

Forestry Technical Service
Providers Workshop
September 30, 2009

USDA AgLearn

Tim Pilkowski

Conservation Agronomist - Maryland



What is AgLearn?

A horizontal banner for the AgLearn website. On the left, the USDA logo is followed by the text "United States Department of Agriculture" and "AgLearn" in a bold font, with the tagline "Learning just got easier!" below it. In the center is a photograph of three diverse young adults smiling. On the right, an orange box contains the text "Knowledge... A Powerful Tool. Courses Designed for You." Below the banner is a dark grey navigation bar with links for "About AgLearn", "Help", and "Contact Us". At the bottom, there is a "Learner Center" button on the left, the text "Welcome to AgLearn!" in the center, and a "Start Planning Today" button on the right.

USDA United States Department of Agriculture
AgLearn
Learning just got easier!

Knowledge...
A Powerful Tool.
Courses Designed for You.

About AgLearn Help Contact Us

Learner Center Welcome to AgLearn! Start Planning Today

http://www.aglearn.usda.gov/

Learner Center

[Learner Login](#)
Requires a USDA
eAuthentication User ID

Administrator Center

[Administrator Login](#)
Go here to see the latest
Admin resources and
tools

Resource Center

[Will AgLearn Work on My
Computer?](#)
Steps to Save You Time

[Trouble Logging In?](#)
Click Here to Resolve

[External Registration](#)
Create your USDA
eAuthentication User ID
and Register in AgLearn.

[New User?](#)
Click here for a tour of
AgLearn.

Welcome to AgLearn!

Help your career and increase your knowledge with new and exciting courses built for you.

Learning Resources

New Courses - Just Released! *Updated June 2009*
[SkillSoft - Latest Additions!](#)
Check out all of the newest courses now available in AgLearn!

[The Enhanced AgLearn Tour](#)
Learn what's new and different!

[The SF-182 Online Interactive Course](#)
How to submit, approve and verify!

[The AgLearn Supervisor Online Interactive Course](#)
Many improvements for supervisors, including an "at a glance" dashboard of "My Employees!"

Continuing Education

- [Project Management Institute](#)
- [National Association of State Board of Accountancy](#)
- [International Information Systems Security Certification Consortium](#)
- [Human Resource Certification Institute](#)
- [Six Sigma Credentialing Program](#)

FAQ's

[Adding My Email Address to My AgLearn Profile](#)
[Selecting My Supervisor in AgLearn](#)



AgLearn
Tour

Site Login
(USDA eAuth
login)

Will AgLearn
work on my
computer?

Register for AgLearn – Step 1 Registration

Click on
External
Registration

Note: You
must have an
eAuth account
before you can
register.

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Register for AgLearn – Step 1

Click on Register under Step 2

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About AgLearn Help Contact Us

Step 1 - Create Account

- USDA Federal Employee
- USDA Contractor
- USDA Partner/Contractor
- Public

Step 2 - Complete registration

- Register
Requires a USDA eAuthentication (aka) ID

AgLearn Registration Directions

To begin using AgLearn, you will need to go through a simple two step process. First, you need a USDA eAuthentication account.

Please choose the option under Step 1 that applies to you to begin the process. For information about what is an eAuthentication account please [click here](#).

