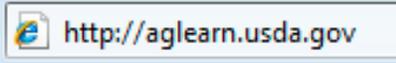


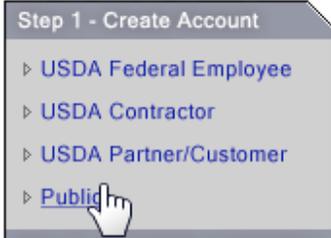
## Registering for an AgLearn Account

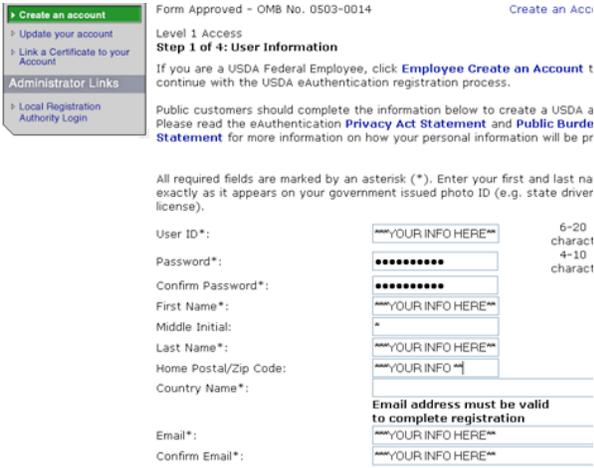
To register for an AgLearn Account, you must first apply for eAuthentication. Once your eAuthentication account has been activated, you can register for an AgLearn account. All the steps for both processes are listed below.

Step	Activity	View
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1.	Go to the AgLearn homepage at: <a href="http://aglearn.usda.gov">http://aglearn.usda.gov</a>	
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2.	In the Resource Center section, click <b>External Registration</b> .	
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3.	Click <b>Public</b>	
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4.	Fill in all data fields according to provided directions.	 <p>The screenshot shows a registration form titled "Step 1 of 4: User Information". It includes a sidebar with navigation options like "Create an account", "Update your account", and "Link a Certificate to your Account". The main form area contains instructions and a list of required fields with input boxes: User ID*, Password*, Confirm Password*, First Name*, Middle Initial, Last Name*, Home Postal/Zip Code, Country Name*, Email*, and Confirm Email*. A note states "Email address must be valid to complete registration".</p>
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5.	At the bottom of the form, click <b>Continue</b> .	
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## Registering for an AgLearn Account

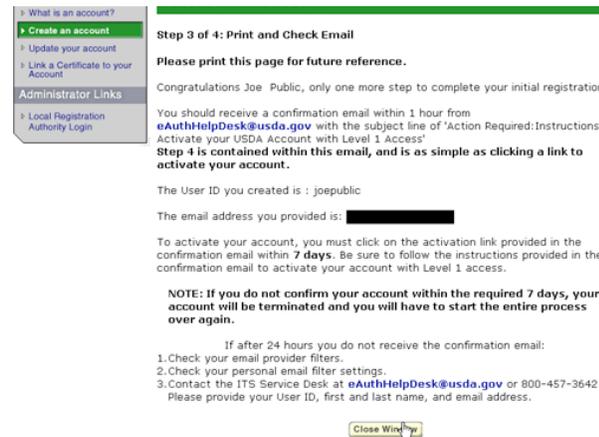
To register for an AgLearn Account, you must first apply for eAuthentication. Once your eAuthentication account has been activated, you can register for an AgLearn account. All the steps for both processes are listed below.

Step	Activity	View
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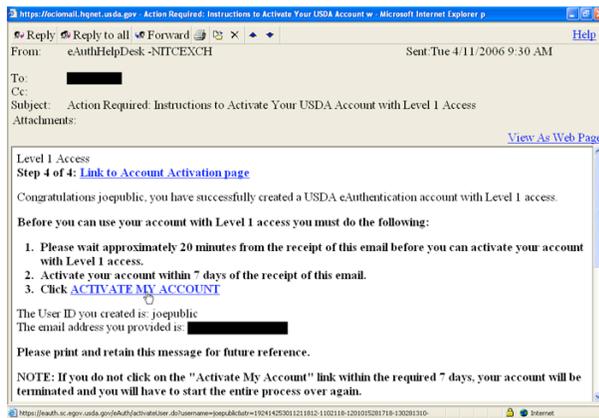
6. Verify that all your information is correct, and then click **Submit**.



