AgLearn Access Only

- Complete the attached New NFE PII Sheet. The form must be filled out completely.
 - o <u>Typed is preferred</u> handwritten must be legible
 - o Full legal name is required
 - o Full social security number is required
 - Employment type is Affiliate
- Encrypt the completed form and email to the appropriate AAC
 - To encrypt a PDF using Adobe Reader:
 - With the document open, choose "File" > "Protect Using Password" or "Tools" > "Protect" >
 "Protect Using Password".
 - Select whether you want to set the password for viewing or editing the PDF.
 - Type and retype your password.
 - Click "Apply" to confirm the password protection.
 - o To encrypt a PDF using Adobe Pro:
 - With the document open, choose "Protect" from the Tool menu or right side of screen
 - Choose "Advanced Options", "Encrypt with Password", "Require a Password to Open the Document"
 - In the box next to Document Open Password, type the password you want and click OK
 - Re-enter the password in the Confirm Password box that opens
- Send a separate email with the form password to the AAC only do not copy anyone as it contains PII.
- It may take a week or more before you are given access, but you should receive an email from AgLearn notifying you when you do.
- 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.

AAC names and contact information as of May 15, 2025:

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



PERSON MODEL PII SHEET

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 transmittedin 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 <u>applicant</u> information.

	First		
Legal Name ¹	Middle		
	Last		Suffix
Date of Birth (mm/dd/yyyy)			
Place of Birth (city, state; if outside U.S., enter city, country)			
Social Security Number			
Country of Citizenship (if other than U.S.)			
	Street 1		
Home Address ²	Street 2		
	City	State	ZIP
	Street 1		
Business Address ³	Street 2		
	City	State	ZIP
Business Telephone			
Personal Email Address ⁴			
Employment Type (choose one)			
Work Title			
Company/Organization Name			
Network Access (choose one)	LincPass Card	EAuth Access for AgLearn (TSP or Partners not on USDA Network)	

Notes

- ¹ Enter applicant's complete name <u>exactly</u> 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**