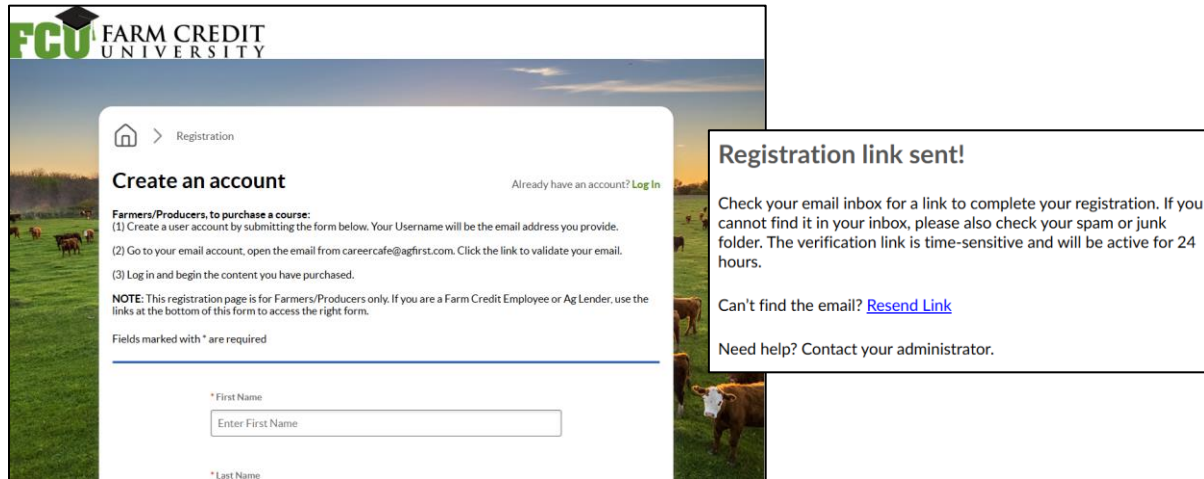


Registering for FCU Ag Biz Basics

Here's how to set up a Farm Credit University profile and register for Ag Biz Basics training.

1. Click this link to Register and create your profile:
https://agfirst.csod.com/selfreg/register.aspx?p=agfirst&c=agf_prod
Complete the form and enter a new password. Click **Create Account**.
You will see a notification that a registration link is sent.

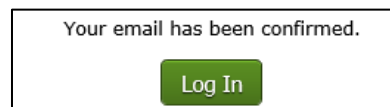


The image shows two overlapping screenshots. The background screenshot is the 'Create an account' registration form on the FCU website. It includes instructions for Farmers/Producers, a 'Log In' link for existing users, and input fields for 'First Name' and 'Last Name'. The foreground screenshot is a white box with the heading 'Registration link sent!'. It instructs the user to check their email inbox for a link to complete registration, notes that the link is time-sensitive (24 hours), and provides links for 'Resend Link' and 'Need help? Contact your administrator'.

2. Check your email inbox. You will receive an email from careercafe@agfirst.com to verify your email address.
IMPORTANT: If you do not see the email within 10 minutes, be sure to check your Spam/Junk folder.



3. Click on the link in the email. A new browser window will open, and then click **Log In**.
4. Use your email address and password to **Log In** to the Career Café portal which will take you to Farm Credit University.



The image is a screenshot of the 'CareerCafe' login portal. It features the 'CareerCafe' logo with the tagline 'stimulate your mind'. Below the logo, it says 'Welcome! You can access Career Café using any login page, regardless of association.' There are input fields for 'Username' and 'Password', and a 'Log In' button. A link for 'Forgot password?' is at the bottom.

Questions? Email FCUniversity@agfirst.com for assistance.