7. Review the confirmation message carefully, making sure the correct email address is provided. After printing the page, click **Close Window**. **Note:** To print the page, choose **File, Print** from the Menu or simply press **Ctrl-P**, and then click **Print**.



8. You should receive a confirmation email within 1 hour from eAuthHelpDesk. Click the link **ACTIVATE MY ACCOUNT** to open the Account Activation web page.

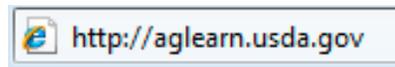


## Registering for an AgLearn Account

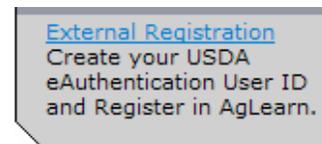
9. Read the confirmation message and then click **Close Window**.



10. Return to the AgLearn homepage at: <http://aglearn.usda.gov>



11. In the Resource Center section, click **External Registration**.



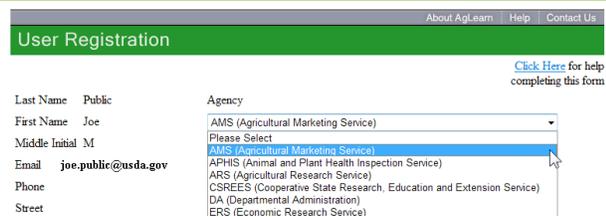
12. In the Step 2-Complete registration section, click **Register**.



13. Enter the User ID and Password that was confirmed in the email you received (Step 4), click **Login**.



14. Select your agency from the Agency drop down list.



## Registering for an AgLearn Account

**15.** Select your organization or program from the USDA Organizational Unit drop-down list.

USDA Organizational Unit (e.g. Division, State, or Domain)

AMS-FV-EXTERNAL  
Please Select  
AMS-DY-EXTERNAL  
AMS-DY-MAPS  
AMS-FV-EXTERNAL  
AMS-FV-FPB-EXTERNAL

**16.** Select your USDA Official Sponsor for your AgLearn access.

Name of USDA Official to Sponsor Access to AgLearn

Lynn Johns  
Lynn Johns

**17.** Select your status as a contractor, partner or student. **Note:** The selection of Contractor, Partner or Student will determine which fields appear in step 19.

Are you a USDA Contractor, Partner or Student?

Partner  
Please Select  
Contractor  
Partner  
Student

**18.** Fill in the fields to identify your Point of Contact and their email address. **Note:** Contractors will be asked to provide the name and email address of their Contracting Officer's Technical Representative (COTR).

Name of Point of Contact (POC)\*

Last:  First:

Email for Point of Contact (POC)\*

**19.** Fill in the name of your company or organization.

Enter the name of your Company or Organization

**20.** When you have verified that all information has been entered correctly, click **Submit Registration**.

Submit Registration

**21.** The system notifies you that your Registration is now complete. Within the next 72 hours you should receive an email from your agency sponsor notifying you of your AgLearn account notification.

Registration Complete

USDA Sponsoring Official:  
██████████  
Alternate USDA Sponsoring Official:  
██████████  
USDA Sponsoring Official Email:  
██████████  
Alternate USDA Sponsoring Official Email:  
██████████  
Are you a contractor:  
█  
Your account has been submitted for approval. The USDA contact listed above has been notified by email of your registration. They will activate your account within the next 48 to 72 hours.

## Registering for an AgLearn Account

- 22.** Once you receive your notification from your sponsor, you can navigate to the AgLearn homepage and login to AgLearn with your User ID and password.

