



The Ag Risk Education Library provides a dynamic source of risk management education materials. This online Library is a major resource for risk management education activities and is the national source of risk management educational materials. The Library contains over 3,000 documents including fact sheets, articles, presentations, curriculum, and software programs.

The Ag Risk Education Library is located at [www.agrisk.umn.edu](http://www.agrisk.umn.edu).

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### ▶ MY DOCUMENTS

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My Documents is a feature in the Ag Risk Education Library that allows individuals to submit educational materials to the Library. My Documents also lets authors manage documents submitted to the Library by letting them modify, replace, or delete documents.

To submit and manage documents, select My Documents from the left menu.

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### ▶ REGISTER AS A NEW USER

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After selecting My Documents, select Click to Create User. Enter your email address and click Continue. Fill out your contact information and click Continue.

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### ▶ LOG ON

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Enter your email address and password and select Click to Login.

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### ▶ MY DOCUMENTS FUNCTIONS

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Once you are logged in, there will be three functions available under My Documents:

- My Information – lets you edit your contact information
- Manage Documents – lets you edit, replace, or delete documents you have uploaded.
- Add a Document – lets you submit your documents to the Library.

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## ▶ ADD A DOCUMENT

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Select Add a Document on the left menu bar. This will open a detail box that will let you enter information for an individual educational document. You will be asked to enter everything that will be displayed in the Library related to your document including the following:

- Title
- Author(s)
- Publisher – select from the pull down pick list or enter a new one if not on the list
- State or Province – select from the pull down pick list
- Publication Type – select from the pull down pick list
- Document Format – select from the pull down pick list
- Publication Date
- Publication Number – if it has one
- Pages
- Abstract – Write a brief abstract describing the educational material. This abstract will be used to describe the material in the Ag Risk Education Library so it should not exceed two to five sentences.

**Click “Continue” to...**

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## ▶ CATEGORIZE ENTRY

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Educational materials in the Ag Risk Education Library are organized according to the five main risk management topics: Production, Price, Financial, Legal, or Human. Each of these major topics have many subtopics under them.

Select the topics that your materials address. Many educational materials address more than one topic, so you can select as many topics as needed. When you select a major topic, all of its subtopics will be displayed. Selecting the lowest level on the outline will cause all topics higher on the outline to automatically be selected.

**Click “Continue” to...**

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## ▶ SELECT FUNDING SOURCE

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If your document was developed using Risk Management Education funds, please select the primary funding source from the list of risk management education funding sources. If risk management education funds were not used to develop the document you are submitting, ignore this screen and proceed to uploading your document.

Click “Continue” to...

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## ▶ UPLOAD YOUR DOCUMENT

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If you have an electronic copy of the material, select “Yes” in response to the “Available for upload” question. Click the browse button to find and select the file that you want to upload. After you have selected the file, click “Upload File”.

Some materials may not be available to upload. In this case select “No” in response to the “Available for Upload” question. You will then be asked to provide a web link to the document. Enter the URL which will allow access to document. You will also be asked to test the link by clicking *Test Link*. If the document opened, select Yes in response to the question, Did the page open correctly.

If the document cannot be uploaded and it is not available on the web, contact [agrisk@umn.edu](mailto:agrisk@umn.edu) to discuss how to submit a document to the Library. Files larger than 50 MB cannot be uploaded using this system so you for large files such as DVD’s you will also need to contact [agrisk@umn.edu](mailto:agrisk@umn.edu).

Click “Continue” to ...

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## ▶ FINAL STEP

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This screen displays how your entry will appear in the Library. If you want to make changes, select Previous Page. If it is satisfactory select Continue.

You have completed submitting your document. Your document will be reviewed by Ag Risk Library staff before appearing in the Library. The review process may take several weeks.