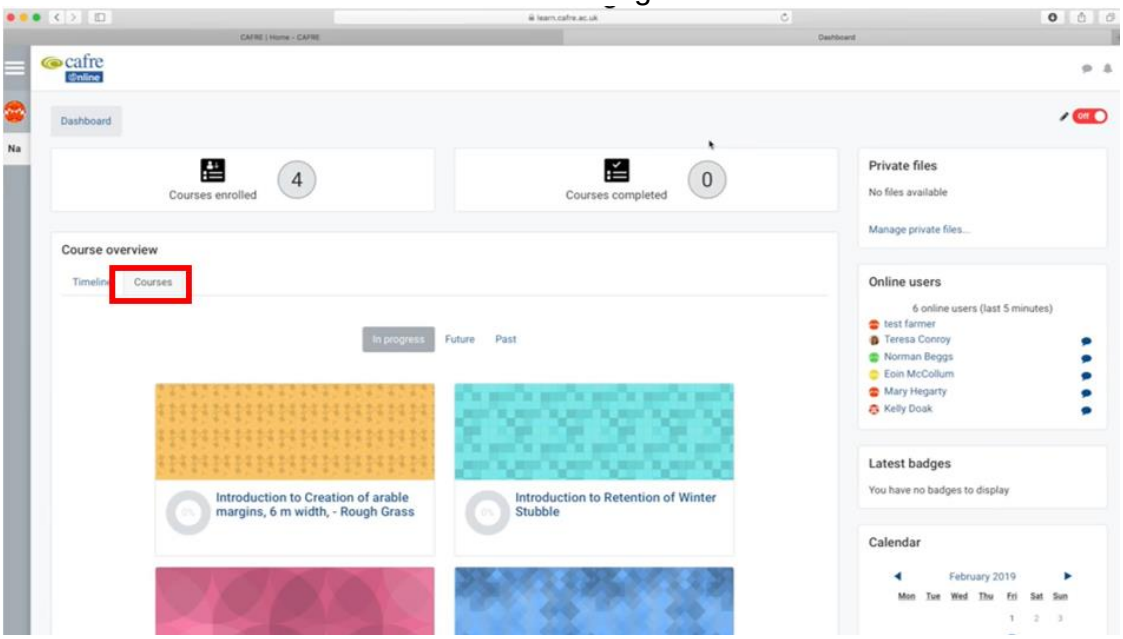
Username: This is your six figure Farm Business ID (it always starts with 6)

Password: Your Password is Passwordxxx where xxx are the last three characters of your postcode. For example for postcode BT41 4PS, the password will be Password4PS. Please note the password is case sensitive e.g. please use both capital and lower case letters where applicable as shown in the example password. When you log in for the first time, you will be prompted to change your password. Make sure you remember this new password.

Then left click on the bar "Log in".

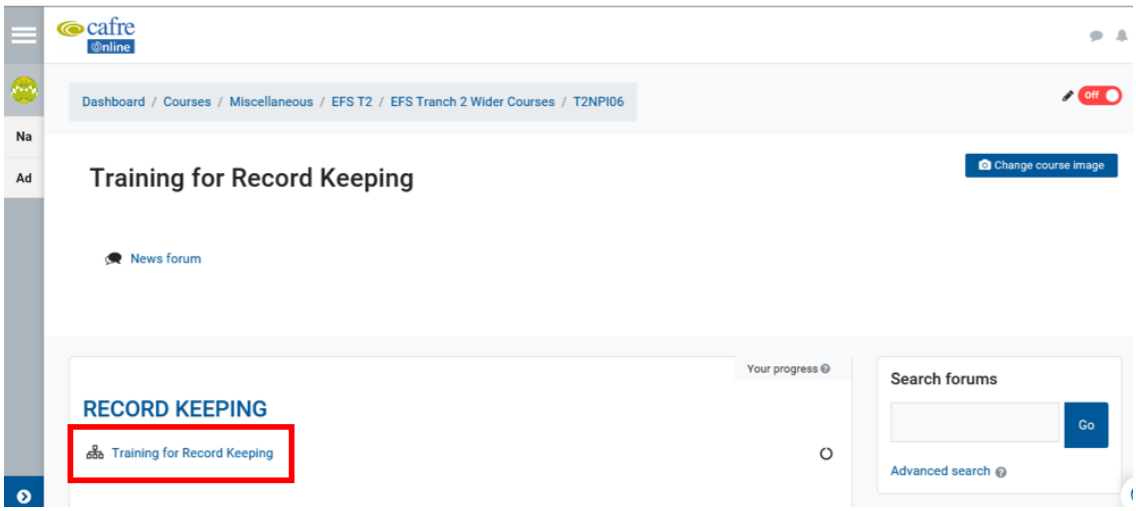
Step 3: Your specific EFS options will be listed as the example below shows. If there are no courses displayed please ensure the courses button (highlighted in the red box) has been clicked.

