

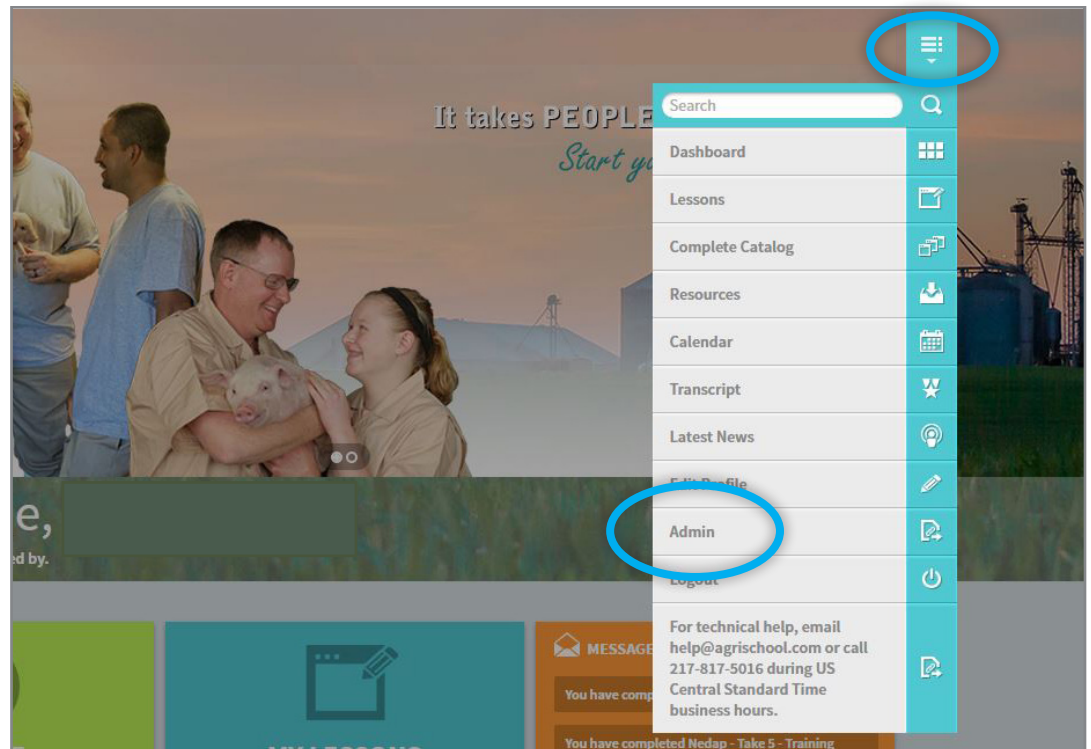


Pork Avenue™
TRAINING PORTAL

Setting Up a Farm Step-by-Step Guide

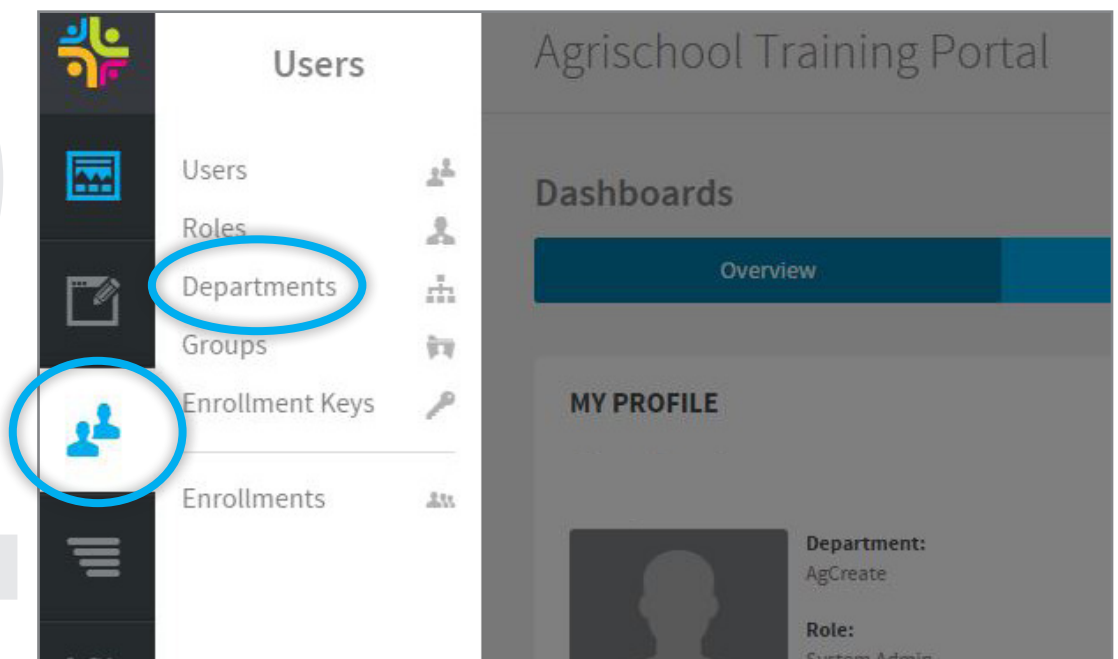
www.porkavenuetraining.com

1



Once you have logged into Pork Avenue Training Portal, you need to get from the learner side of the site to the admin side. Click on the icon that is to the top, right of the page. It has three lines and an arrow pointing down. Select "Admin", which will take you to the Admin side of the site.

2



Go to Users then select "Departments."

3

Departments

Add New **Actions** **Mass Actions**

Department None Choose

1 - 20 of 175 Items

