



**An Roinn Talmhaíochta,
Bia agus Mara**
Department of Agriculture,
Food and the Marine



Co-funded by the
European Union

Suckler Carbon Efficiency Programme (SCEP)

Screen Guides for SCEP Participants to access the
online SCEP Training Portal at

www.sceptraining.ie

Contents

What is SCEP Training?	3
When do I need to complete the training?	3
Where will the training be held?	4
What information will I need to access the training?.....	4
How do I activate my account?.....	5
Once I have activated my account and logged in, what do I need to do next?	10
Why cannot I not access all the training modules?	11
Why cannot I not move onto the next screen of the module?	13
How will I know if I have completed a module?.....	14
Once I have completed a module, what do I need to do?	15
How do I complete the quiz at the end of the modules?	17
What happens if I don't pass the quiz?	19
Do I need to complete all the training modules in one sitting?	20
How will I know if I have fully completed the SCEP training?	20
Do I need to contact SCEP to tell them I have completed the SCEP training?	21
What browser should I use to access the training?.....	21
What modules do I need to complete?	26
What do I do if I forget my password?	27
Who do I contact if I am having trouble accessing the SCEP training online?	29

What is SCEP Training?

One of the eligibility conditions of SCEP participation requires that you must complete a SCEP training course by **15 November 2024**. Failure to complete the **online** course by 15 November 2024 will result in removal from the programme and a full recoupment of any payments received to date.

The Department of Agriculture, Food & the Marine, with the assistance of ICBF, Bord Bia and Teagasc, and with contributions from Bord Bia and the Health & Safety Authority (HSA), have created a series of online training modules. This online training course will help you successfully implement the actions within SCEP and advise the best practices in farm safety and livestock handling. You must complete **all SCEP online training modules by 15 November 2024 to remain in the programme**.

When do I need to complete the training?

One of the eligibility conditions of SCEP participation requires that you must complete a SCEP training course by **15 November 2024**. Failure to complete the online course by 15 November 2024 will result in removal from the programme and a full recoupment of any payments received to date.

[Click here to return to start of document](#)

Where will the training be held?

The SCEP Training is accessible **online** for all participants of the SCEP programme.

This online course is now available to all participants. Details of the training and how to access it are available on the letter that you should have received from the Department on your Agfood account. This letter will also include your SCEP Training PIN number which you will need to activate your account when you first log in.

The website address to access training is online at www.sceptraining.ie.

What information will I need to access the training?

A letter outlining how to access the SCEP training is available on your Agfood account in your SCEP correspondence. This letter includes your pin number which you will need to activate your account when you first log in.

- (1) When you log in for the first time you will need to activate your account using your **herd number** and the **pin number** issued to you in the Department letter.
- (2) You will need to provide a **password** when activating your account – this password should be retained in a safe place as you will need it each time you log in. Your password must be 6-12 characters long, contain uppercase and lowercase letters and numbers. It must not contain spaces or special characters.
- (3) You will also need to provide an **email address** – it is important that this is an email address that you have access to, as password recovery emails will be sent to this in the event you need to reset your password.

Please see Screen Guides below to assist you in activating your SCEP Learning Account.

[Click here to return to start of document](#)

How do I activate my account?

Enter www.sceptraining.ie into your web browser (the optimal web browsers to use are Microsoft Edge and Google Chrome). You will be presented with the screen below asking you to activate account / log in. You must first activate your account (note you will only need to do this the first time you access the screen – use the log in option once your account is activated) so click on Activate Account as indicated below:

An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

Co-funded by
the European Union

Support

Welcome to the SCEP Learning Portal

If this is your first time to the SCEP Learning Portal, please **activate your account**. If you have previously activated your account you can log in straight away with your **herd number** and **password** to continue your learning journey.

Activate account Log In

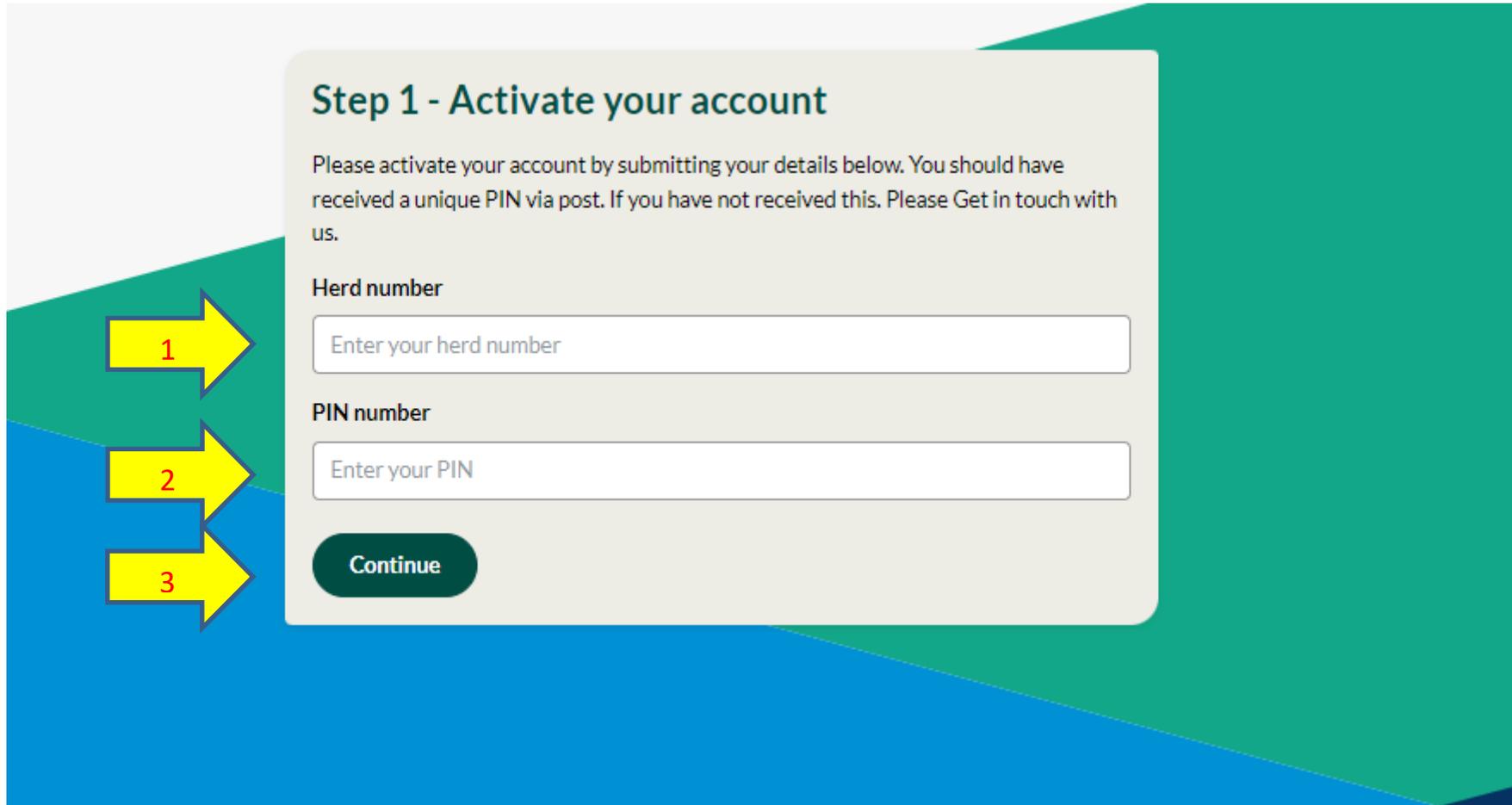
About the Suckler Carbon Efficiency Program

SCEP supports beef farmers to improve the environmental sustainability of the national beef herd. The programme aims to build on the gains delivered in recent years through previous schemes by improving the genetic merit of the Irish suckler herd.

icbf eagasc
Association of Food Development Authorities

[Click here to return to start of document](#)

Step 1 – Activate your account: the activation of your account process will open, enter your herd number and PIN (as provided in our letter to you, available to access on your Agfood account), then click continue.