Click on each coloured box to access the training.

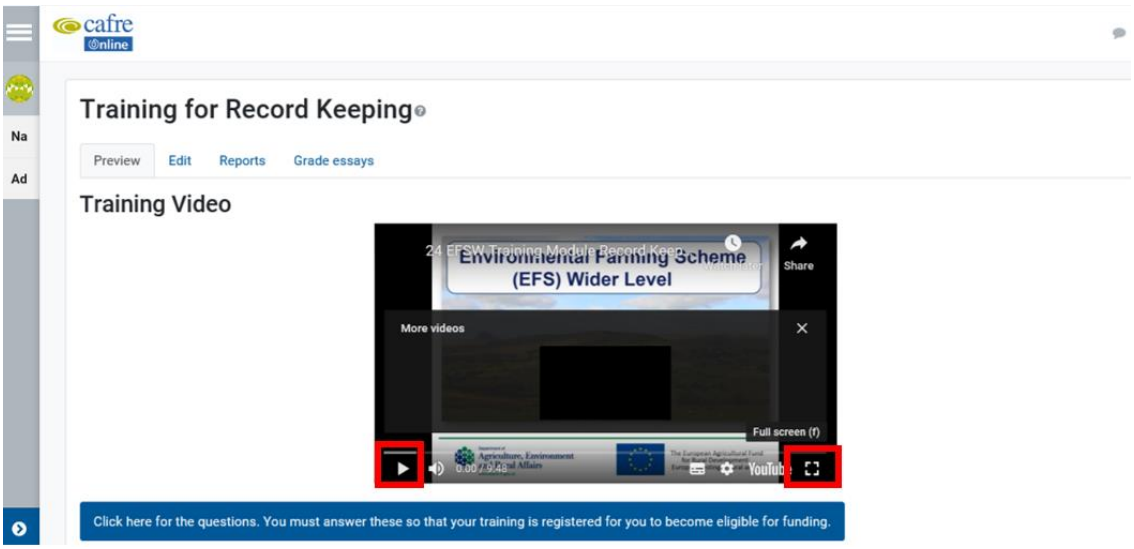


Hint: To register your training as complete you must watch the entire video, answer the questions correctly and read the **Information Sheet** for each **Option** and **Capital Item** which is listed on your dashboard. If all the training for each module is not completed or not registered as complete your EFS payment will be affected.

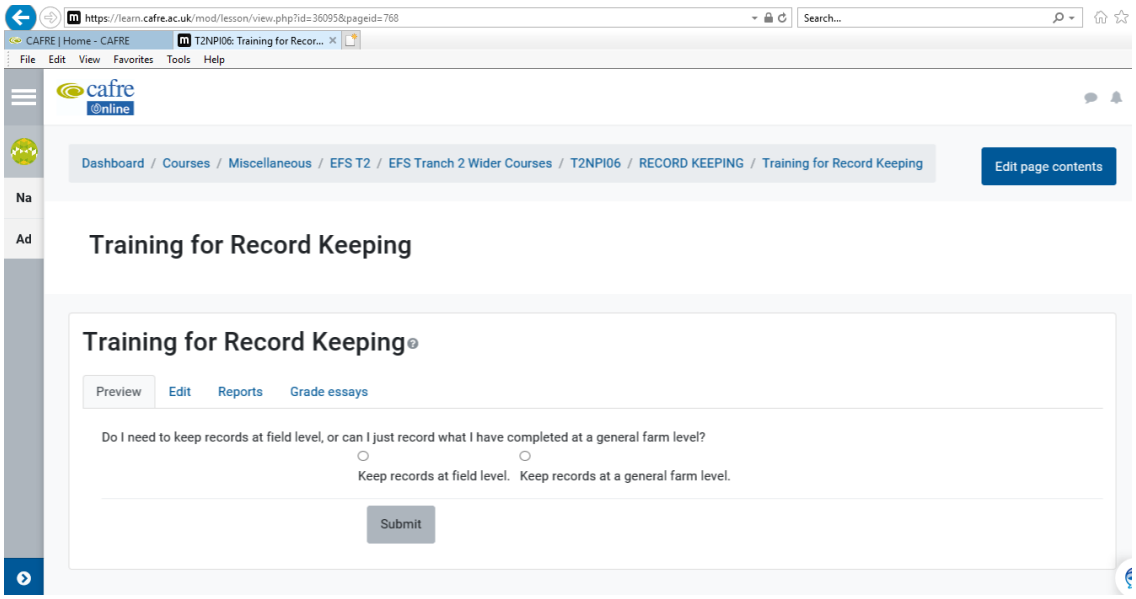
Step 4: The Lesson: Left click on the link (highlighted in the red box below)**.**



