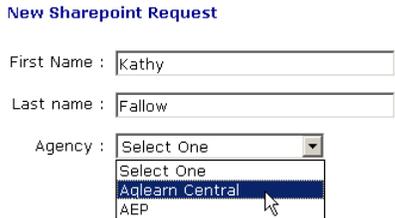


Notes

Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

Requesting AgLearn Central Access

AgLearn Central is your “stop” for great resources, from job aids to forums. To start using the great resources at AgLearn Central, you’ll need to first request access to the site.

Step	Activity	View
1.	Visit the portal site: https://portal.usda.gov/sites/aglearn . Note: You must be within the USDA firewall to access this site.	https://portal.usda.gov/sites/aglearn
2.	Click I Agree .	
3.	Enter your eAuthentication User ID and Password .	
4.	Click Login .	
5.	Select Click Here To Request Access .	You do not have access to the SharePoint site. Click Here To Request Access
6.	Type your first and last name, then select AgLearn Central from the Agency drop-down list.	
7.	Click Submit .	
8.	Review the confirmation screen that indicates an email will be sent once access has been provided.	<p style="color: blue; font-weight: bold;">Your request has been received.</p> <p style="color: blue; font-weight: bold;">You will be notified via email once access has been provided.</p> <p style="text-align: center; color: blue; font-weight: bold;">Thank You.</p>
9.	The email will appear from pointmail@ocio.usda.gov . Open the email and select the link to participate in the Share Point site.	