Step 1 - Activate your account

Please activate your account by submitting your details below. You should have received a unique PIN via post. If you have not received this. Please Get in touch with us.

Herd number

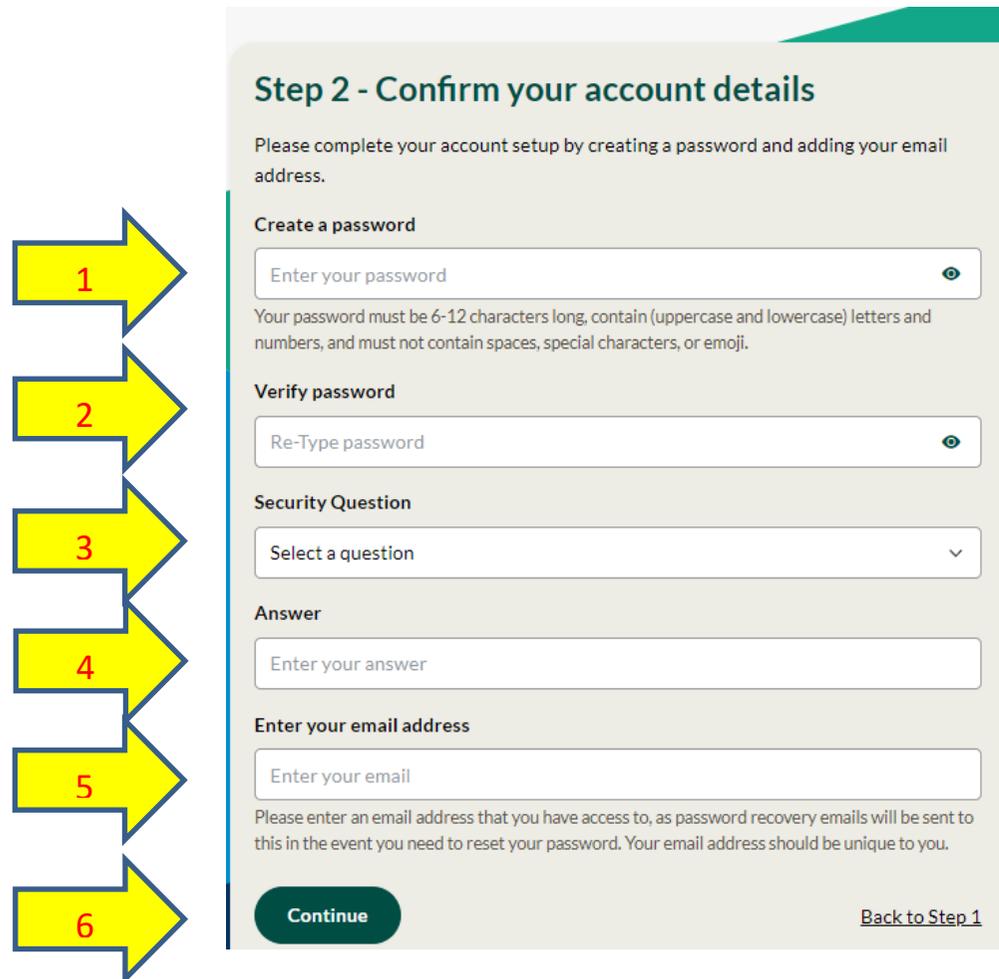
PIN number

Continue

The form is overlaid on a background with green and blue geometric shapes. Three yellow arrows with red numbers 1, 2, and 3 point to the Herd number input field, the PIN number input field, and the Continue button, respectively.

[Click here to return to start of document](#)

Step 2 – Confirm your account details: Fill in all requested information into the fields below. **NOTE:** It is important that the email entered here is an email address that you have access to, as password recovery emails will be sent to this in the event you need to reset your password. You should retain a copy of the password you set in a secure place for future use. When all fields have been completed, click on continue.



Step 2 - Confirm your account details

Please complete your account setup by creating a password and adding your email address.

Create a password

Enter your password

Your password must be 6-12 characters long, contain (uppercase and lowercase) letters and numbers, and must not contain spaces, special characters, or emoji.

Verify password

Re-Type password

Security Question

Select a question

Answer

Enter your answer

Enter your email address

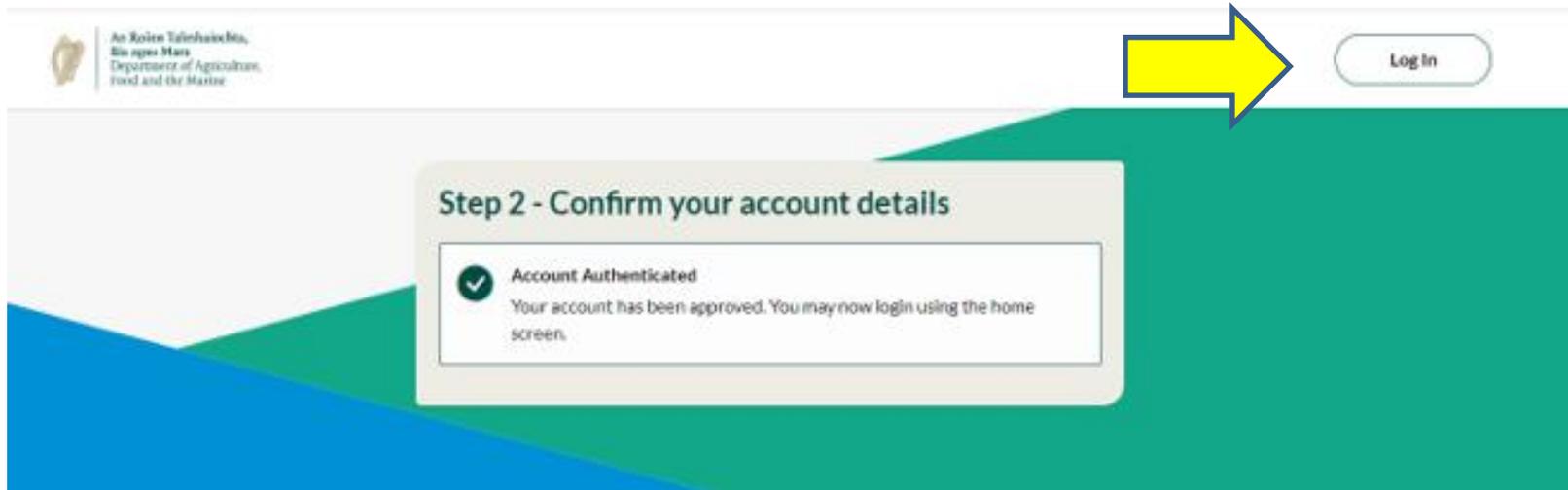
Enter your email

Please enter an email address that you have access to, as password recovery emails will be sent to this in the event you need to reset your password. Your email address should be unique to you.