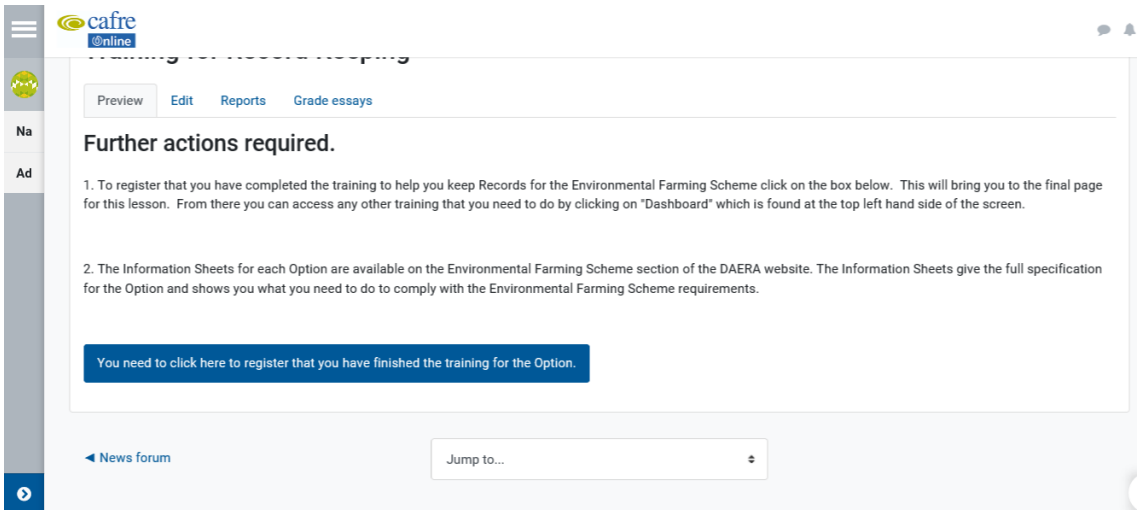
To maximise the video, click on the button in the bottom right hand corner of the video and then click on the play arrow. You must watch the entire video before answering the questions.



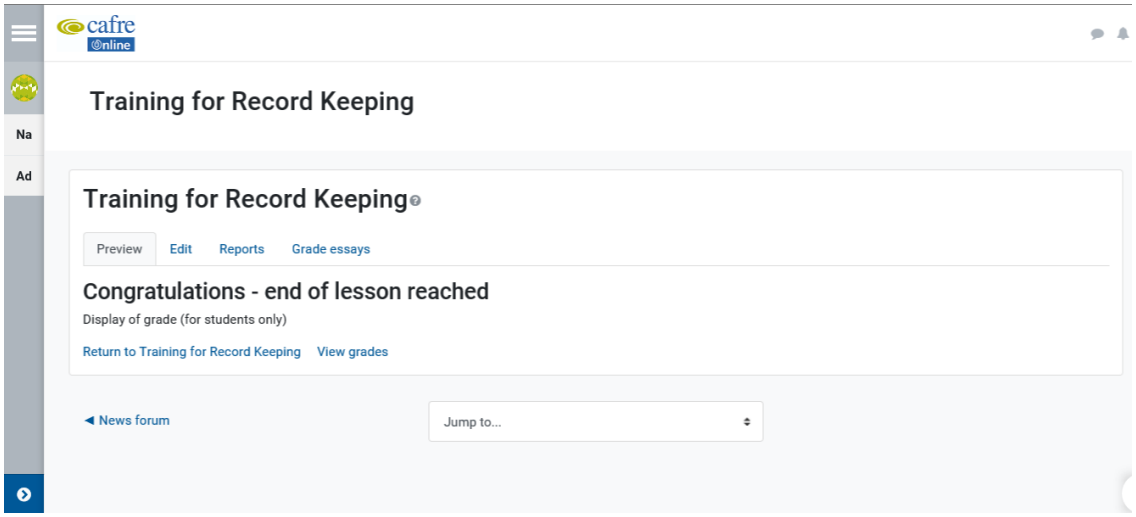
Step 5: Once you have watched the video, left click on "Click here for the Questions" button. You must answer the following questions to ensure your training is completed and registered allowing you to become eligible for funding. Once you've selected each answer, click the submit button. If you get a question wrong you will be able to answer again.



