Mentorship - Quick Guide to Getting Started

I. Visit with your Supervisor
   Enrollment must be approved by your supervisor; visit with them early to request approval. You don’t have to identify
   who would be your mentor/protégé, but start thinking about what you’d like to obtain through mentorship.

II. Take the Pre-Requisite Training
   Mentor’s and protégés are required to take USDA Mentoring Framework training before participating. A web-based,
   self-paced course is provided through AgLearn (https://aglearn.usda.gov), provided as “USDA Mentoring Program
   Training”. Other courses may fulfill this requirement, contact your local mentoring coordinator for details.

   For New Supervisors, an additional training is required. The web-based AgLearn course “NRCS Mentoring
   Certification for New Supervisors” is part of the NRCS New Supervisor Training curriculum and must be completed
during the supervisory probation period.

III. Request Initial Access to the Mentoring Portal
   In the Mentoring Portal (https://www.eservices.usda.gov/apps/mentoring/), select the “Login” link from the left-side
   menu. You will be taken to the USDA eAuthentication login page. After successful login you will be taken back to the
   Mentoring Portal home page. You will then follow the steps below to request the initial access.

   1. Access the Portal by navigating to the following link: http://www.eservices.usda.gov/usdamentoring/.
   2. Select the “Request Access to Portal” link.
      You will be taken to the Request Access page.
   3. Enter your First Name.
   4. Enter (optional) Middle Initial.
   5. Enter your Last Name.
   6. Enter your work email address and re-enter the email address to confirm.
   7. Enter (optional) your phone number.
   8. Scroll to select your respective agency from the choice list
      (Select Natural Resources Conservation Service).
   9. Scroll to select your organizational unit(s), Select “CO”.
   10. Select the role of “User/Mentor/Protégé”

   Click the “Submit Request” button. You will receive an auto-generated email confirming your request:
   “Your Request to access the USDA Mentoring Portal has been received. You should receive an email notification within 2
   business days providing the status of your access request. If you do not receive this email within 2 business days, please
   contact your Local Mentoring POC.” Your Local Mentoring POC’s are Chanda Pettie, chanda.pettie@co.usda.gov and
   Russell Knight, Russell.Knight2@co.usda.gov.

IV. Submit an Application
   In the Portal, select “Apply to be a Mentor/Protégé”. The system will walk you through the process, which will include a
   Pre-Participation Survey. Once you click Submit, you should receive an auto-generated email within minutes. The email
   confirms your request to participate. At this point, your local mentorship coordinator will contact you to help you
   through the rest of the process.

   **Helping People Help the Land**

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