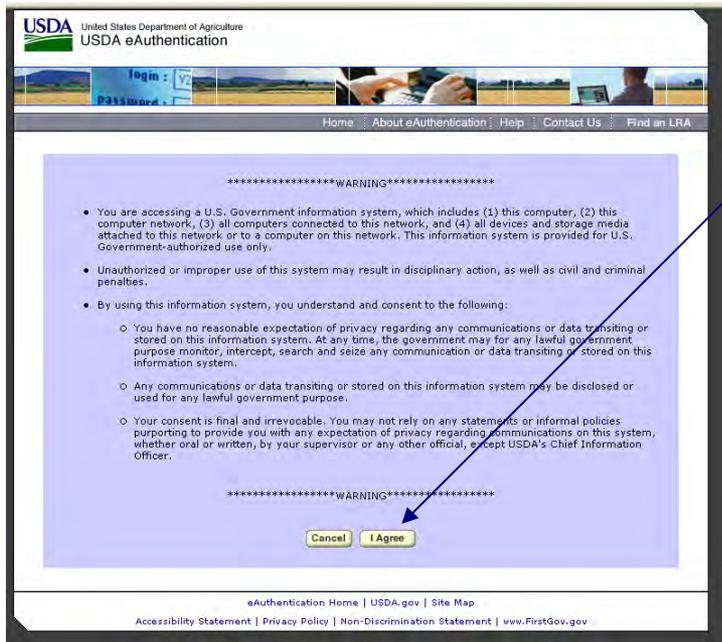
If you are a USDA Federal Employee and already have a USDA eAuthentication Level 2 account, you should return to the AgLearn Home Page by clicking on the Back Button at the top of your screen. At the AgLearn Home page, click on the Login link under Student.

After you receive your USDA eAuthentication account ID and password, you can proceed to Step 2, Complete AgLearn Registration.

This step requires you to validate the information in your account, such as full name, address, and email and provide the name of the USDA agency and USDA contact who is sponsoring your account in AgLearn. Your account in AgLearn will be active when AgLearn receives verification from your USDA sponsor that you can receive access. This is expected to take about 48-72 hours. To ensure your account is activated within 48-72 hours, please make sure you enter the correct name and email of your sponsor and agency his person so that.

Register for AgLearn – Step 1

Login with you eAuth User ID and Password



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USDA eAuthentication

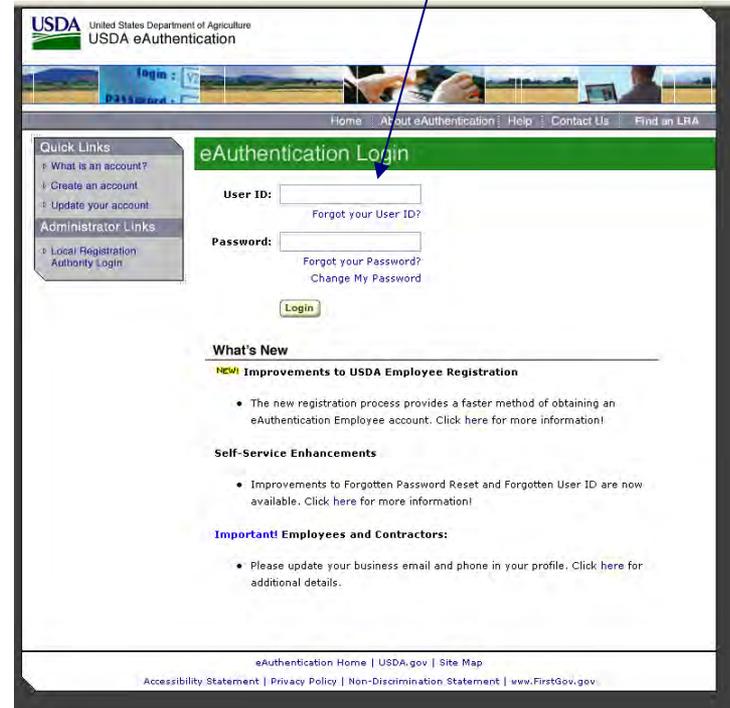
Home | About eAuthentication | Help | Contact Us | Find an LRA

*****WARNING*****

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

*****WARNING*****

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Quick Links
What is an account?
Create an account
Update your account

Administrator Links
Local Registration
Authority Login

eAuthentication Login

User ID:
[Forgot your User ID?](#)

Password:
[Forgot your Password?](#)
[Change My Password](#)

What's New

NEW Improvements to USDA Employee Registration

- The new registration process provides a faster method of obtaining an eAuthentication Employee account. [Click here for more information!](#)