[Continue](#) [Back to Step 1](#)

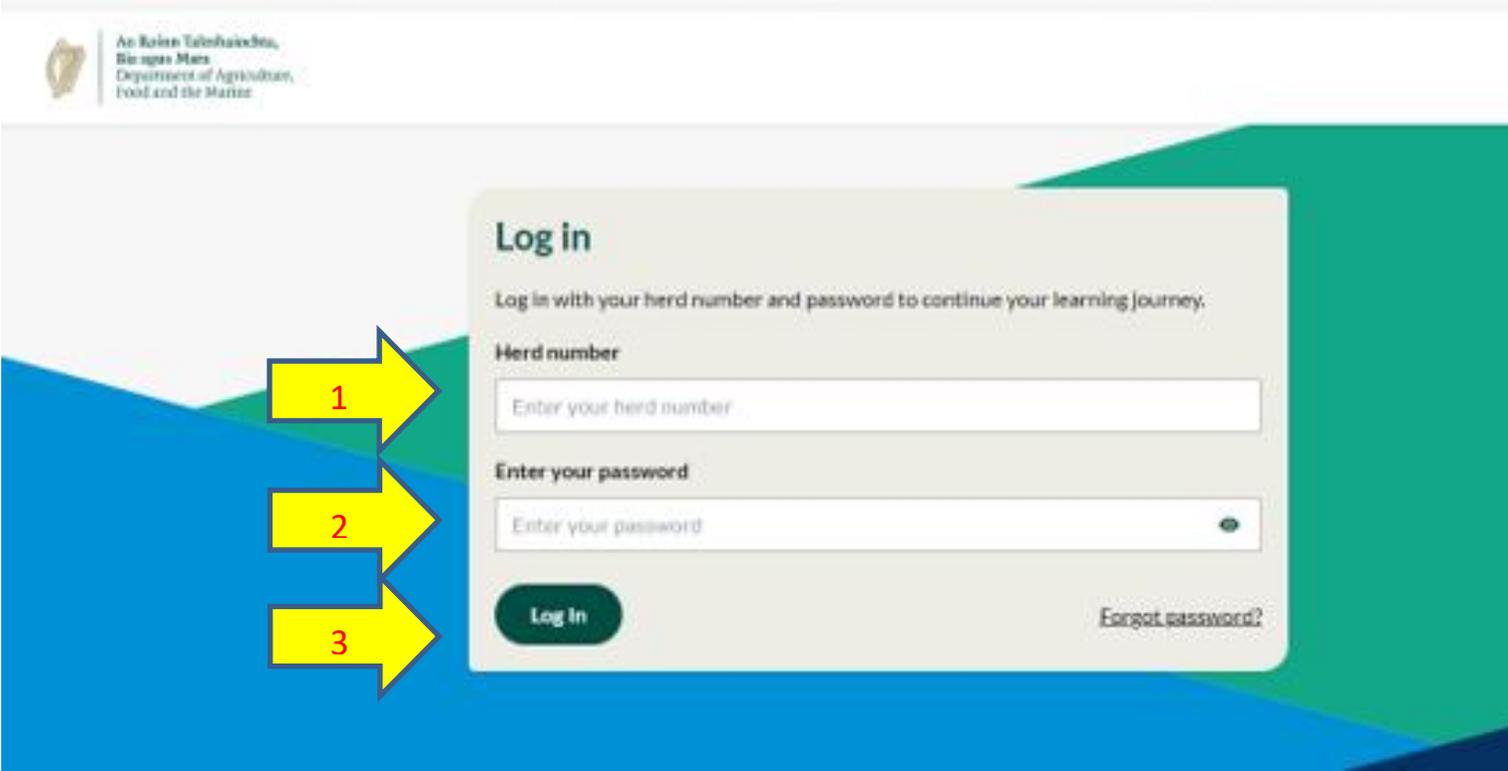
[Click here to return to start of document](#)

You will get the following message to confirm that your Account has been Authenticated.
You may then select the log in button, which will take you to the log in screen:



[Click here to return to start of document](#)

Enter your Herd Number and Password (this is the password that you set when you confirmed your account details see [How do I activate my account?](#)) and click log in:



[Click here to return to start of document](#)

Once I have activated my account and logged in, what do I need to do next?

Once you have successfully logged in, you will be brought to the SCEPT Learning Portal Page. There are 7 modules to be completed to be compliant with the requirements of the SCEPT training. The modules will indicate the status of each module (a) Not started (b) In Progress (c) Completed. **All 7 modules must be completed, in full, to be deemed compliant with the SCEPT training requirement and ensure that you receive your SCEPT payment and are not removed from the programme.**

You must complete all SCEPT online training modules to ensure you receive your SCEPT payment and are not removed from the programme.

Welcome to the SCEPT Learning Portal.

Select a course below to access that training module. You must first complete 'Introduction to SCEPT' followed by 'Programme Eligibility' - once you have completed these you can complete the other 5 modules in any order. You must complete all 7 modules to ensure you receive your SCEPT payment and are not removed from the programme.



Discover more about SCEPT

This short video briefly explains the benefits of this online training course for programme participants.



1. An Introduction

This module provides you with an overview of SCEPT objectives and training.

Not started

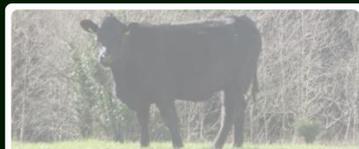


2. Programme Eligibility

This module provides you with information on scheme eligibility and participation requirements, SBLAS requirements and...



Not started



3. Breeding Strategies



4. Genotyping



5. Weight Recording

[Click here to return to start of document](#)

Why cannot I not access all the training modules?

Module 1 must be completed first, followed by Module 2. Once you have completed both modules 1 & 2, the other modules will be accessible to you. The remaining 5 modules can be completed in any order of your choosing, but all 7 modules must be completed in full to comply with the requirements of SCEP training by **15 November 2024**.

To start module 1, click anywhere on the module tile and the first module will open.

An Roinn Talmhaíochta, Bia agus Mara
Department of Agriculture,
Food and the Marine

Co-funded by
the European Union

Home Support Profile

You must complete all SCEP online training modules to ensure you receive your SCEP payment and are not removed from the programme.

Welcome to the SCEP Learning Portal.

Select a course below to access that training module. You must first complete 'Introduction to SCEP' followed by 'Programme Eligibility'—once you have completed these you can complete the other 5 modules in any order. You must complete all 7 modules to ensure you receive your SCEP payment and are not removed from the programme.



Discover more about SCEP

This short video briefly explains the benefits of this online training course for programme participants.



1. An Introduction

This module provides you with an overview of SCEP objectives and training.

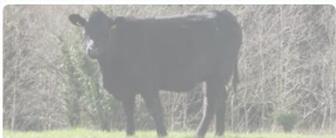
Not started



2. Programme Eligibility

This module provides you with information on scheme eligibility and participation requirements, SBLAS requirements and...

Not started



3. Breeding Strategies



4. Genotyping



5. Weight Recording

[Click here to return to start of document](#)

You will then be in the module – displayed on screen will be the estimated time to complete the module (1). Click on (2) ‘Get Started’ to commence the module. At any stage you can click on (3) ‘Return to the SCEP Learning Portal or (4) Save and exit – these will save your progress in the module, and you can return to the module where you left off. Your status for this module will change to ‘In progress’ on the home page.



After you click (2) ‘Get Started, the module will begin.

[Click here to return to start of document](#)

Why cannot I not move onto the next screen of the module?

