

# National Geospatial Center of Excellence

Fort Worth, Texas



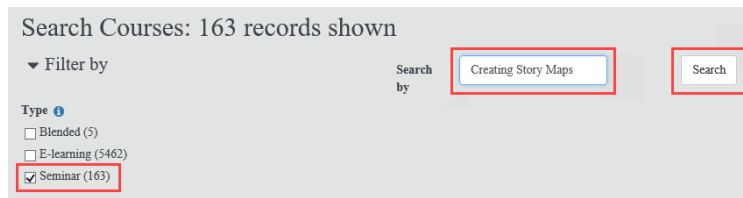
## Instructions for AgLearn Course Registration for NGCE Sponsored Training

To register for a course sponsored by the NCGE please sign up in the **NextGen AgLearn** system. Do not contact the vendor as they are not authorized to accept your registration.

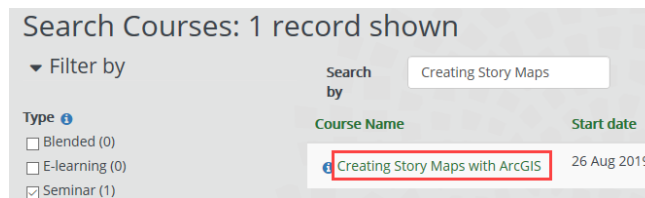
1. Login to the **NextGen AgLearn** system.
2. In AgLearn select **Find Learning>Courses**.



3. Under Type select **Seminar**. In the Search by field **enter the name of the course** and click **Search**. This example shows "Creating Story Maps" to search for the *Creating Story Maps with ArcGIS* course.



4. Click the **Course Name**.



5. To get a listing of all the offered course dates click **View all events**.



6. This example shows one scheduled course event. Click **Sign-up**. If more than one course offering is listed, click **Sign-up** on the course date you want to enroll in.

Course Activities

Length: 1 day

Creating Story Maps with ArcGIS

Date	Time and Time Zone	Room	Seats available	Status	Options
August 27, 2019	8:30 AM - 5:00 PM America/Chicago		8	Booking open	Sign-up

[View all events](#)

**NOTE:** In some cases the “Enroll Me” button automatically appears. For others, if you click Enrollment options under the ADMINISTRATION section on the left

**ADMINISTRATION**

- Course administration
  - Enrollment options

an “Enroll me” button is presented. **Do not click on “Enroll Me”**. You must click **Sign-up** to appear on the Attendee Roster.

Self enrollment (Learner)

No enrollment key required.

Enroll me

Creating Story Maps with ArcGIS

Date	Time and Time Zone	Room	Seats available	Status	Options
August 27, 2019	8:30 AM - 5:00 PM America/Chicago		8	Booking open	Sign-up

7. Selecting the method in which you want to receive your confirmation by and click **Request approval**.

Sign-up for Creating Story Maps with ArcGIS

Event date/time  
August 27, 2019, 8:30 AM - 5:00 PM America/Chicago

Duration  
8 hours 30 mins

Maximum bookings  
15

Approval required by:  
Supervisor Approval  
Supervisor's name

There are required fields in this form marked \*

Supervisor's name

Requests for session organizer

Receive confirmation by \*

Email with iCalendar appointment  
 Email only  
 Do not send confirmation

Request approval Cancel

8. Complete your registration by having your supervisor approve your request in AgLearn.

For questions or AgLearn assistance, please contact Patsy Hudson · 817-509-3361 · patsy.hudson@usda.gov



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