

March 15, 2010

**United States
Department of
Agriculture**

Animal and Plant
Health Inspection
Service

Veterinary Services

Professional
Development Staff

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To: APHIS-VS Partners

RE: Instructions for Non-USDA persons registering for a course requiring approval in AgLearn

Since October 1, 2007, the USDA, APHIS, Veterinary Services, Professional Development Staff (PDS) has been taking nominations for courses through AgLearn. A listing of courses is available on the Professional Development Staff Fiscal Year (FY) 2010 Training Catalog website at http://www.aphis.usda.gov/animal_health/prof_development. State and industry persons who wish to take an APHIS-Veterinary Services courses will need to:

- 1) request an eAuthentication account, which allows them
- 2) obtain an AgLearn account, and then
- 3) Register for the course.

There is no charge to the individual to obtain an eAuth or level I AgLearn account. Non-USDA people can complete the 3 tasks above without assistance from the AVIC or other staff in your Area Office. Once they register for a course, you will be involved in the approval process just as you would for one of your own employees.

Please distribute this email and the instructions below to State Veterinary offices and other organizations whom you know to be interested in PDS courses. Thank you for your assistance in making our move to AgLearn nomination process smoother.

Part One: Obtaining an eAuthentication Account

1. In your browser, go to the AgLearn log-in page at www.aglearn.usda.gov, and click on "External Registration".
2. Click on "Step 1: Public".
3. Step 1. You will need to create a Username and Password. Then fill in all other fields marked with an asterisk (*), and then click on "Continue".
4. Step 2. Review your information. If it is correct, click on "Submit".
5. Step 3. Print your summary page. The page will include instructions for completing Step 4.

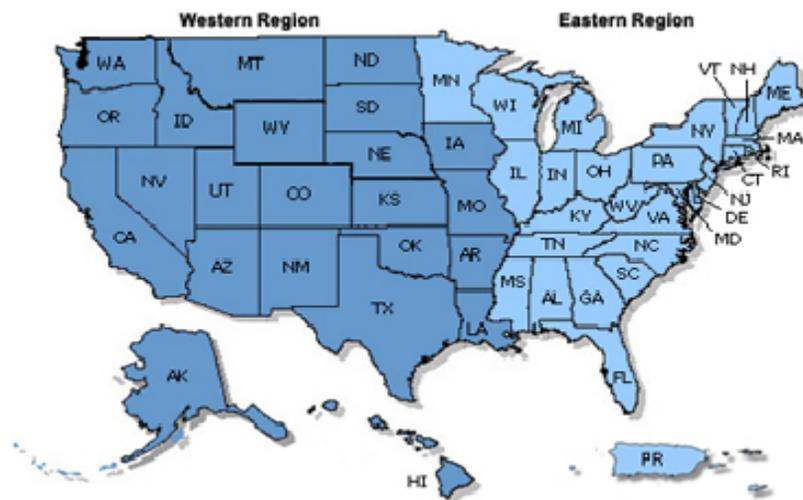
6. Step 4. Within a few minutes, you will receive an email to the address you listed in your registration. In this email is a link. When you click on this link, you will go to an account activation page. Please click on "Activate My Account". This will take you to a confirmation page that your account has been activated.
7. Wait at least one hour after receiving confirmation before moving one to Part Two.

Part Two: Obtaining an AgLearn Account

8. Return to the AgLearn log-in page at www.aglearn.usda.gov.
9. Click on "External Registration" again.
10. This time, under the tab "Step Two: Complete Registration." click on "Register"

NOTE: In the unlikely event that you get an error message at this point, it is an internal computer error and you will need to contact the eAuthentication Help Desk. Instructions for contacting them will be provided on your computer screen.

11. You will be brought to the **User Registration** page.
 - For "Agency" choose "APHIS".
 - For "State/Division of Sponsor" you will choose one of the two following domains (choices):
 - i. APHIS-VS-EXTERNAL-EAST; or
 - ii. APHIS-VS-EXTERNAL-WEST.
 - iii. *Note: Use the map below to determine whether to select "East" or "West"..*



- For USDA Official, choose "Leon White".
- For Additional USDA Official, choose "Nancy Platter".
- Choose "Partner".
- Select your "Point of Contact." The Point of Contact's role is to confirm to the USDA Official (Leon White or Nancy Platter) that your request for an AgLearn account is valid. The Point of Contact is your state's APHIS, VS Area-Veterinarian-

- In-Charge (AVIC). If you do not know who the AVIC for your state is, you can find his or her name by:
- i. Go to www.aphis.usda.gov/animal_health/area_offices/
 - ii. Click on your state on the map of the US
 - iii. In the pop-up window that comes up, listing the Area Offices address and phone number, click on “Click *here* for more information” and a second pop-up window will appear, listing the AVIC’s name.
- Enter your Organization name (e.g., “Virginia Dept of Ag”).
 - Click “Submit”.
 - You will go to a “Registration Completed” page, informing you that your account should be activated in the next 48-72 hours.
12. When you have finished, please email the VS AgLearn Support Team at VS_AgLearn@aphis.usda.gov. Inform them what state you are in, what organization you are with, and why you are requesting an AgLearn Account (e.g., “to take Basic Brucellosis Epidemiology”).
 13. AgLearn will email Leon White and Nancy Platter, asking them to activate your AgLearn Account. They will match your name with the email you sent Ag_Learn@aphis.usda.gov and activate you.

Part Three: Signing up for a course in AgLearn:

14. Log in to AgLearn as a “Student”, and follow the attached instructions for Registering for your course.
15. Click on Catalog. The page that appears is the Browse Subject page of the Catalog.
16. In the list of Subject Areas in the left hand column, click on the blue arrow next to “AgLearn Original Courseware Structure”.
17. In the list that drops down below this subject area, click on “APHIS Veterinary Services”. To the right, a list of courses will appear. The list is in alphabetical order.
18. Scroll down to the course you wish to take. In this box, you will see a button that reads “Register”. Click on this button.
19. You will be taken to a screen that tells you this course requires approval. Click on “Yes”.
20. The next page you are taken to is the registration page. In the table, two levels of approvers are listed. Level 1 is the Area Vet in Charge (AVIC) of your state, and Level 2 is the Training Coordinator for your region.
 - You will need to select your state AVIC as your Level 1 Approver. To do this, click “Select” and a search screen will appear. Type in the AVIC’s last name, then click “Search”. The AVIC’s name should appear in a table. Click “Select” and return to the registration page.
 - The Training Coordinator has been pre-selected for your Region. You can confirm this by clicking on “Show All”.
21. Click on “Confirm”. The approval process will begin automatically. You will be taken to a summary of your registration. ***Please note, the status of your registration will say “Pending”. This means that you are not in the class until you have been approved by both levels of approvers.***
22. You will receive an email from AgLearn alerting you that you have submitted your registration for approval. At the same time, the AVIC will receive an email alerting him or

her to your request for registration, and instructing him or her to log in to AgLearn to review and approve your request.

23. When the AVIC approves your registration, you will receive an email alerting you that your request has moved up to the Training Coordinator. The TC will then receive an email from AgLearn similar to the one your supervisor received.
24. When the Training Coordinator approves your request, you and the AVIC will be notified by AgLearn that you are registered for the course. The Professional Development Staff course facilitator will also be notified that you have registered.

Special Note:

If you do not receive an email from AgLearn informing you that the AVIC and then the Training Coordinator has approved your training, you must personally follow up on your request. AgLearn will not remind them again, and your registration will not be approved.