

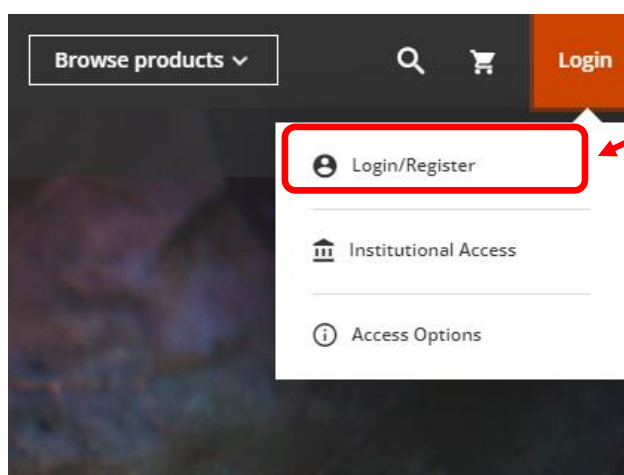
Username and Password step-by-step guide to the login process for the Horizon Scanning Tool (premium version) and PRA Tool

This guide is for users provided with a CABI username and password for either or both the Horizon Scanning Tool and PRA Tool.

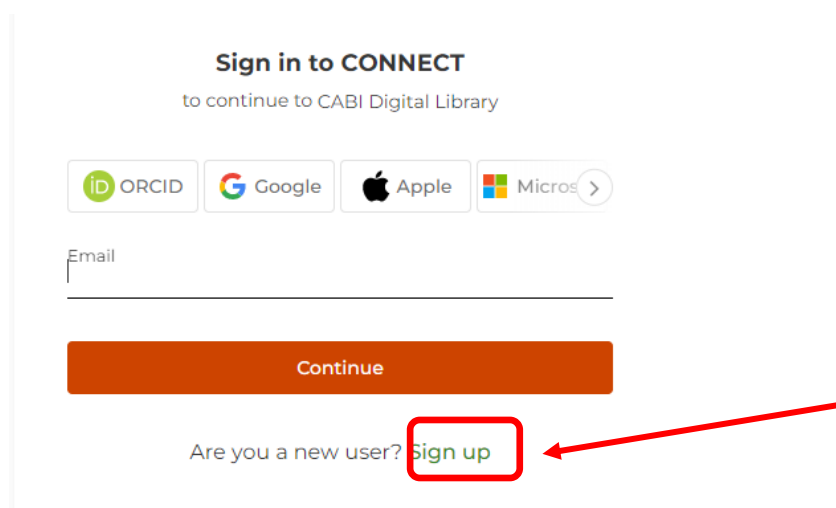
- STEP 1:** Set up an account on CABI Digital Library
- STEP 2:** Redeem a CABI Digital Library voucher to access the CABI Compendium datasheets
- STEP 3:** Sign into the Horizon Scanning Tool using the CABI username and password
- STEP 4:** Sign into the PRA Tool using the CABI username and password
- STEP 5:** Create a personal My CABI account to save your PRAs (PRA Tool only)

STEP 1: Set up an account on CABI Digital Library

1. Please visit [CABI Compendium](#) and click 'Login' > 'Login/Register':



2. Click the green 'Sign Up' link at the bottom of the screen:



3. Enter your name, email address and set your own password:

Sign up to CONNECT
to continue to CABI Digital Library

ib ORCID Google Apple Micros >

Name _____

Email _____

Set Password _____

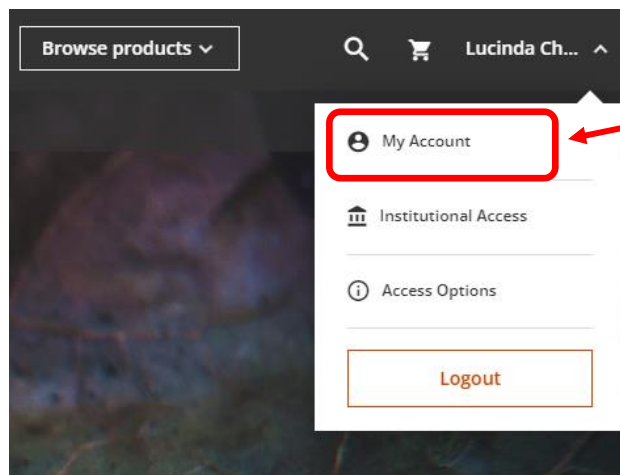
Continue

A verification code will be sent to your email

4. You will then receive a verification code to the email you registered. Please check your spam on junk folders. Enter this short code (6 numbers) to verify your account. You will then be signed into your new account on CABI Digital Library.