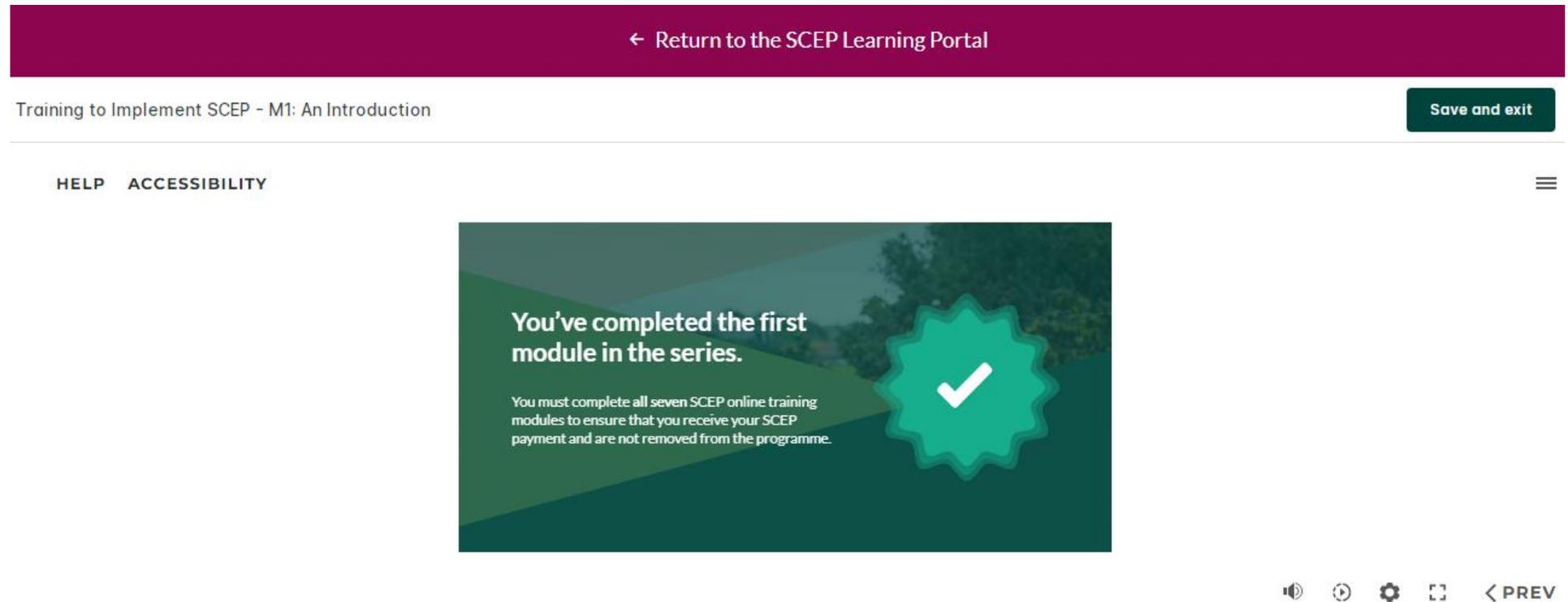
You must click on all action buttons and watch all videos in full to move onto the next screen of the module. You have watched a video in its entirety and / or clicked on all the action buttons on screen, the next button (1) will appear at the bottom of the screen and you continue through the module.

The screenshot shows a video player interface. At the top, there is a dark red navigation bar with the text "← Return to the SCEP Learning Portal". Below this, the video title "Training to Implement SCEP - M1: An Introduction" is displayed on the left, and a "Save and exit" button is on the right. The video content area shows a slide titled "Welcome to SCEP training" with the following text: "Being part of the Suckler Carbon Efficiency Programme (SCEP) demonstrates your commitment to the future of the Irish beef sector. Farmers in SCEP engage in activities aimed at improving the genetic merit and carbon efficiency of their herds, including performance recording and genotyping. Select NEXT to continue." The video player controls at the bottom include a play button, a progress bar, and several icons: a refresh icon, a volume icon, a play/pause icon, a settings icon, and a full screen icon. A yellow arrow with the number "1" points to the "NEXT >" button.

[Click here to return to start of document](#)

How will I know if I have completed a module?

To complete a module, you must move through all the screens and when you have completed the full module (including the end of module quiz where necessary), the following message will appear to inform you that you have completed the module.



The screenshot shows a learning portal interface. At the top, a dark purple bar contains the text "← Return to the SCEP Learning Portal". Below this, the page title "Training to Implement SCEP - M1: An Introduction" is displayed on the left, and a "Save and exit" button is on the right. A navigation menu with "HELP" and "ACCESSIBILITY" is visible on the left, and a hamburger menu icon is on the right. The main content area features a large green graphic with a white checkmark inside a starburst shape. The text on the graphic reads: "You've completed the first module in the series." followed by "You must complete all seven SCEP online training modules to ensure that you receive your SCEP payment and are not removed from the programme." At the bottom right of the graphic, there are icons for volume, refresh, settings, and a "PREV" button.

[Click here to return to start of document](#)

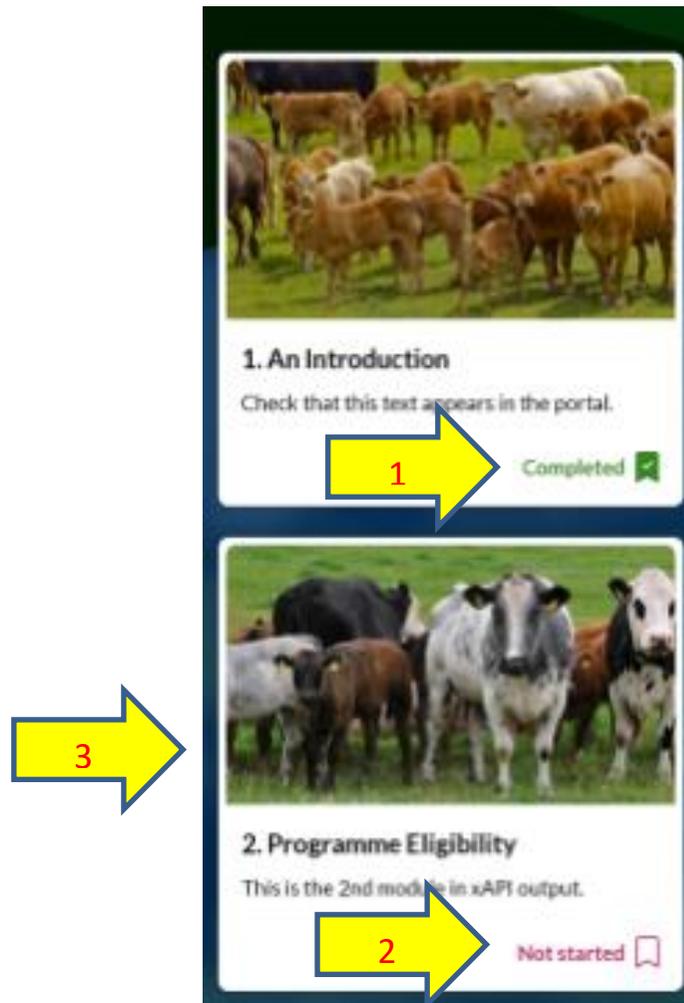
Once I have completed a module, what do I need to do?

Once you are presented with the screen confirming you have completed the module (including the end of module quiz where necessary) click (1) 'Save and exit' or click (2) Return to the SCEP Learning Portal to bring you back to the home page.

The screenshot shows a training completion screen. At the top, a dark purple banner contains a yellow arrow with the number '2' pointing to a link that says '← Return to the SCEP Learning Portal'. Below the banner, the page title 'Training to Implement SCEP - M1: An Introduction' is visible. In the top right corner, a dark green button labeled 'Save and exit' is highlighted with a yellow arrow and the number '1'. The main content area features a green background with a white checkmark icon and the text: 'You've completed the first module in the series. You must complete all seven SCEP online training modules to ensure that you receive your SCEP payment and are not removed from the programme.' At the bottom right, there are navigation icons for volume, play, settings, and a 'PREV' button.

[Click here to return to start of document](#)

The home page will now be updated showing module 1 marked as (1) Completed and that module 2 is available and marked as (2) 'Not Started'. Click anywhere on the module 2 (3) tile to commence this module.