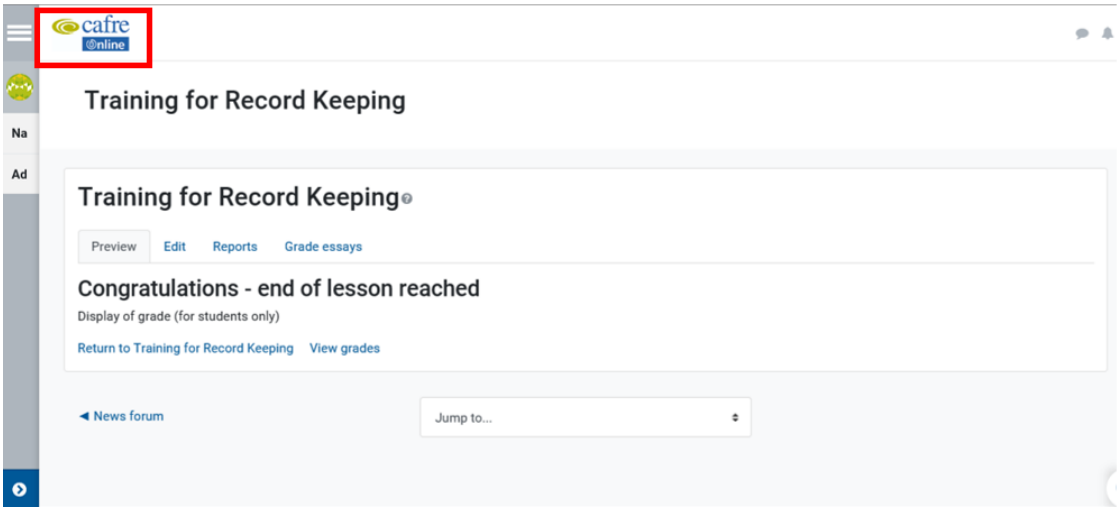
Step 6: Once you have answered all the questions correctly click on the "You need to click here to register" bar. This makes a permanent record that you have completed the training for this module and will be used to confirm your EFS payments.



Step 7: Once you have read the information sheet, watched the video, answered the questions and you have registered your training as complete you will see the below screen. This tells you that you have successfully completed your training for this module.