STEP 2: Redeem a CABI Digital Library voucher

5. Go to 'My Account' and select the option to redeem a voucher:



6. Enter the long CABI Digital Library voucher token you have been provided with (20 characters) in the Claim Number box and click Submit.

My Account

Personal Details

Access Entitlements

Redeem Voucher

Alerts

My Projects

Saved Searches

Redeem Voucher

Access tokens allow you to activate and access content online. If you have been issued an access token, please enter it here and click "Submit"

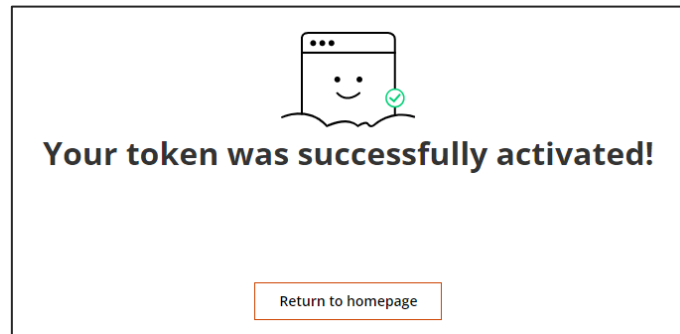
Please enter your claim number.

Claim Number

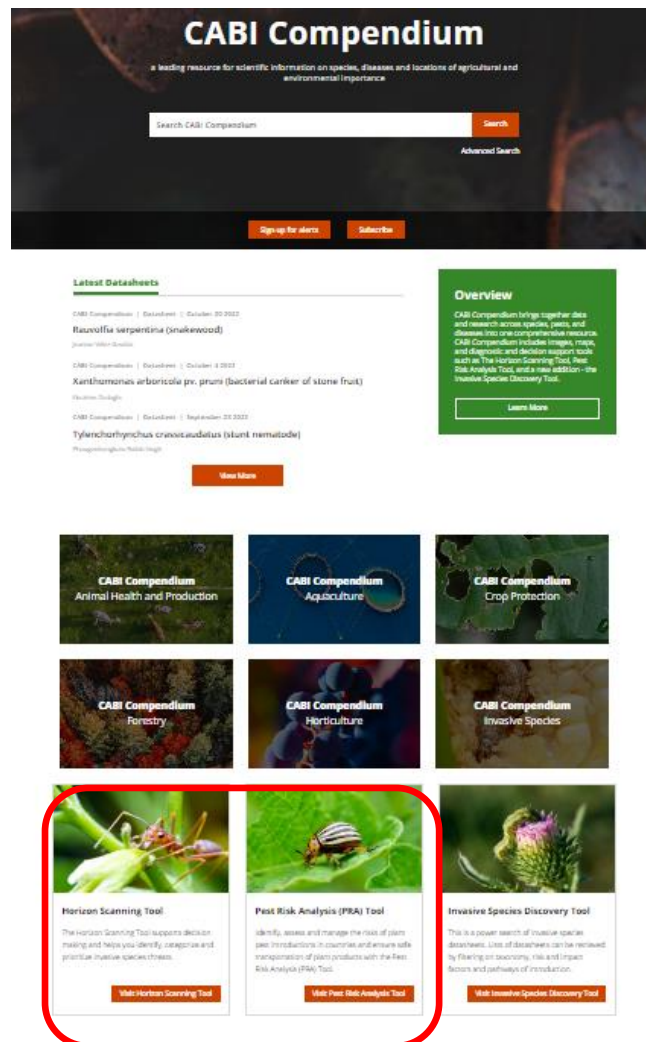
ENTER VOUCHER HERE

Submit

7. You should receive the below message to confirm the voucher has been redeemed successfully. Click the link to 'Return to homepage' to view the CABI content.