Self-Service Enhancements

- Improvements to Forgotten Password Reset and Forgotten User ID are now available. [Click here for more information!](#)

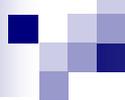
Important! Employees and Contractors:

- Please update your business email and phone in your profile. [Click here for additional details.](#)

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Register for AgLearn – Step 1

- At the User Registration screen
This step requires you to validate the information in your account -- full name, address, email, and provide the name of the USDA agency and USDA point of contact sponsoring your account in AgLearn.
- Select **NRCS-TECHNICAL SERVICE PROVIDER** as “Agency of Sponsoring Individual”
- Enter “Point of Contact” – Linda Adams (Training Coordinator)
- After completing all information on the User Registration screen, click “Submit Registration”.



Register for AgLearn – Step 2 Verification

- The “Point of Contact” will receive an e-mail requesting that he/she verify user’s information.
- The “Point of Contact” contacts NRCS Training Coordinator that he/she has verified the information and the NRCS Training Coordinator to activate your account.

Register for AgLearn – Step 3 Activation

- The NRCS Training Coordinator will activate your account.
- You will receive an e-mail that your account has been activated within 72 hours.

Accessing AgLearn – Before you start!!!

Click here
to see if
AgLearn will
work on
your
computer

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AgLearn will perform a computer check to see if your PC settings are compatible

Accessing AgLearn – System check

Computer Requirements:
The browser characteristics required for use with the learning delivery system:

Target platform must be Win32; (Windows 95,98,NT, 2000 or XP)
**Please contact your Agency's IT Support for assistance if your result is red.

Browser must be Internet Explorer 6.0 or Netscape 6.2 or later
**Please contact your Agency's IT Support for assistance if your result is red.

Java must be enabled

Popups must be enabled

Javascript must be enabled

Cookies must be enabled

Screen resolution must be set to 800x600 or greater (1024 x 768 is recommended)

Color depth must be 16 bit or greater

Sun Java Version 5, Update 6 or newer is required.
**Please contact your Agency's IT Support for assistance if your result is red.

Current Computer Settings:
The following table is an indication of compatibility -- green cells indicate OK - red indicates a problem, yellow a possible problem. If your browser is indicated as having a problem please correct the problem and retry test before attempting supplied lessons.

PASSED: Win32
PASSED: Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1; NET CLR 1.1.4322; NET CLR 2.0.50727; InfoPath 1; NET CLR 3.0.04506.648; NET CLR 3.5.21022; MS-RTC LM 8)
PASSED
PASSED
PASSED
PASSED
PASSED: 1280 x 1024
PASSED: 32
PASSED: Sun Microsystems Inc. Java Version 6, Update 5

Applet detectjvmaplet started

Most common problem – Java settings or version

Accessing AgLearn

Click here
to access
AgLearn

Note: You
will need
your eAuth
user ID and
password to
log in

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Personal Learning Career Catalog Reports

Home Approval Profile Regional Settings Communities

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is a key resource for on-demand learning that accelerates the acquisition of business knowledge, sharpens management acumen and inspires professional development by offering access to thousands of publications from the most reputable publishers and authors in the industry.

ITPro™
provides anytime, anywhere access to the broadest and deepest information repository possible. It offers the complete, unabridged contents of thousands of books, documents and other reference materials that span the spectrum of information technology topics.

Office Essentials™
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Leadership Development Channel™
is designed to help managers and leaders become more effective at managing people and driving results. It is a unique collection of on demand programs (videos) in multiple learning formats featuring best-selling authors, experts and CEOs, who can have the biggest impact in motivating and challenging the thinking of learners.

Alerts
You have no alerts at this time.

Catalog
View all available instructor-led items>
View all available online items>
Browse Catalog>

Learning Plan → Go to Learning Plan

Title	Type	Required By
AgLearn Tour 2008	📄	
Conservation Planning, Part I	📄	
Pest Management Track 2, Part 1	📄	

Curriculum Status → Go to Curriculum Status
There are no incomplete curricula for this User.