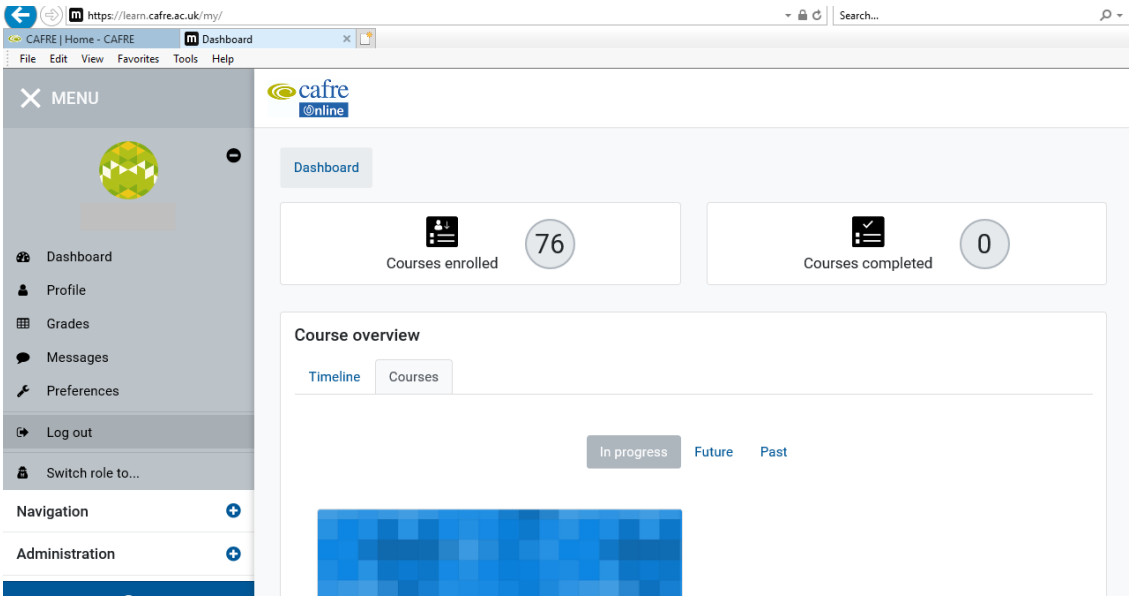


Step 8: Now return to your Dashboard. Do this by clicking on the CAFRE online logo in the top left corner of the screen. Your dashboard will now show you have completed one course (top right) and you will receive a badge (bottom right).



If you have other EFS options or coloured boxes displayed on your dashboard, you must complete the training for each option, please repeat the steps beginning at step 3 for each option on your dashboard.

Step 9: To log out; go to the top left, click on your name, click log out.

