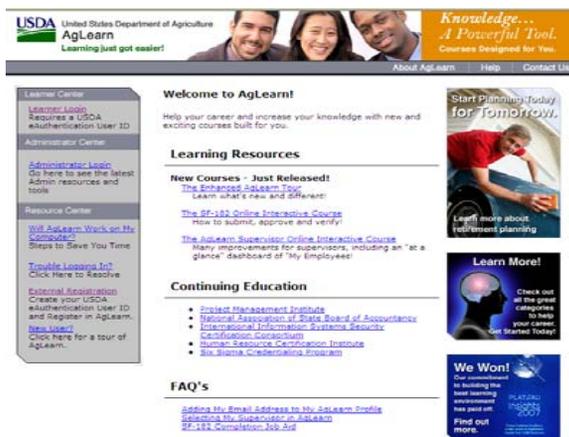


## AgLearn Guidelines for Registration and Course Completion



AgLearn is the official system of record for all USDA training, allowing USDA employees, partners and contractors the ability to search, access, enroll in, and record all training opportunities through the web, any time, any place. The purpose of the table is to provide the TSP, or potential TSP, with instructions for registering and completing courses in AgLearn. Registering and using the AgLearn online training system consists of 4 Steps. The first three steps need be completed only once. The fourth step will be used every time you access a course. The steps consist of:

1. Obtaining a Level 2 eAuthentication account/user identification (See eAuthentication Guidesheet at <http://ftp-fc.sc.egov.usda.gov/IA/technical/eAuthGuide.doc>)
2. Registering with [AgLearn](#)
3. Confirmation of AgLearn registration with the Sponsor
4. Accessing AgLearn Courses

The AgLearn Reference site is located at [http://www.aglearn.usda.gov/AgLearn\\_eAuthentication\\_Info.doc](http://www.aglearn.usda.gov/AgLearn_eAuthentication_Info.doc). Before attempting to register, check your [computer settings](#) for AgLearn compatibility. Click here to take a [AgLearn Video Tour](#).

### RESOURCES AVAILABLE FOR ASSISTANCE

TSP Coordinator:	J. Eric Scherer	401.822.8814	<a href="mailto:Eric.Scherer@ri.usda.gov">Eric.Scherer@ri.usda.gov</a>
NRCS AgLearn Coordinator:	Brenda Venable	401.822.8845	<a href="mailto:Brenda.Venable@ri.usda.gov">Brenda.Venable@ri.usda.gov</a>

PERSON RESPONSIBLE	STEPS	DIRECTIONS	INPUTS NEED TO COMPLETE THE PROCESS STEP	RESOURCES NEEDED
TSP applicant	A. Register on AgLearn	<ul style="list-style-type: none"> <li>▪ Select “External Registration”. It is located under “Resource Center: on the left hand side of the page</li> <li>▪ Read the Warning Statement and click “Continue”</li> <li>▪ Enter eAuthentication ID and password</li> <li>▪ At the User Registration screen, verify you name, address, email and phone number are correct</li> <li>▪ Complete data entry (see below)</li> <li>▪ Click Submit</li> </ul> <p><b>DATA ENTRY SELECTIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Parent Agency</b> =:NRCS</li> <li>• <b>State/Division of Sponsor</b> = NRCS-External-IA-TSPs</li> <li>• <b>Name of USDA Official to Sponsor Access to AgLearn</b> = Dick Tremain</li> <li>• <b>Are you a USDA Contractor, Partner or Student</b> = Partner</li> </ul>	<ul style="list-style-type: none"> <li>• Via the AgLearn website <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a></li> </ul>	<ul style="list-style-type: none"> <li>• Internet Access</li> <li>• email address</li> </ul>
NRCS	A. Rhode	<ul style="list-style-type: none"> <li>• Rhode Island AgLearn Coordinator requests identity</li> </ul>	<ul style="list-style-type: none"> <li>• Via email or telephone</li> </ul>	<ul style="list-style-type: none"> <li>• Internet</li> </ul>

PERSON RESPONSIBLE	STEPS	DIRECTIONS	INPUTS NEED TO COMPLETE THE PROCESS STEP	RESOURCES NEEDED
AgLearn Coordinator	IslandNRCS confirms the TSP identity	confirmation from TSP Coordinator		Access • email address
NRCS AgLearn Coordinator	B. TSP AgLearn Account is activated	<ul style="list-style-type: none"> <li>• TSP AgLearn Account is activated within 3 days (normally)</li> <li>• TSP is send email confirming registration</li> </ul>	<ul style="list-style-type: none"> <li>• Via email or telephone</li> </ul>	<ul style="list-style-type: none"> <li>• Internet Access</li> <li>• email address</li> </ul>
TSP	A. TSP logs into AgLearn	<ul style="list-style-type: none"> <li>• Click on "Learner Login" under "Learning Center" on the left-hand side of the screen</li> </ul>	<ul style="list-style-type: none"> <li>• Via the AgLearn website <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a></li> </ul>	<ul style="list-style-type: none"> <li>• Internet Access</li> </ul>
TSP	B. TSP accesses Learning Plan	<ul style="list-style-type: none"> <li>▪ Access your Learning Plan in one of two ways:               <ol style="list-style-type: none"> <li>1. Locate the box titled "Learning Plan." It is located on the left hand side of the Home Page.                   <ul style="list-style-type: none"> <li>▪ Click on "Go to Learning Plan." It is located on the box banner to the right of the words "Learning Plan."</li> </ul> </li> <li>2. Identify the gray Banner at the top of the page.                   <ul style="list-style-type: none"> <li>▪ Click on "Learning."</li> </ul> </li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Via AgLearn Personal page</li> </ul>	<ul style="list-style-type: none"> <li>• Internet Access</li> </ul>
TSP	C. TSP registers for required NRCS courses	<ul style="list-style-type: none"> <li>▪ All TSP required courses are normally loaded in Learning Plan when you register for AgLearn.</li> <li>▪ Identify course you wish to complete. Note that courses listed in the Learning Plan may exceed your certification needs. <i>Check the Rhode Island TSP Certification Checklist for your specific certification requirements.</i></li> <li>▪ Click on "Launch Content" located to the right of the course name. eLearning courses will launch in your browser window. Self-study courses will be sent to the address you identified when you obtained your eAuthorization ID and password. Note: Some courses have more than one part or have an evaluation or test that must be completed before you may print a Certificate of Completion</li> </ul>	<ul style="list-style-type: none"> <li>• Rhode Island TSP Certification Checklist</li> <li>• <a href="#">Technical Service Categories and Criteria Options for Certification</a></li> <li>• <a href="#">NRCS General Manual 180 Part 409.10</a></li> </ul>	<ul style="list-style-type: none"> <li>• Internet Access</li> </ul>
TSP	D. TSP prints out Certificate of Completion for course	<ul style="list-style-type: none"> <li>▪ Click on "Return to Content Structure." It is located on the left-hand side of the page.</li> <li>▪ Click on "Learning." It is located on the banner at the top of the page</li> <li>▪ Click on "Learning History." It is located below the banner at the top of the page</li> <li>▪ Click on "Complete Certificate" on the left-hand side of the page. <i>Note: This is also the location where you would return to view parts of the course again as a reference text.</i></li> <li>▪ Click on the picture of the printer located on the toolbar at the top of the page</li> <li>▪ A Certificate of Completion is printed</li> </ul>	<ul style="list-style-type: none"> <li>• Via Learning History on the AgLearn website</li> </ul>	<ul style="list-style-type: none"> <li>• Internet Access</li> </ul>