New Items
AZ NRCS Conservation Planning Part II>
AZ Conservation Planning Part III>
AZ Cultural Resources Training>
AZ NRCS Pest Management>
Arizona ATV Training>

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Personal – Provides you with tools to manage your Profile and account

Learning – Contains a menu of tools you will access most frequently and your Learning plan

AgLearn – The Home Page

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Personal Learning **Career** Catalog Reports

• Home • Approvals • Profile • Regional Settings • Communities

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Career – Allows you to create and view a plan of training to manage your career development

Catalog – Contains all of the learning courses you have access too

AgLearn – Catalog

The screenshot shows the USDA AgLearn Catalog interface. At the top, there is a navigation bar with links for Personal, Learning, Career, Catalog, and Reports. Below this, a breadcrumb trail reads: **Browse Catalog** > Calendar of Offerings > Simple Catalog Search > Advanced Catalog Search.

The main heading is **Browse Catalog**. A **PLEASE NOTE** section explains that the page is used to browse by Subject Area and that clicking an expand icon will load a list of courses. A warning states: **Clicking the Subject Area title alone will not expand the listing.**

The **Subject Area Menu** table is shown with the following items:

Subject Area Menu	Items
[Expand All] [Collapse All]	
▶ *USDA COURSES (1)	Please select Subject Area to view related items.
▶ ABG Licensed Courseware (3)	
▶ AgLearn Original Courseware Structure	
▶ Business Certifications	
▶ Business Skills Curricula	
▶ Desktop Certifications	
▶ Desktop Curricula	
▶ eCIPC Training Course (1)	
▶ Environmental, Safety and Health, and Transportation Curricula	
▶ Federal Government Curricula	
▶ IT Professional Certifications	
▶ IT Professional Curricula	
▶ Leadership Development Channel	
▶ Legal Compliance Curricula	
▶ Microsoft Corporation Training	
▶ NETg Curricula (English - US)	
▶ Ninth House Courseware (22)	
▶ Personal Financial Education (9)	
▶ SkillSoft Knowledge Centers (13)	
▶ Test Prep View (104)	
▶ webTA Training (4)	

A red arrow points to the **AgLearn Original Courseware Structure** item. A callout box with a black border contains the text: **If "Expand all" does not load courses, it's usually because of Java settings**. The browser's status bar at the bottom shows "Done" and "Trusted sites".

To access NRCS courses, click on AgLearn Original Courseware Structure (give this time to load)

AgLearn – Catalog

The screenshot shows the USDA AgLearn Catalog interface. At the top, there is a navigation bar with the USDA logo and the text 'United States Department of Agriculture AgLearn'. Below this, there is a search bar and a 'Go' button. The main content area is titled 'Browse Catalog' and includes a 'PLEASE NOTE' section explaining how to use the expand/collapse icons. A 'Subject Area Menu' table is displayed, listing various subject areas with their respective course counts. A red arrow points to the 'Natural Resources Conservation Service' entry, which has 173 courses listed next to it.

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Personal Learning Career **Catalog** Reports

• **Browse Catalog** • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

Browse Catalog

PLEASE NOTE: This page is used to browse the catalog by Subject Area. Click the Expand icon ▶ located at the beginning of the Subject Area title to view the Subject Areas nested beneath it. Once the icon is clicked, it will then point downward and after a few seconds, the list of courses will appear. Click the icon again and the list will collapse.

Clicking the Subject Area title alone will not expand the listing.