Registering for FCU Ag Biz Basics

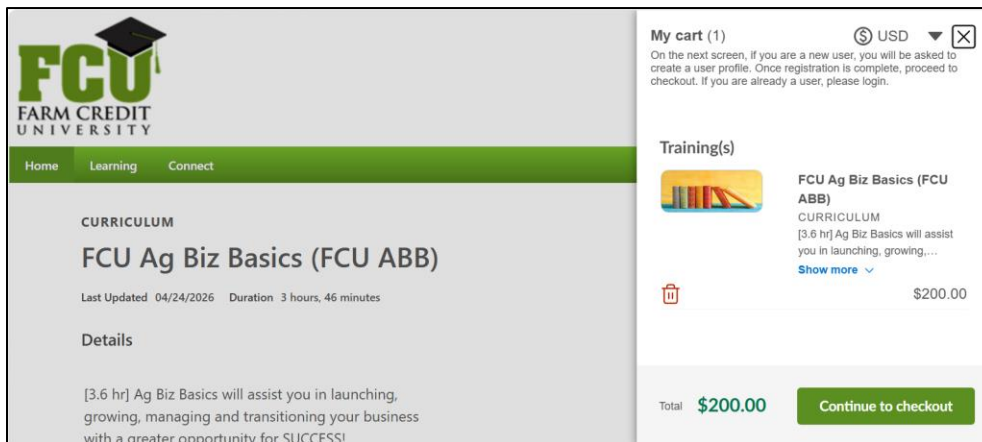
5. Click on **Ag Biz Basics** in the Featured Courses box.



6. Click **Add to Cart**.



7. Click **Continue to checkout**.



Registering for FCU Ag Biz Basics

8. At the Checkout screen, enter your Coupon Code into the box, if applicable. Then **Apply**.
- If no payment is due, click **Submit Payment** in your Order Summary.
 - If payment is due, choose PayPal as your payment method. Click **Continue to PayPal** to pay for your training by PayPal, Debit or Credit Card. You will receive your receipt by email and a **Welcome** email for the class.

The screenshot shows the 'Checkout' page. On the left, under 'Payment Details', the 'Payment Method' is set to 'PayPal'. Below this, there are logos for PayPal, American Express, Mastercard, and Visa. On the right, the 'Order Summary' shows the item 'FCU Ag Biz Basics (FCU ABB) CURRICULUM' for \$200.00. The 'Subtotal' is \$200.00, and the 'Order Total' is \$200.00. A green button labeled 'Continue to PayPal' is at the bottom of the summary. A red arrow points from the 'Continue to PayPal' button to the 'Pay with Debit or Credit Card' button in the PayPal login overlay.

Checkout

By clicking Next, you will be routed to PayPal for payment by credit card or your existing PayPal account.

If you select *Send Bill* as a payment option, you will be asked to provide some additional information before submitting.

Discounts

Coupon Code

Enter coupon code **Apply**

If you use a coupon code, you will not be able to use training units for the purchase.

Payment Details

Fields marked with * are required

Payment Method

PayPal

PayPal \$200.00 USD

Log in to your PayPal account

Let's check out with Agfirst Farm Credit Bank

Email or mobile number

[Forgot email?](#)

Next

or

Pay with Debit or Credit Card

Order Summary

FCU Ag Biz Basics (FCU ABB) CURRICULUM \$200.00

Subtotal \$200.00

Order Total \$200.00

Continue to PayPal

9. From the Thank You screen, scroll down and click **View full transcript** to access your training.

The screenshot shows the 'Thank you for your purchase' page. On the left, under 'Transaction Details', there are fields for Transaction ID, Payment Method, Purchase Date, Order Status (Completed), and Billing Address. On the right, the 'Order Total' is \$0.00, and 'Total Discounts' is -\$200.00. Below this, the 'Itemization' shows 'FCU Ag Biz Basics (FCU ABB) CURRICULUM' for \$200.00. At the bottom, there is a section 'Complete your purchased trainings' with a red arrow pointing to a green button labeled 'View full transcript'.

Thank you for your purchase

[Print](#) [Download](#)

Transaction Details

Transaction ID

Payment Method

Purchase Date

Order Status **Completed**

Billing Address

Order Total \$0.00

Total Discounts -\$200.00

Discount **DISCOUNT CODE:** -\$200.00

Itemization

FCU Ag Biz Basics (FCU ABB) x1 \$200.00

CURRICULUM

Complete your purchased trainings

FCU Ag Biz Basics (FCU ABB)

[→ View full transcript](#)

10. Click **Open Curriculum** to launch your training.

The screenshot shows the 'Search Results (1)' page. It lists the item 'FCU Ag Biz Basics (FCU ABB)' with details: Due: No Due Date, Status: In Progress, Training Type: Curriculum, Training Status: Active. A red arrow points to a green button labeled 'Open Curriculum'.

Search Results (1)

FCU Ag Biz Basics (FCU ABB)

Due: No Due Date Status: In Progress Training Type: Curriculum Training Status: Active

Open Curriculum