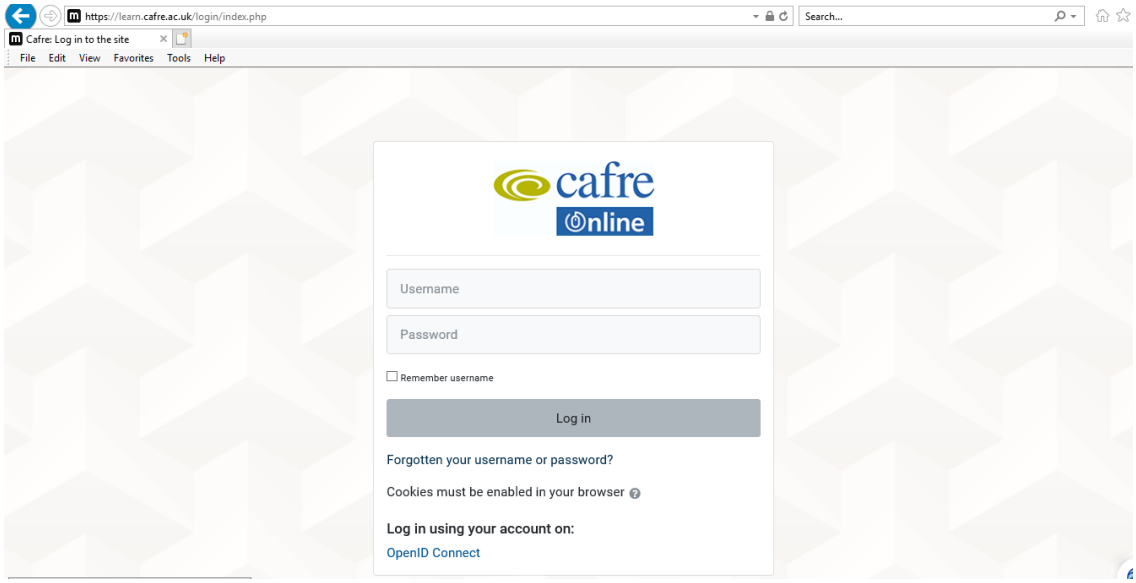


Step 10: Registration with CAFRE

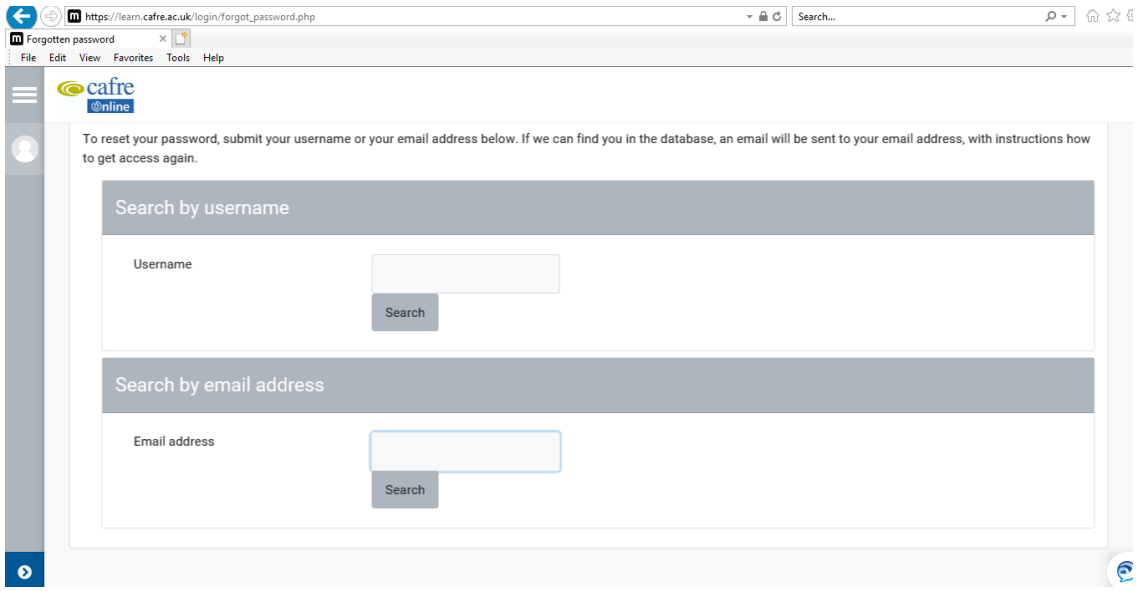
Using the email address which you registered with, to help complete our online student records can you please email enquiries@cafre.ac.uk to confirm your Farm Business ID Number, your name, your Date of Birth and to confirm receipt of the training instructions.

Guide 2: How to reset your password

Step 1: If you forget your username or password, please click on “Forgotten your username or password?” button.



Step 2: In the email address box (highlighted below), enter the email address that you registered with, the system will then send an email to this email address giving you a link to reset your password.

