Instructions for SWCD employees to register for an AgLearn account

AgLearn is available to all SWCD and NRCS employees. A LincPass and NRCS computer are <u>NOT</u> required to be able to access AgLearn. AgLearn has an entire library of trainings available as well as access to LinkedIn learning.

To access AgLearn:

1. You need to get an eAuth. The registration page is:
   https://www.eauth.usda.gov/eauth/b/usda/registration

   If you had a previous eAuth account, you can look under the Manage Account dropdown to try to figure out your previous username and password, if you have forgotten them. DO NOT create a new account if you had a previous account. If your previous account was as an NRCS employee (Level 1 eAuth) then you will need to get it changed it to a Level 2 eAuth. You might be able to do this on your own once you have account access, however it may require a call to the help desk.

2. You need to get your account verified by a Local Registration Authority. (usually a District Conservationist) There is a "Find LRA link" under the Quick Links heading on the eAuth registration page linked above (It's always easier if the LRA already knows you).

3. Next you need to fill out the attached NEIS form, with the top right box checked for "EAuth Access for AgLearn". Make sure things exactly match your eAuth account. Employment Type: Affiliate, Skip "Contracting Officer Representative" and "Contract/Agreement Number". Do not include your Social Security Number (SSN). Email this form to the NRCS Area Administrative Coordinator for you work area when you have it completed.

   > NW - Linda Fellman (linda.fellman@usda.gov)
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4. This may take a bit of time. Once you have access to AgLearn you will need to set your supervisor. For SWCD employees, it is usually the District Conservationist that covers your county. To access your profile to set your supervisor, select your name in the upper right corner of AgLearn and select profile from the drop-down menu.

PERSON MODEL PII SHEET

USDA

The NRCS Sponsor has determined that a performing non-employee requires a LincPass. Information collected on this Personal Identity Information (PII) sheet is required for LincPass sponsorship. This information is to be collected and transmitted in accordance with The Privacy Act of 1974; for more information, visit http://www.justice.gov/opcl/privacy-act-1974.

Instructions: *Complete each block in its entirety with __applicant__ information.*

Employment Type (choose one)	
Work Title	
Company/Organization Name	
Contracting Officer Representative	
Contract/Agreement Number	
Legal Name [1]	First Middle Last Suffix
Date of Birth (*mm/dd/yyyy*)	/ /
Place of Birth (city, state; if outside U.S., enter city, country)	
Country of Citizenship (if other than U.S**)**	
Social Security Number	- -
Home Address [2]	Street 1 Street 2 City State Zip
Business Telephone	- -
Business Address [3]	Street 1 Street 2 City State Zip
Personal Email Address [4]	

Notes

[1] Enter applicant's complete name **exactly** as it appears on the government-issued ID

[2] Enter applicant's complete home address **exactly** as it appears on the government-issued ID

[3] This can be a USDA Service Center

[4] Required for enrollment notification; must be a unique email address not already in the Person Model system. **Do NOT use another person's email address**

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