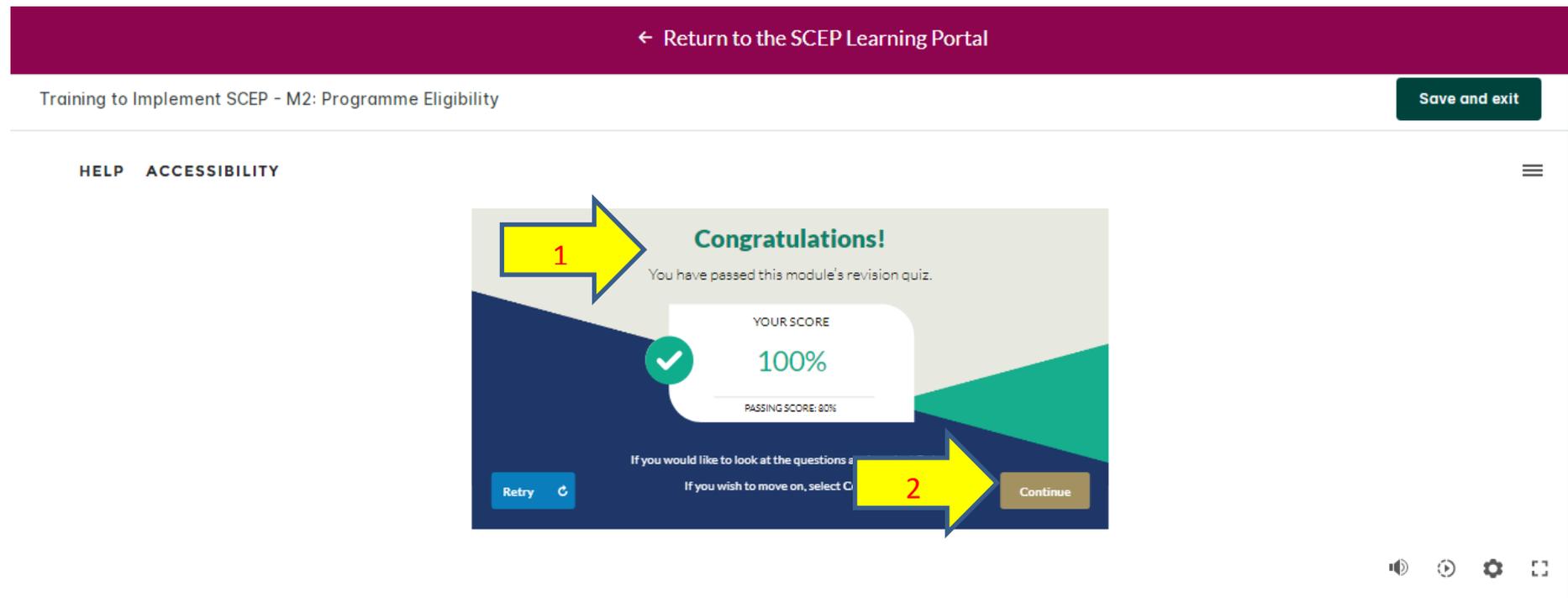


[Click here to return to start of document](#)

How do I complete the quiz at the end of the modules?

There is a small quiz at the end of each module (except for module 1 – no quiz requirement at the end of module 1). The quiz comprises of 5 questions, which review what you have learned in the module you have just completed. Upon successful completion of the quiz, you will be informed that (1) you have passed the quiz.

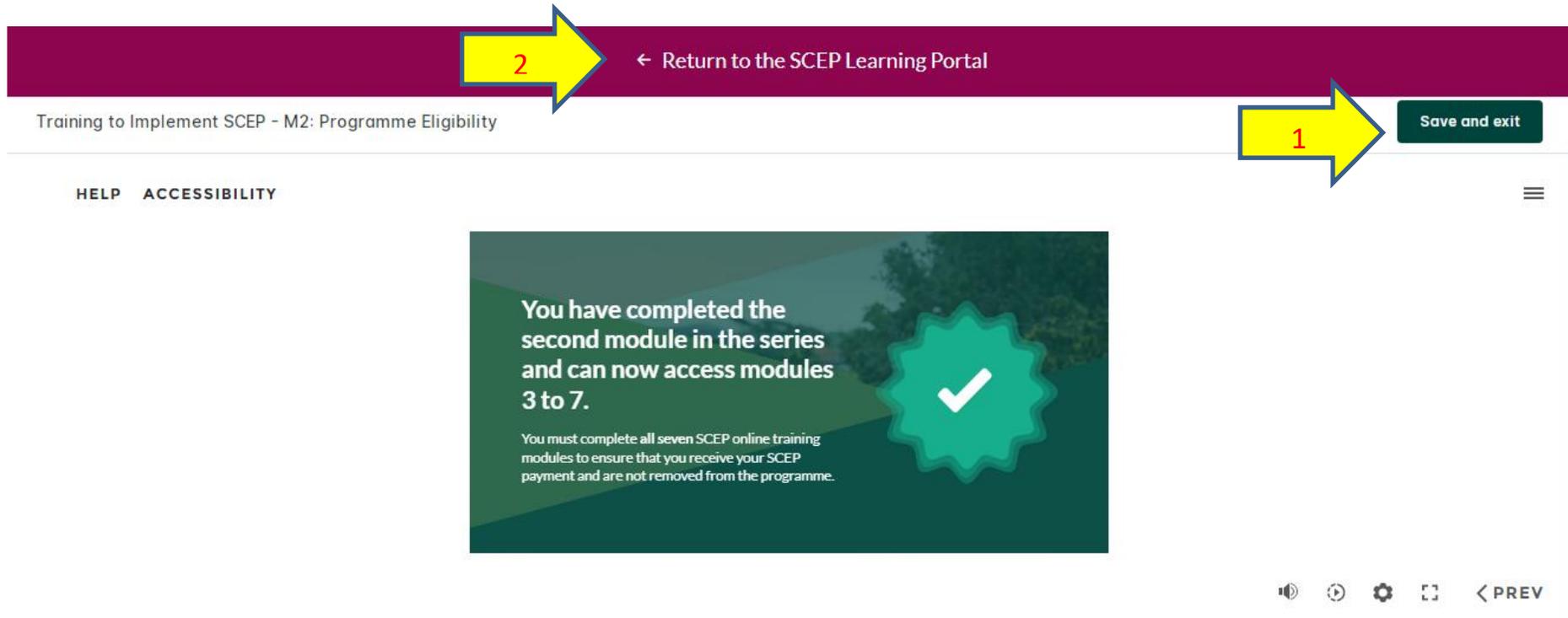
Click on (2) 'Continue'



The screenshot shows a web interface for a quiz completion. At the top, a dark red banner contains a back arrow and the text "Return to the SCEP Learning Portal". Below this, the page title "Training to Implement SCEP - M2: Programme Eligibility" is displayed on the left, and a "Save and exit" button is on the right. The main content area features a "Congratulations!" message with a green checkmark icon, stating "You have passed this module's revision quiz." Below the message, a white box displays "YOUR SCORE 100%" and "PASSING SCORE: 80%". A "Retry" button with a circular arrow icon is on the left, and a "Continue" button is on the right. A yellow arrow labeled "1" points to the "Congratulations!" text, and another yellow arrow labeled "2" points to the "Continue" button. At the bottom right, there are icons for volume, refresh, settings, and full screen.

[Click here to return to start of document](#)

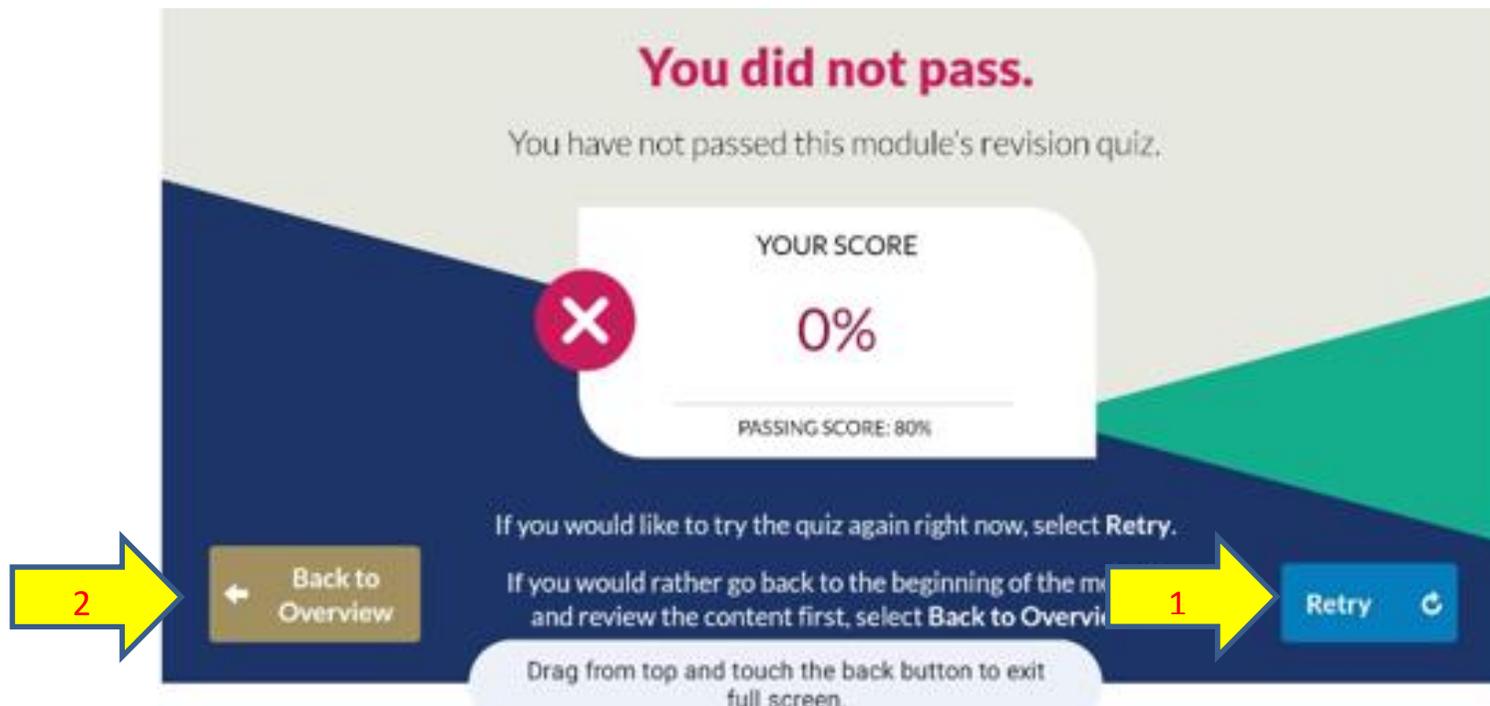
You will be presented with the screen below confirming the number of the module you have completed. To return to the home screen click on (1) 'Save and exit' or (2) 'Return to the SCEP Learning Portal'.



