

## **New APHIS VS Employees: Getting Set-Up With EAuthentication and AgLearn**

### ***What is AgLearn?***

*AgLearn is “the United States Department of Agriculture (USDA) enterprise-wide learning management system (LMS).” The program allows both you and your supervisor to plan and monitor much of your agency-directed training, as well as offers you a wide selection of online courses. It is an invaluable tool for the new employee as well as the experienced employee.*

### ***How does an employee access AgLearn?***

*AgLearn is accessed through the eAuthentication gateway. EAuthentication is a separate server than AgLearn, and it serves to grant access to multiple on-line programs across the USDA. An employee therefore must have an active and accessible eAuthentication account, in addition to his or her AgLearn account, in order to log in to AgLearn.*

### ***How are the EAuthentication and AgLearn accounts created for a new employee?***

*As of January, 2009, both the eAuthentication and AgLearn accounts are generated automatically for employees. The creation of the two accounts occurs separately, though usually within the same week, in the eAuthentication and AgLearn servers.*

*When a new employee starts, Human Resources submits his or her information to MRPBS human resources office in Minneapolis. Within 2-3 weeks, the employee’s information is placed in the USDA National Finance Center (NFC).*

*The eAuthentication server uplinks to NFC on a weekly basis, and when it finds a new employee has come on board it creates an eAuthentication account for that individual. The employee must gain access to this in order to use it (see procedure below).*

*Additionally, on a weekly basis the AgLearn server also uplinks to NFC and searches for new employee accounts. When found, the AgLearn server automatically creates an AgLearn account for that new employee.*

***Therefore, the new employee does not have to take direct action to create the eAuthentication and AgLearn accounts, but he or she does have to take action to gain access to both these accounts.***

## *How does the employee access the eAuthentication and AgLearn accounts?*

### **Step One: Complete Mandatory Information Systems Security Awareness Training**

All USDA employees, whether full-time or part-time, permanent or temporary, must complete an annual “Information Systems Security Awareness” training. Access to any USDA computer system cannot be granted by the IT staff until the new employee has successfully completed this training.

This is the procedure for new employee ISSA training in Veterinary Services:

1. On the employee’s first day, before any computer systems are accessed, the new employee’s supervisor, or his or her designee, administers the paper-based version of this training. That same supervisor or designee then gives the employee the paper-based ISSA assessment, and scores it. A passing score is 70%.
2. Once the material has been reviewed and the assessment successfully completed with a passing score, the supervisor or designee shows the passed assessment to the IT representative, who then turns on access to computer systems (workstation computer, email, etc).
3. The supervisor or designee then scans and emails or faxes the graded assessment to the VS Information Systems Security Manager (ISSM).
  - a. Currently, the VS ISSM is Elinor Gallelli ([elinor.z.gallelli@aphis.usda.gov](mailto:elinor.z.gallelli@aphis.usda.gov); 970-494-7294)
4. Elinor will forward the assessment to the VS AgLearn Administrators to record in the employee’s Aglearn account once it has been generated by the AgLearn server (2-3 weeks after entry on duty).

### **Step Two: Register the eAuthentication Account**

**Please note that the eAuthentication account for the new employee will not be created until 2-3 weeks after his or her start date. Creation of the account should coincide with the issuance of the first paycheck.**

New employees register their eAuthentication account, **2-3 weeks after receiving their first paycheck**, at a special location on the eAuthentication website. It is a “special” location because it can only be accessed through a link in an invitational email sent to the employee from the eAuthentication server.

This is the procedure for registering the eAuthentication account

1. The employee will receive an email from the eAuthentication server, 2-3 weeks after receiving his or her first paycheck. The email will invite the employee to register his or her eAuthentication account, and embedded in the email is a link that the employee clicks on to take them to the registration page.
  - a. If the employee has not received the email, and at least 3 weeks have passed since receipt of his or her first pay check, the employee can contact the APHIS Technical Assistance Center (ATAC). Contact can be by email to [ATAC@aphis.usda.gov](mailto:ATAC@aphis.usda.gov) or by phone at 877-944-8457. The employee requests that the registration email be sent, and provides his or her government email address.
2. When the employee clicks on the embedded link in the email, he or she will be taken to the registration page and will follow the instructions to complete the registration. *Some information, such as the employee’s Social Security Number, will need to be provided. However, unlike the previous registration process the employee will not need his or her SF-50 or first Earning and Leave Statement to register for the eAuthentication account.*

### Step Three: Register the AgLearn Account

*Remember, the AgLearn account was generated automatically 2-3 weeks after the employee completed his or her first full pay period. Once the employee has registered his or her eAuthentication account, he or she should be able to log in to AgLearn.*

1. The employee goes to <http://www.aglearn.usda.gov/>, and clicks on "Learner Login."
2. The employee will log in, using the newly registered eAuthentication User ID and password.
3. If the employee gets an error message indicating that his or her Learner ID is not found on the mapping table, he or she needs to take the following steps:
  - Call AgLearn Help Desk at 866-633-9394; and
  - Ask the representative to have the eAuthentication account mapped to the AgLearn account.