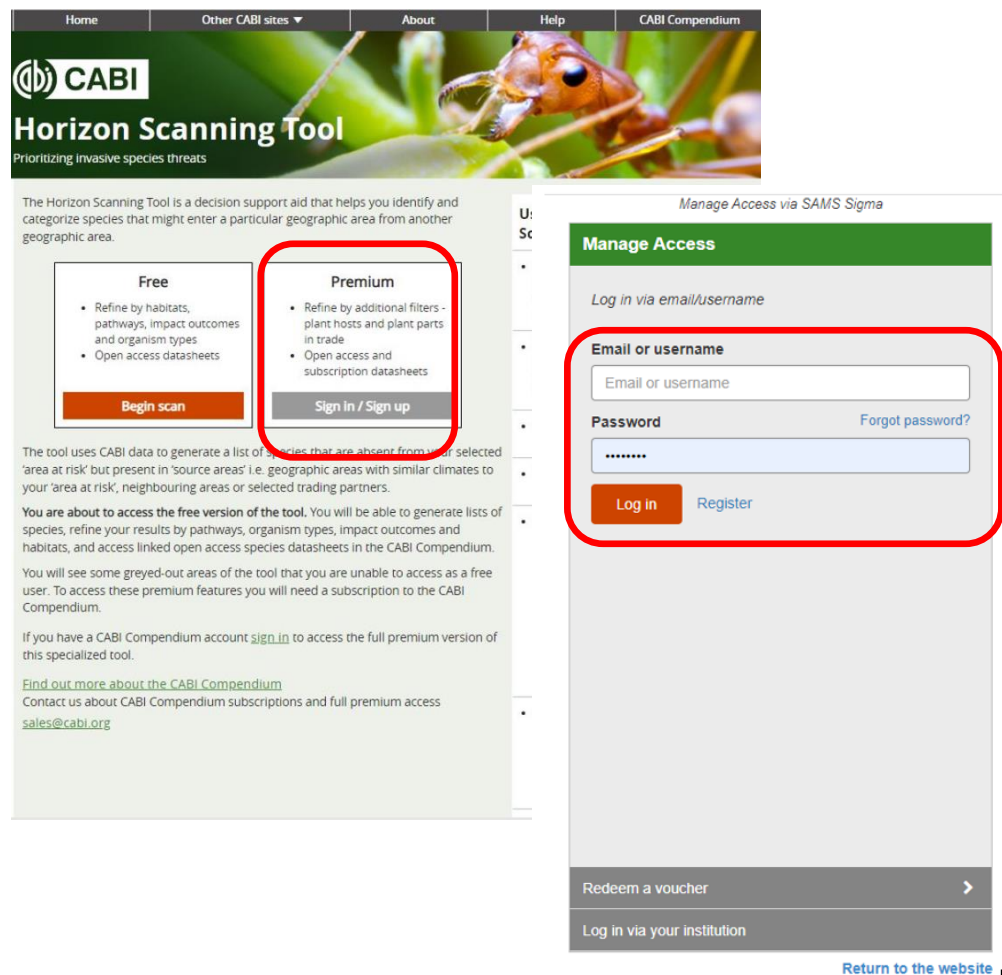


You can now access the full set of datasheets from the CABI Compendium product page as well as the open access CABI content in the Digital Library.



STEP 3: Sign in to the Horizon Scanning Tool

- To enter the Horizon Scanning Tool click on the link at the bottom of the CABI Compendium product page (you can also go to the tool directly at www.cabi.org/HorizonScanningTool).
- Select the Premium version (for full access to datasheets and filters) by clicking on the grey 'Sign in box' and now enter the CABI username and password you have been given in the Manage Access box and select 'Login'.



You are now ready to start using the Horizon Scanning Tool.

STEP 4: Sign in to the PRA Tool

- To enter the PRA Tool, click on the link at the bottom of the CABI Compendium product page (you can also go to the tool directly at www.cabi.org/PRA-Tool).

