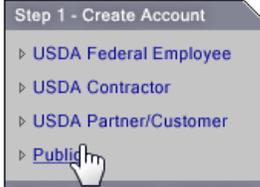


Registering For An AgLearn Account

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
1.	Launch Internet Explorer .	
2.	Enter the web address for AgLearn www.aglearn.usda.gov .	
3.	In the Resource Center section, click External Registration .	
4.	Click Public .	
5.	Fill in all data fields according to provided directions.	 <p>Form Approved - OMB No. 0503-0014 Create an Account Help</p> <p>Level 1 Access Step 1 of 4: User Information If you are a USDA Federal Employee, click Employee Create an Account to continue with the USDA eAuthentication registration process.</p> <p>Public customers should complete the information below to create a USDA account. Please read the eAuthentication Privacy Act Statement and Public Burden Statement for more information on how your personal information will be protected.</p> <p>All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).</p> <p>User ID*: <input type="text" value="***YOUR INFO HERE**"/> 6-20 characters</p> <p>Password*: <input type="password" value="*****"/> 4-10 characters</p> <p>Confirm Password*: <input type="password" value="*****"/></p> <p>First Name*: <input type="text" value="***YOUR INFO HERE**"/></p> <p>Middle Initial: <input type="text" value="*"/></p> <p>Last Name*: <input type="text" value="***YOUR INFO HERE**"/></p> <p>Home Postal/Zip Code: <input type="text" value="***YOUR INFO **"/></p> <p>Country Name*: <input type="text"/></p> <p>Email*: <input type="text" value="***YOUR INFO HERE**"/></p> <p>Confirm Email*: <input type="text" value="***YOUR INFO HERE**"/></p> <p>Email address must be valid to complete registration</p>
6.	At the bottom of the form, click Continue .	

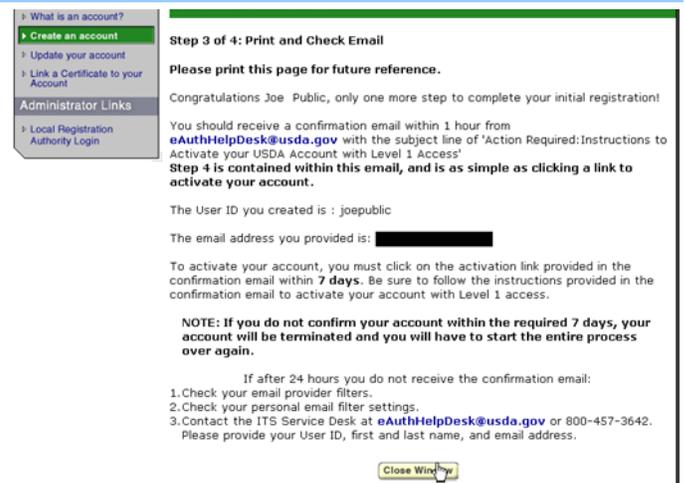
Registering For An AgLearn Account

7. Verify that all your information is correct, and then click **Submit**.

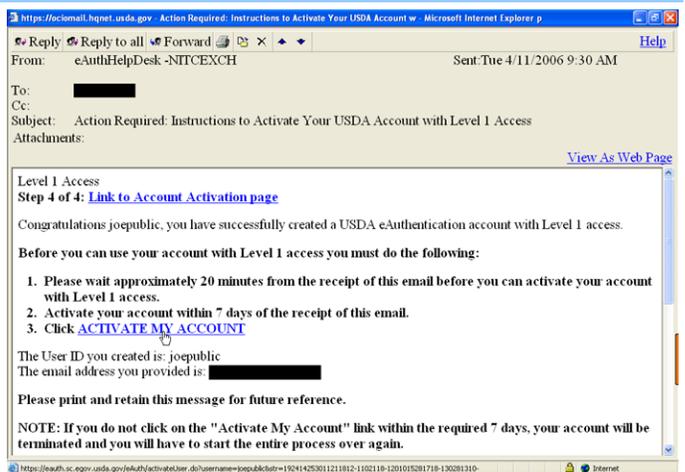


8. Review the confirmation message carefully, making sure the correct email address is provided. After printing the page, click **Close Window**.

Note: To print the page, choose **File, Print** from the Menu or simply press **Ctrl-P**, and then click **Print**.



9. 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

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



11. Return to the AgLearn homepage at www.aglearn.usda.gov.



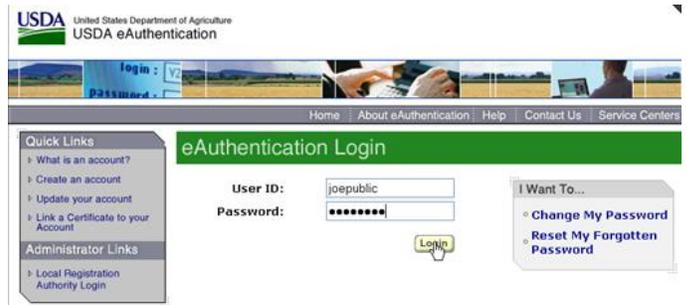
12. In the New User section, click **Register**.



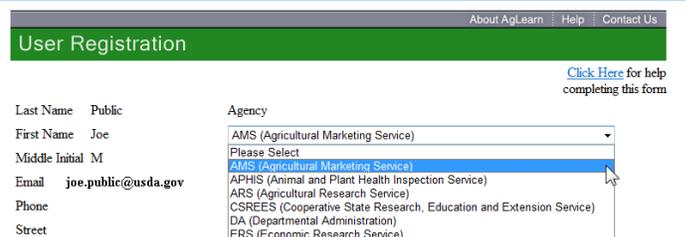
13. In the Step 2-Complete registration section, click **Register**.



14. Enter the User ID and Password that was confirmed in the email you received (Step 9), then click **Login**.



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



Registering For An AgLearn Account

16. Select your organization 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

17. Select your USDA Official Sponsor for your AgLearn access.

Name of USDA Official to Sponsor Access to AgLearn

Lynn Johns
 Lynn Johns

18. 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

19. 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)*

20. Fill in the name of your company or organization.

Enter the name of your Company or Organization

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

Submit Registration

22. 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.

23. 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.

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