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](image)

**NOTE**: In some cases the “Enroll Me” button automatically appears. For others, if you click Enrollment options under the ADMINISTRATION section on the left an “Enroll me” button is presented. **Do not click on “Enroll Me”**. You must click **Sign-up** to appear on the Attendee Roster.

![ADMINISTRATION](image)

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](image)

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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