[Click here to return to start of document](#)

What happens if I don't pass the quiz?

If you do not pass the quiz at the end of a module on your first try, you have the option to (1) retry the quiz immediately or (2) review the entire module again by clicking on 'Back to Overview'. You can try the quiz as many times as you need to, but you must pass the quiz in each module in order to complete that module.



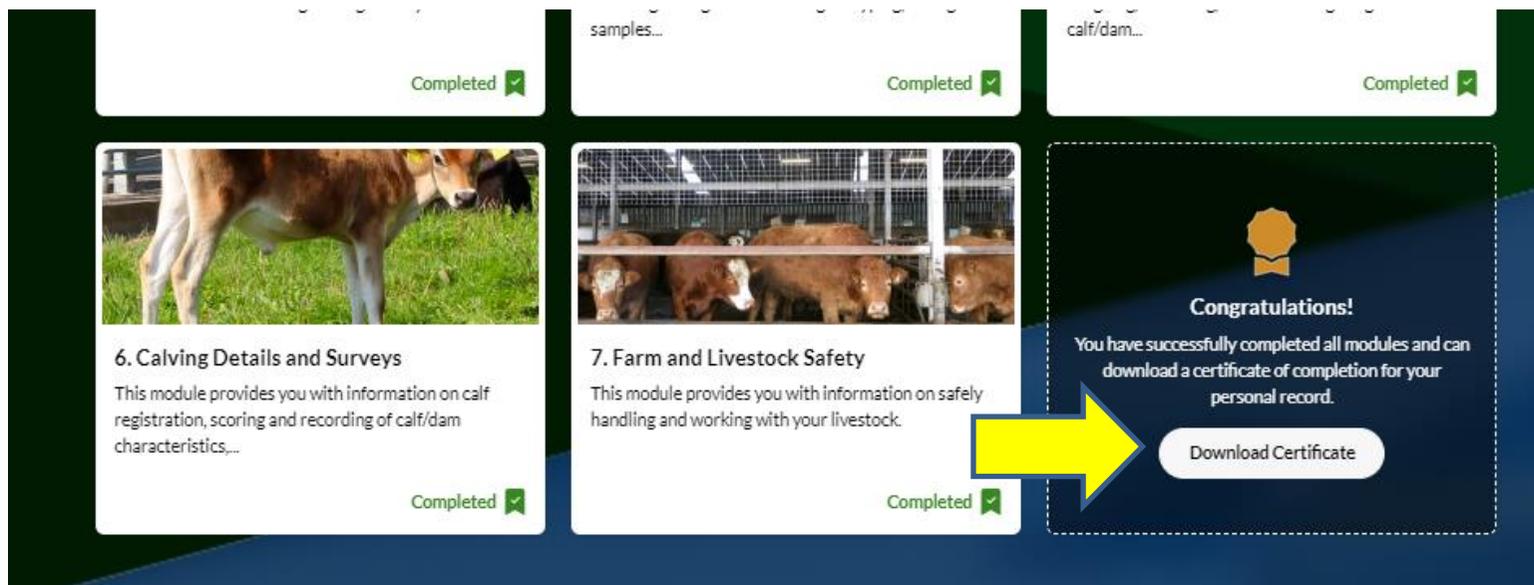
[Click here to return to start of document](#)

Do I need to complete all the training modules in one sitting?

The online training has been designed so you can complete the training at any time of your choice. You can leave a module without finishing it, and pick up where you left off when you next log in. You can complete all the training on one day or over a series of days once all modules are completed in full by **15 November 2024**.

How will I know if I have fully completed the SCEP training?

You will know you have successfully completed the SCEP training, when all modules (1 to 7) are marked as completed. You will also be presented with the option to generate a certificate confirming you have completed the training, which you can save to your device / print off a copy and retain for your own records.



[Click here to return to start of document](#)

Do I need to contact SCEP to tell them I have completed the SCEP training?

There is no requirement to notify SCEP when you have completed the training.

What browser should I use to access the training?

The training can be completed on a

- desktop computer
- laptop
- tablet
- smartphone.

The best browsers to use for optimal experience are Microsoft Edge and Google Chrome. If you are having access issues on one browser, it is recommended that you try another.

Safari browser on iPhone, iPads and other Apple devices can be used to access the training, but it may be necessary to deactivate a setting on your Safari settings to access full functionality of the training.

To access the SCEP Training Portal when using **Safari** browser on macOS and iOS, you will need to **temporarily** change settings to turn off “prevent cross-site tracking”. Please follow the screenshots and the text instructions below to change the settings:

[Click here to return to start of document](#)

Safari on macOS

1. Open the Safari menu.
2. Select Settings...
3. Select the Privacy tab.
4. Make sure 'Prevent cross-site tracking' is not ticked.
5. Close the Settings window.