11. Click on the 'Sign in' button and now enter the CABI username and password you have been given in the Manage Access box and select 'Login'.

The screenshot shows the CABI Pest Risk Analysis Tool website. The navigation bar includes links for PRA Home, Other CABI sites, About, Help, Compendium Home, and Sign in. The main header features the CABI logo and the title 'Pest Risk Analysis Tool'. Below the header, there is a description of the tool and a 'Sign in' button highlighted with a red box. To the right, the 'Manage Access' section is shown, containing a login form with fields for 'Email or username' and 'Password', and buttons for 'Log in' and 'Register'. A red arrow points from the 'Sign in' button on the left to the 'Manage Access' section on the right.

STEP 5: Register for a 'My CABI' account to use the PRA Tool

12. You will need to register for your personal My CABI account the first time you enter the PRA Tool because this is where your PRAs are stored. Please use your email address as the username and your chosen password, then click 'Create account'.

The screenshot shows the 'Welcome to My CABI' registration page. It has two main sections: 'Sign in to My CABI' and 'Register for a My CABI Account'. The 'Sign in' section includes fields for 'Username/email' and 'Password', a 'Submit' button, and a 'Remember me' checkbox. The 'Register' section includes fields for 'First name', 'Last name', 'Risk assessor', 'Email address', 'User name', 'Password', and 'Confirm password'. There is a checkbox for 'Use email as username' which is checked. Below the registration fields are three checkboxes for user feedback and privacy policy, and a 'Create account' button. A red box highlights the registration section, and a red arrow points from the text box on the right to the 'Use email as username' checkbox.

Check this box to use email as username. Enter your own password (minimum 10 characters)

These details should be unique to you, please do not use the Sigma username and password provided by CABI for this account

13. Next, sign in to My CABI with your email and the password you have just registered.

Welcome to My CABI

Sign in or register a My CABI account to create, save and make edits to existing pest risk analysis assessments and reports.

Sign in to My CABI

Register for a My CABI Account

Username/email

Password

Submit Remember me

Forgotten password

First name

Last name

Risk assessor

Email address

Use email as username

User name

Password

Confirm password

I am happy to be contacted for user feedback

I am happy to be contacted about CABI products and services

I have read the Privacy Policy (required)

Create account

14. Click 'Submit' and you will see the PRA Tool 'Terms and conditions'. There are two tick boxes at the bottom of the page. Click 'Save'.

For full terms and conditions regarding use of the Crop Protection Compendium and the data contained therein, please click here.

In order to proceed to use the PRA Tool, please confirm that you have read and understand these terms. You will only be asked to complete this the first time you log in.

I have read and understand the PRA Tool terms and conditions and agree to abide by them whilst using the Tool (required)

I agree for CABI to share the final PRA report generated by the Tool, and its contents, under a creative commons CC-BY licence

Save Cancel and sign out.

You are now on the PRA Tool home page!

PRA Home Other CABI sites About Help Compendium Home Signed in as: Jane

CABI Pest Risk Analysis Tool

External links Help

Home

My Personal View Create New Team

Welcome back Jane

PRA Home Previous PRAs Regulated Pest List My CABI

Start a new PRA session

By Pathway By Pest

Recent PRAs

Session number	PRA type	PRA title	PRA start date	PRA due date	Status	Last Modified	Completed	PRA report	Delete session
No Recent PRA.									

About the CABI Pest Risk Analysis Tool

The Pest Risk Analysis tool is a decision support tool that presents scientific information from the CABI Crop Protection Compendium (CPC) to aid the selection of appropriate measures for reducing risks associated with plant pests.

From here you can start a new PRA in your '[My Personal View](#)', open PRAs that have been created by your team if you have been invited to join other colleagues, or explore the PRA Tool [Help page](#) for further guidance.

A CABI PRA username and password is usually provided for short-term trials or training workshops. If you are eligible for continuing access, this can be set up for IP recognition for your office or by voucher issued by CABI which enables you to set your own username and password to register to use CABI products. Your 'My CABI', with any PRAs you have saved, remains with you whichever access type you use.

Please contact PRA@cabi.org if you require further assistance.