

**AgLearn Access Only**

- Complete the attached **Network Access Request Form**. The form must be filled out completely.
  - Typed is preferred – handwritten must be legible
  - Full legal name is required
  - Employment type is Affiliate
- Submit the form to your respective Area Administrative Coordinator.
- You will receive an email from IT Service Desk <usdafpacbc@servicenowservices.com> with your username and a link to login to complete tasks. You will need to create a password the first time you login by clicking 'Forgot Password?' The tasks that are to be completed are:
  - Provide your information
  - Upload Resume
  - Upload OF-306 Form
  - Complete Information Security Awareness Training (ISAT) and upload certificate of completion
- You will receive an email to register your eAuth account. Use the link in the email to register your account.

- If you receive an email to do fingerprints, you can ignore it. They are not necessary for AgLearn access only.
- If you receive emails to add your manager in EIMS – your NRCS team lead will need to assign themselves as your manager. It takes a couple of days for them to be approved and updated in the system once they assign themselves.

**Area Administrative Coordinator Contact by Area**

Name	Area	Email	Phone
Lisa Johnson	NW	<a href="mailto:lisa.johnson3@usda.gov">lisa.johnson3@usda.gov</a>	218-530-3281
Jill Draves	NE	<a href="mailto:jill.draves@usda.gov">jill.draves@usda.gov</a>	218-829-5965
Marie Schuelke	SW	<a href="mailto:marie.schuelke@usda.gov">marie.schuelke@usda.gov</a>	507-537-0541
Penny Peters	SE	<a href="mailto:penelope.s.peters@usda.gov">penelope.s.peters@usda.gov</a>	952-442-2106



## Network Access Request

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

<b>Legal Name</b>  (Enter name as it appears on government-issued ID)	First		
	Middle		
	Last		
<b>Email Address</b>			
<b>Employment Type</b> (choose one)	Contractor	Intern	Affiliate
			Volunteer
<b>Company/Organization Name</b>			
<b>Work Title</b>			
<b>Office Location</b> (city)			
<b>Contract/Agreement Number</b>			
<b>Network Access</b> (choose one)	LincPass Card	AgLearn Only	
<b>Computer Needed</b> (choose one)	Yes	No (No computer needed)	No (I already have an NRCS computer)
<b>NRCS Supervisor Name</b>			