Subject Area Menu	Items
AgLearn Original Courseware Structure	
If you are trying to expand a Subject Area, please click the Expand icon ▶ located at the beginning of the Subject Area title to view the Subject Areas nested beneath it. Clicking the Subject Area title alone will not expand the listing. Once the icon is clicked, it will then point downward and after a few seconds, the list of courses will appear. Click the icon again and the list will collapse.	
Forest Service (5)	
FOUNDATION (1)	
Homeland Security (9)	
Human (4)	
Internet and Network Technologies (4)	
IT Professional Skills (5)	
IT Security (8)	
Leadership (3)	
Management (5)	
Microsoft (6)	
▶ Natural Resources (7)	
Natural Resources Conservation Service (173)	
Office of the Chief Financial Officer (12)	
Office of the Chief Information Officer (10)	
Personal Development (2)	
Plants (3)	
Procurement (3)	
Professional Development (7)	
Risk Management Agency (3)	
Rural Development (1)	
Safety (2)	
Science and Mathematics (1)	
Skillssoft Business (75)	
Skillssoft IT (54)	
Soil (14)	
Technical (71)	
Telecommunications Policy (9)	
Water (3)	
Writing & Editing (1)	

Next click on Natural Resources Conservation Service to access most TSP required courses

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Personal Learning Career Catalog Reports

• Browse Catalog • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

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Subject Area Menu	Items	Records per Page	Page
[Expand All] [Collapse All]		10	8 9 10 11 12 «Previous Next» (173 total records)
Forest Service (5)	Natural Resources Conservation Service (173)		
FOUNDATION (1)	▶ Interpreting and Measuring Indicators of Rangeland Health		
Homeland Security (9)	Description : Interpreting and Measuring Indicators of Rangeland Health		
Human (4)	Overview		
Internet and Network Technologies (4)	The course presents a proces More >		
IT Professional Skills (5)	Cost: -- Length: User Rating: N/A Status: --		
IT Security (8)	▶ Introduction to ArcGIS 1 for USDA SCA		
Leadership (3)	Description : Introduction to ArcGIS 1 for USDA SCA		
Management (5)	Overview		
Microsoft (6)	This three-day course introduces USDA Service Ce More >		
▶ Natural Resources (7)	Cost: 0.00 Length: User Rating: N/A Status: --		
Natural Resources Conservation Service (173)	▶ Introduction to Conservation Forestry Planning		
Office of the Chief Financial Officer (12)	Description : This course complements and builds on the Natural Resources Conservation Service's Conservation Plan More >		
Office of the Chief Information Officer (10)	Cost: 0.00 Length: User Rating: N/A Status: --		
Personal Development (2)	▶ Introduction To Digital Remote Sensing		
Plants (3)	Description : Introduction to Digital Remote Sensing		
Procurement (3)	Overview		
Professional Development (7)	This course introduces employees to remotely sen More >		
Risk Management Agency (3)	Cost: -- Length: User Rating: N/A Status: --		
Rural Development (1)	▶ Introduction to NRCS		
Safety (2)	Description : This is a self paced program for all new permanent employees during their first six months of employ More >		
Science and Mathematics (1)	Cost: 0.00 Length: User Rating: N/A Status: --		
Skillssoft Business (75)	▶ Introduction to the Field Office Technical Guide		
Skillssoft IT (54)			
Soil (14)			
Technical (71)			
Telecommunications Policy (9)			
Water (3)			
Writing & Editing (1)			

Records per Page 10 Page: 8 9 11 12 «Previous | Next» (173 total records)

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Scroll to the desired course and click Launch Content or Add to Learning Plan

AgLearn – Catalog

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Personal Learning Career Catalog Reports

- Learning Plan
- Learning Calendar
- Current Registrations
- Curriculum Status
- Learning History
- Record Learning
- SF-182 Requests