	Name ▲	Parent Name ▶
<input type="checkbox"/>	ACP	SMS
<input type="checkbox"/>	Ag Economists	Zoetis - Improvest
<input type="checkbox"/>	AgCreate	AgriSchool
<input type="checkbox"/>	AgCreate	Demo Users

Click "Add New Department"

4

Add Department

Info **Field Values**

Name *

AgCreate Farm

Parent Department

AgriSchool Training Portal

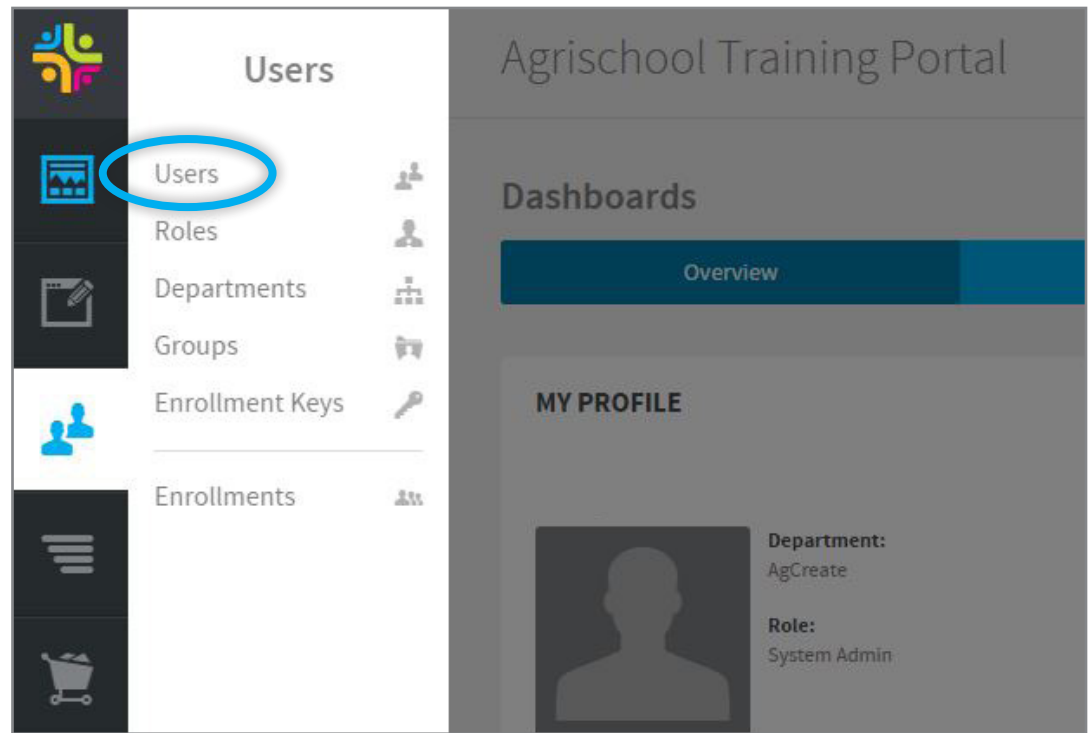
agcreate

- AgCreate
- AgCreate
- AgCreate Team

External Id

Input the "Farm Name". Set the Parent Department to "Distributor's Company Name" and then click save

5



After setting up your farm, check out our step-by-step guide called Adding New Users.