

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.
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- 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	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



Network Access Request

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

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