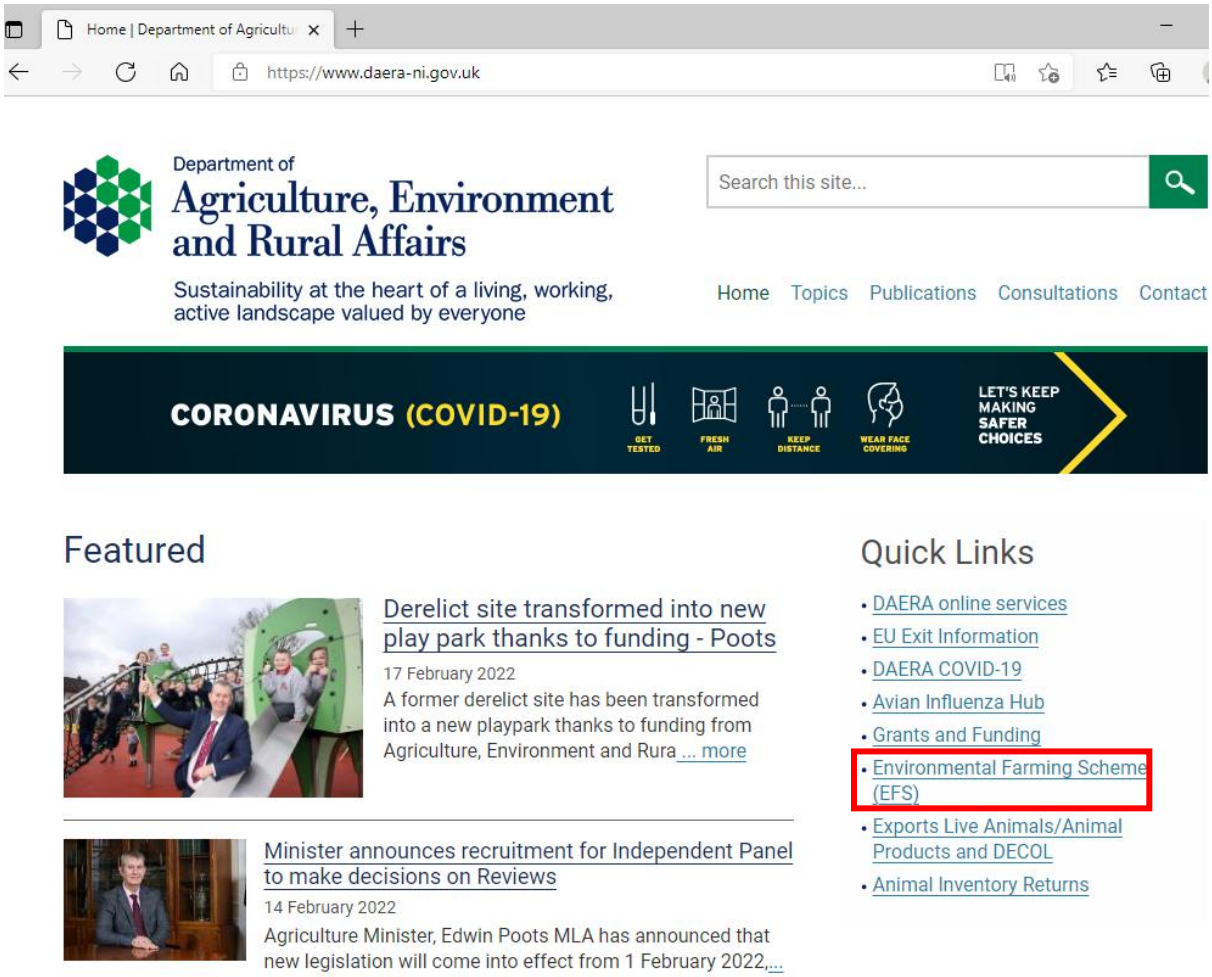


Step 3: Follow the instructions on the email.

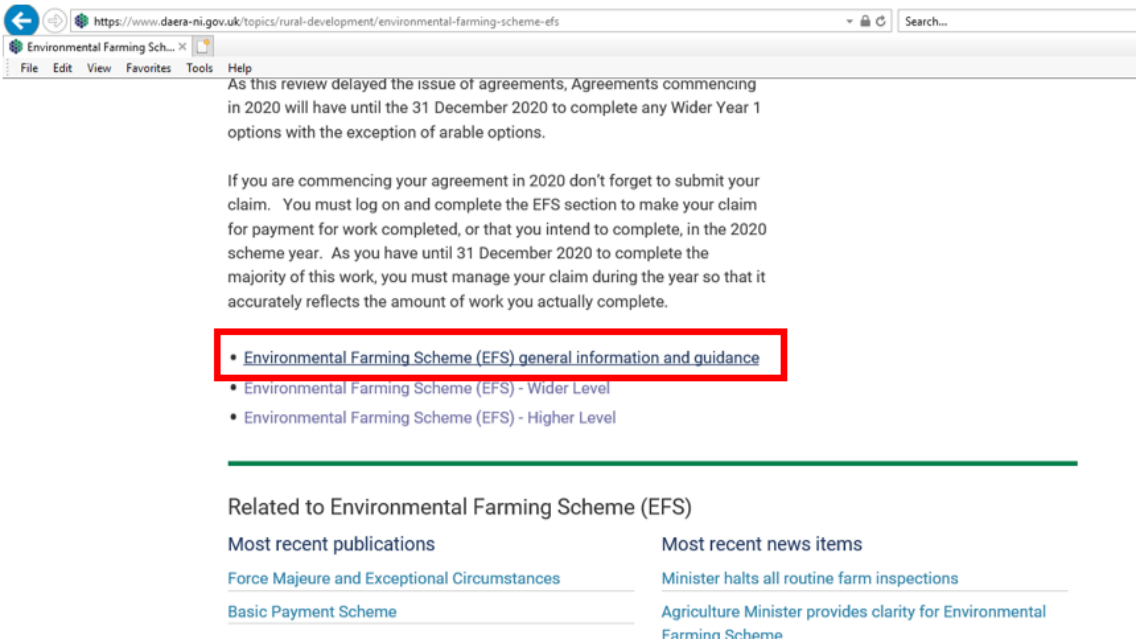
Please note: If you did not supply an email when making your EFS application, you will not receive a password reset email. If this is the case, please send an email to efs@daera-ni.gov.uk or phone 0300 200 7848 to get your password reset.

Guide 3: How to access a more detailed explanatory video:

Step 1: Go to www.daera-ni.gov.uk
Step 2: Once on the DAERA home page, click on Environmental Farming Scheme (EFS) which is located on the right in Quick Links.



Step 3: Scroll down until you find "EFS general information and guidance" section and left click.



Step 4: Once you've clicked, scroll down until you find a video. Watch this video for more information.