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

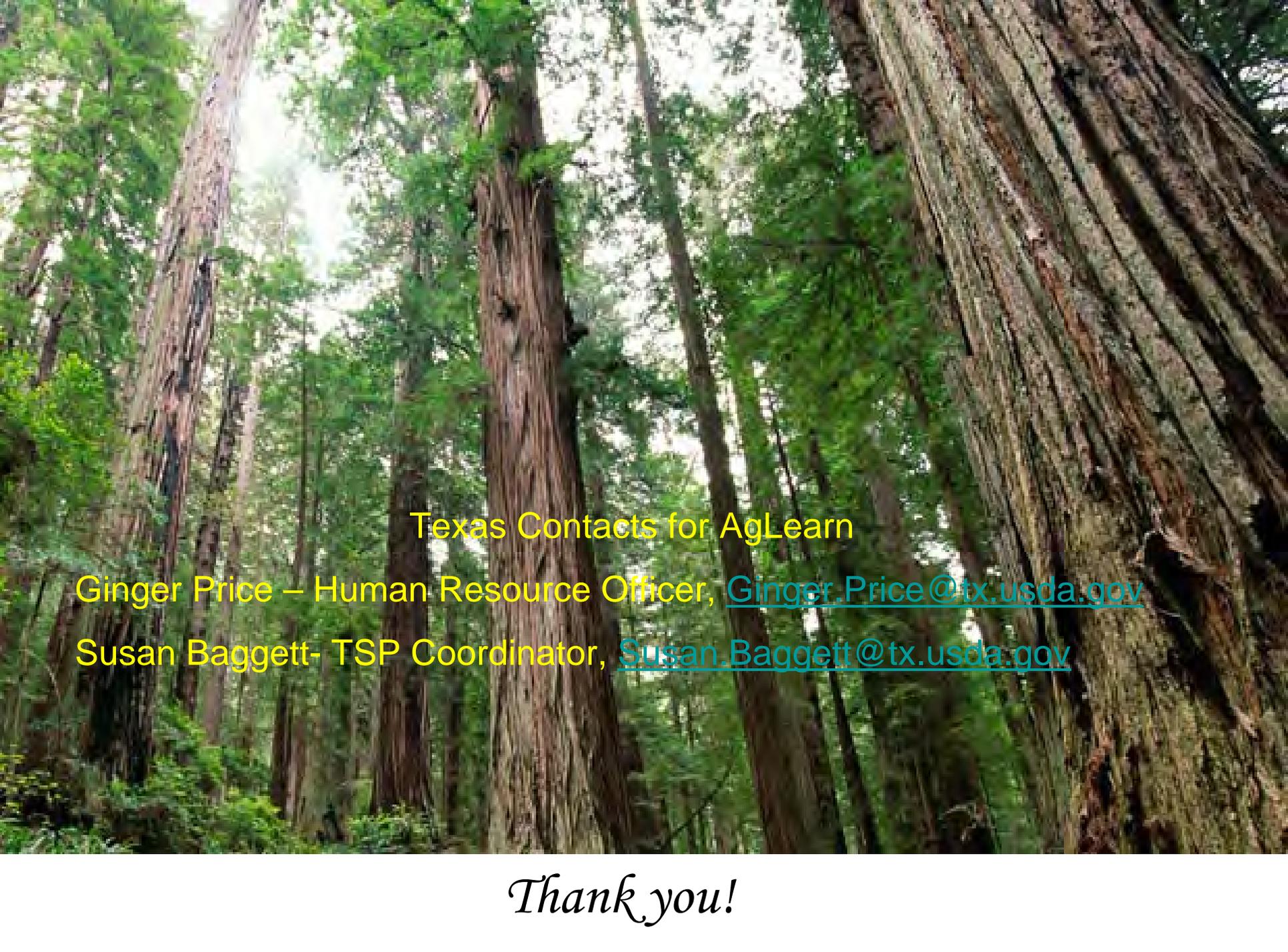
Group Plan by: Field Chooser

[Expand All] [Collapse All]

Title	Type	Required By	Status	Action	Remove
AgLearn Tour 2008			In progress	Launch content	
Conservation Planning, Part I			In progress	Launch content	
Introduction to Conservation Forestry Planning			Available	Launch content	
Forest Management Track 2, Part 1			In progress	Launch content	

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Add to Learning Plan – With this, you can be in training, stop and start again anytime until you finish



Texas Contacts for AgLearn

Ginger Price – Human Resource Officer, Ginger.Price@tx.usda.gov

Susan Baggett- TSP Coordinator, Susan.Baggett@tx.usda.gov

Thank you!