

Access to the Federal AgLearn Training System for Non-Federal Employees (NFE)

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North Carolina State Instructions for Providing Non-Federal Employees (NFE) with AgLearn access

The following are steps will need to be completed to gain access to the AgLearn training system.

1. The NFE will submit request for access to the AgLearn training system via email to their respective Area Office or State Office.
2. The Area Office or State Office will provide the following information to the NFE for completion.
 - a. NEIS Person Model PII Sheet
3. NFE completes the NEIS Person Model PII Sheet and returns to the State POC via encrypted email.
4. The State POC will enter the NFE in Person Model from the Person Model PII sheet and the agreement.
5. Once Step 4 has been completed, the NFE will receive within 24-48 hours, an email invitation to complete the level 2 eAuthentication.
6. Once the level 2 eAuthentication process has been completed, the State POC will verify that the NFE is in AgLearn.
7. The State POC will email the NFE that AgLearn Access has been granted.
8. The NFE sends an email confirmation to their respective Area Office or the State Office they can Access AgLearn.

Footnote: Information above supported by National Instruction, Title 360 part318 1st Ed., May 2017.