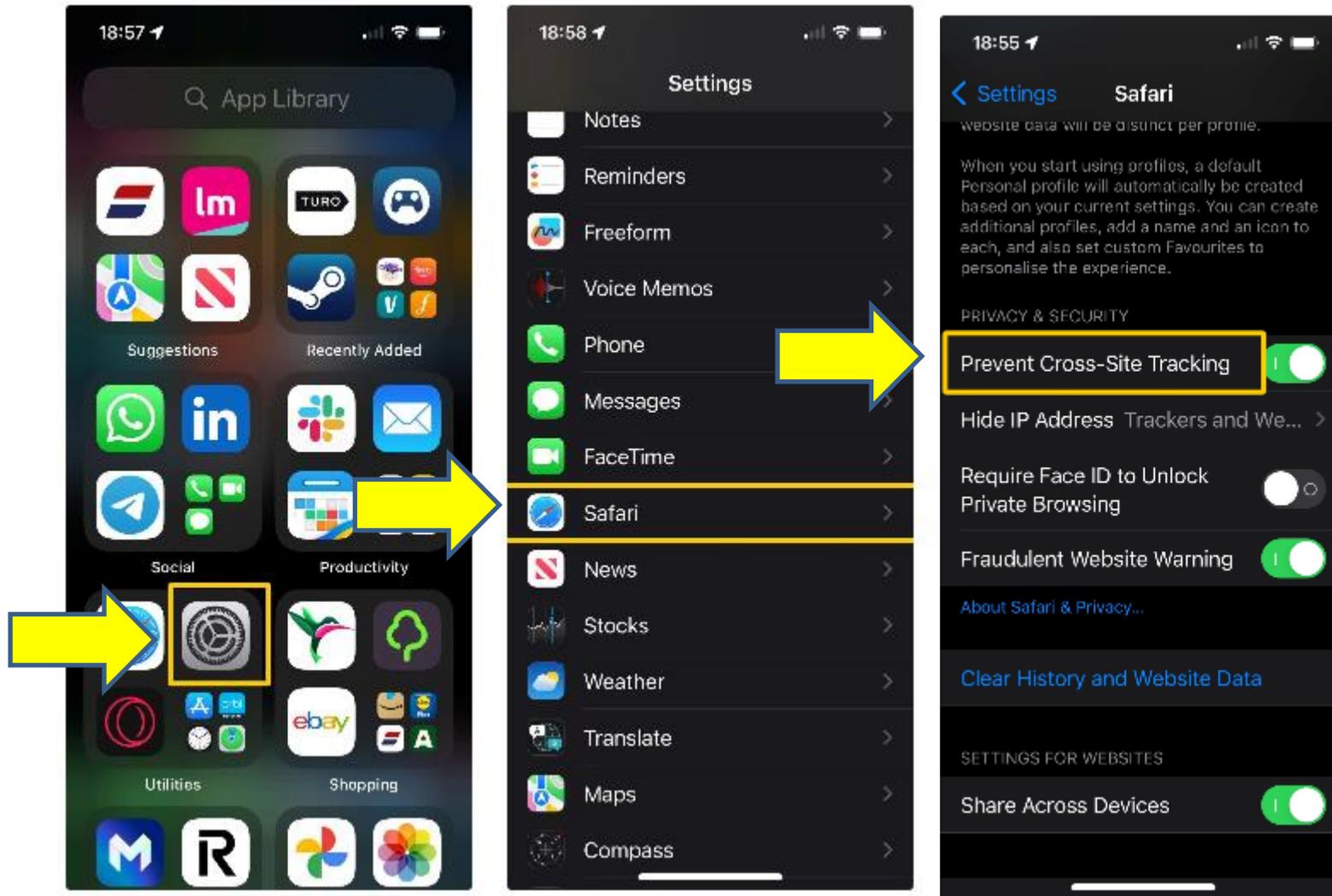
Safari on iOS

1. Open phone Settings.
2. Select the Safari app.
3. Scroll down to 'Privacy & Security'.
4. Make sure 'Prevent Cross-Site Tracking' is off.
5. Return to the Safari browser app.

Note: Please ensure you return to your device settings when you are finished the SCEP Training and turn back on “prevent Cross-Site Tracking”.

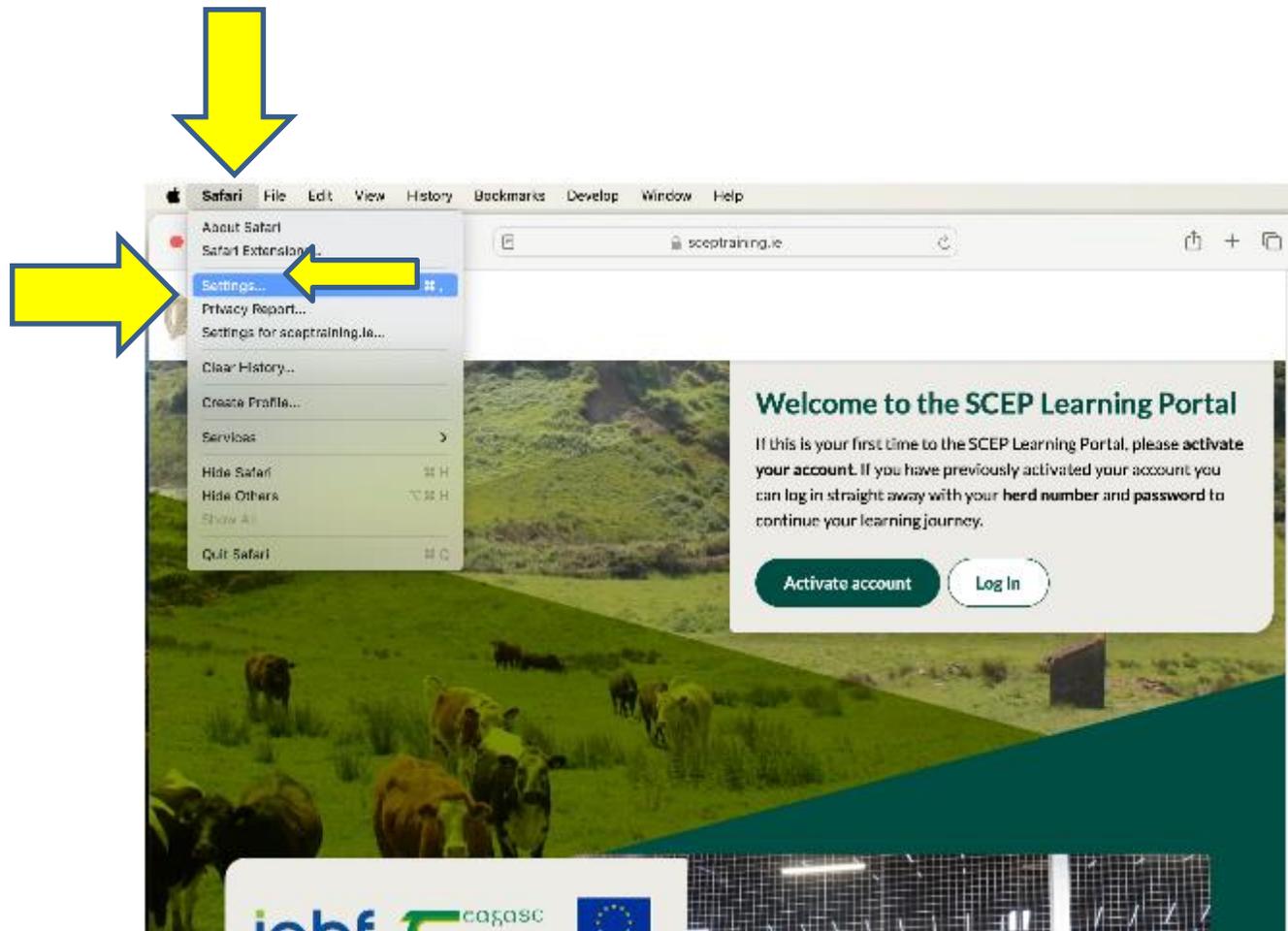
[Click here to return to start of document](#)

Screenshots of Safari Settings on iOS

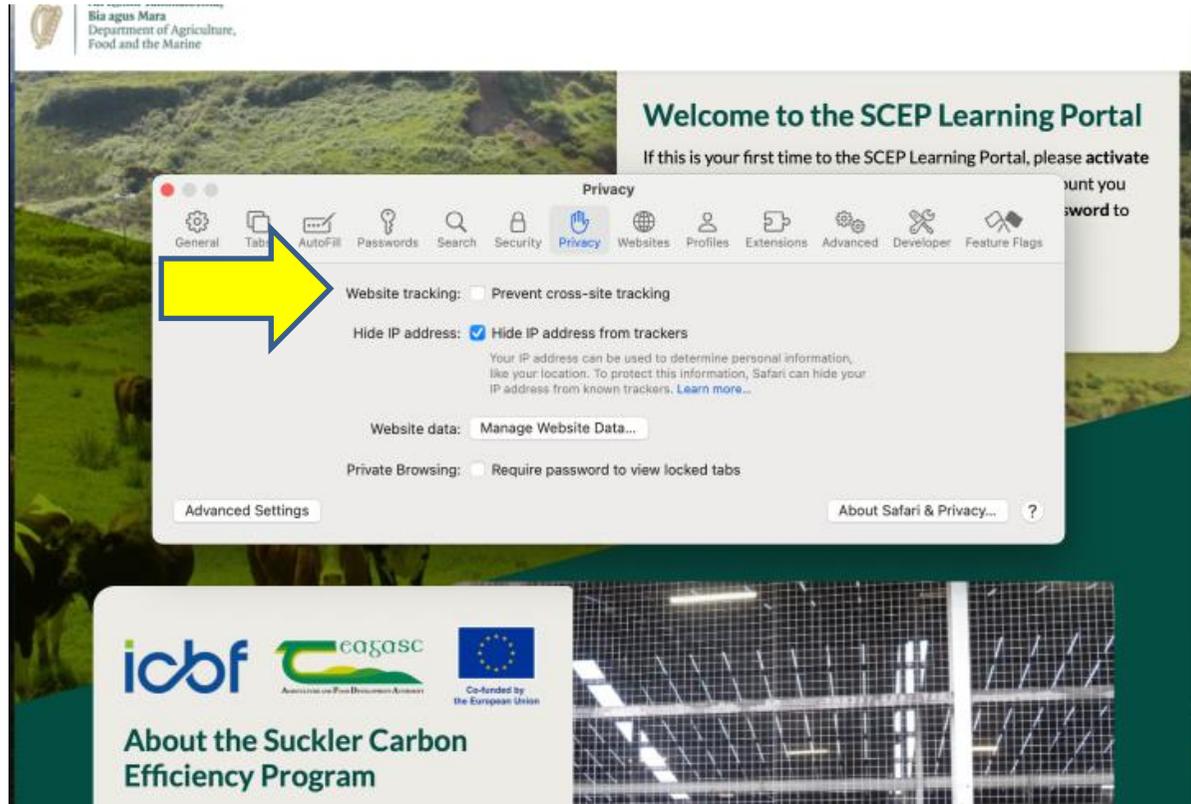


[Click here to return to start of document](#)

Screenshots of Safari Settings on macOS



[Click here to return to start of document](#)



[Click here to return to start of document](#)

What modules do I need to complete?

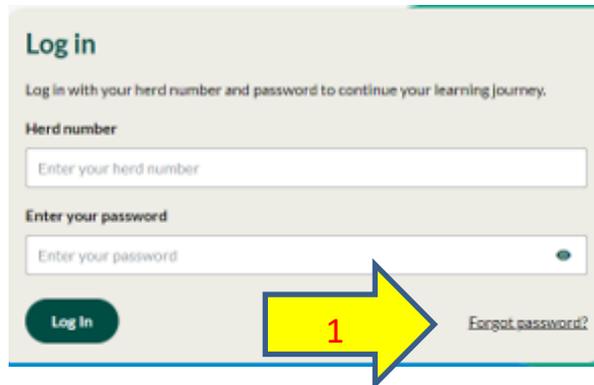
There are 7 modules in the SCEP training. All of these must be completed in full, together with a short quiz at the end of the modules, to fully comply with the requirements of the training. You **must** complete **all** 7 modules by **Friday 15 November 2024** to ensure you receive your SCEP payment and are not removed from the programme.

- Module 1 – Introduction
- Module 2 – Programme Eligibility
- Module 3 – Breeding Strategies
- Module 4 – Genotyping
- Module 5 – Weight Recording
- Module 6 – Calving Details and Surveys
- Module 7 – Farm and Livestock Safety

[Click here to return to start of document](#)

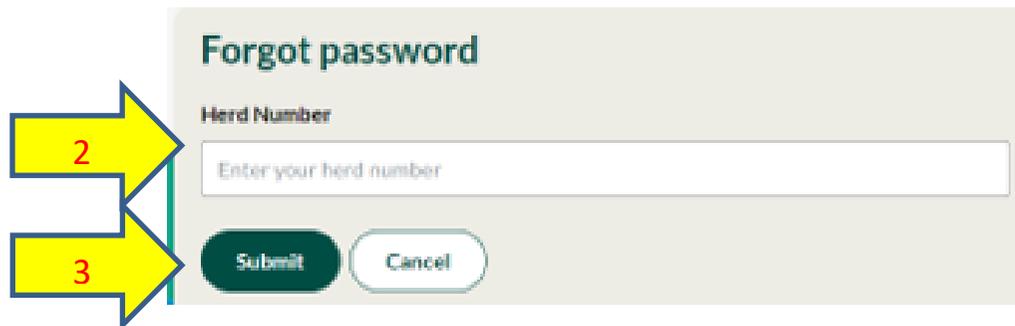
What do I do if I forget my password?

If you forget your password, click on the login button on and then on (1) “forgot password” link. A link to reset your password will be sent to the email address you provided when you activated your account.



The screenshot shows a 'Log in' form with the following elements: a title 'Log in', a subtitle 'Log in with your herd number and password to continue your learning journey.', a 'Herd number' input field with the placeholder text 'Enter your herd number', a password input field with the placeholder text 'Enter your password' and a toggle icon, a green 'Log in' button, and a 'Forgot password?' link. A yellow arrow with the number '1' points to the 'Forgot password?' link.

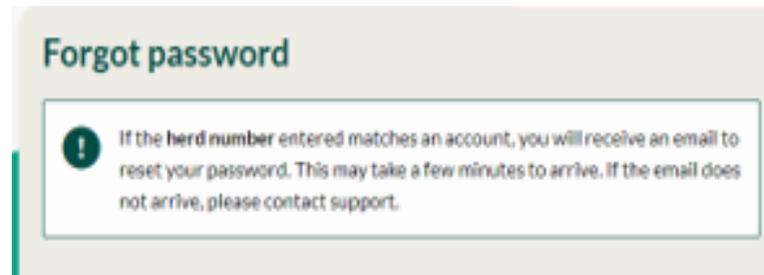
You will then be asked to (2) enter your herd number. Once you have entered your herd number, click (3) submit.



The screenshot shows a 'Forgot password' form with the following elements: a title 'Forgot password', a 'Herd Number' input field with the placeholder text 'Enter your herd number', and two buttons: a green 'Submit' button and a white 'Cancel' button. Two yellow arrows with numbers '2' and '3' point to the 'Herd Number' input field and the 'Submit' button, respectively.

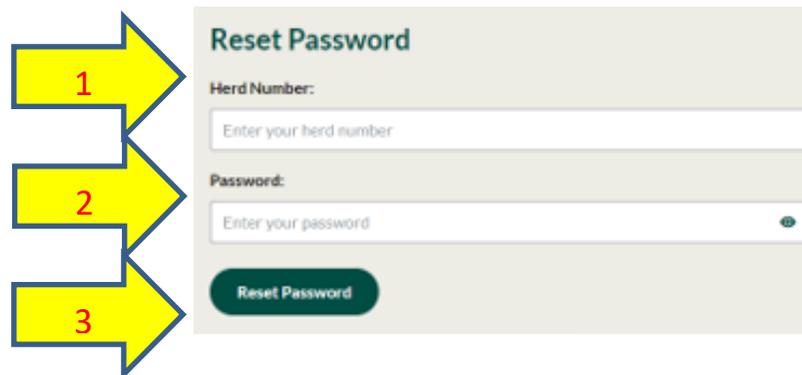
If the **herd number** entered matches an account, you will receive an email to reset your password. This may take a few minutes to arrive. If the email does not arrive, please contact support@sceptraining.ie or phone 074 970 7756.

[Click here to return to start of document](#)



The email you receive will contain a link. Click the link contained in the email and you will be brought to the reset password screen.

Enter your (1) herd number and (2) your new password (Your password must be 6-12 characters long, contain uppercase and lowercase letters and numbers. It must not contain spaces or special characters) and click (3) reset password. You should ensure that you retain your new password in a safe place for future use.



[Click here to return to start of document](#)

Who do I contact if I am having trouble accessing the SCEP training online?

- If you are having any technical difficulties with logging into the training, please contact support@sceptraining.ie or 074 970 7756.
- For general queries on the SCEP training or the SCEP programme, contact the Department's Helpdesk by phone at 057 8674422 or by email at scep@agriculture.gov.ie.

[Click here to return to start of document](#)