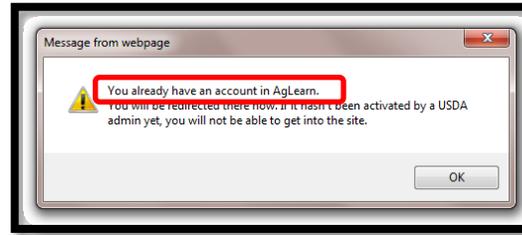
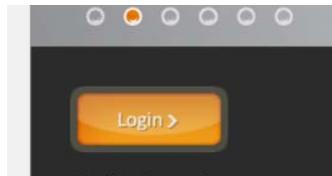


AgLearn Registration for Technical Service Providers (TSPs) (NEW USERS ONLY)

TSPs can now register for an AgLearn account directly from TechReg. New TSPs and existing TSPs who do not already have an AgLearn account can use one of two links in TechReg to register for an account in AgLearn. **Note: If you have already registered for an AgLearn account, then you will receive an error message like the one below.**



If you should receive the above message, then you can access AgLearn using the same User ID and Password you used to access TechReg. You can access AgLearn using the Login> button on the AgLearn website (<http://www.aglearn.usda.gov/>).



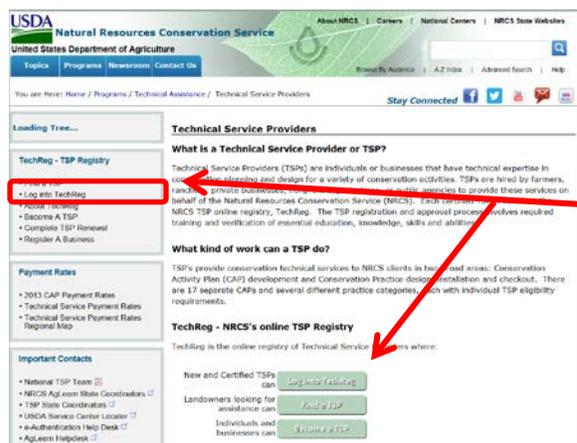
Information Security Awareness Training

Security Awareness Training is an annual training that anyone with an eAuthentication Level 2 account must take including TSPs. Tracking and notification of the training is done only with those who have both an eAuthentication account and an AgLearn account. The course announcement is issued by October each year and is due to be completed by January, exact dates may vary. Currently the consequence of not taking the training by the deadline is your AgLearn account will be deactivated.

Every TSP requesting a new AgLearn account will be required to take the current Security Awareness training. The timing of when a new AgLearn account registrant has to complete the training will be up to the TSP's resident State Training Officer (STO). TSPs will be notified by the STO about completing this training.

Registration Steps for Creating a new AgLearn Account

Step 1 – Go to the TSP website home page to login to TechReg using your eAuthentication Level 2 User ID and Password.

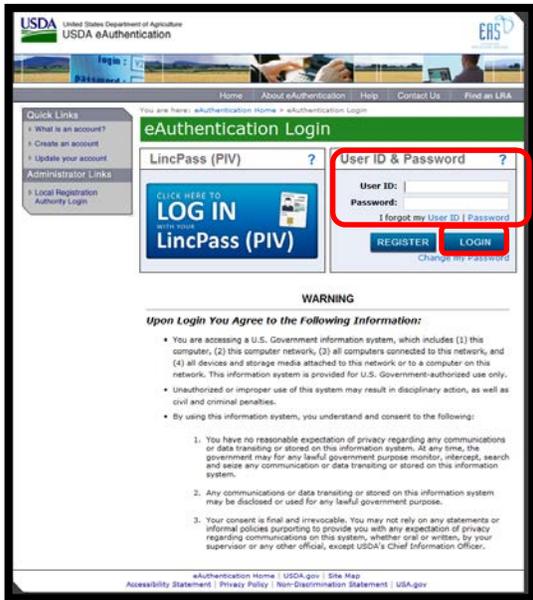


TSP website:

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/technical/tsp/>

Use one of the two links available to log into your TechReg account.

AgLearn Registration for Technical Service Providers (TSPs) (NEW USERS ONLY)



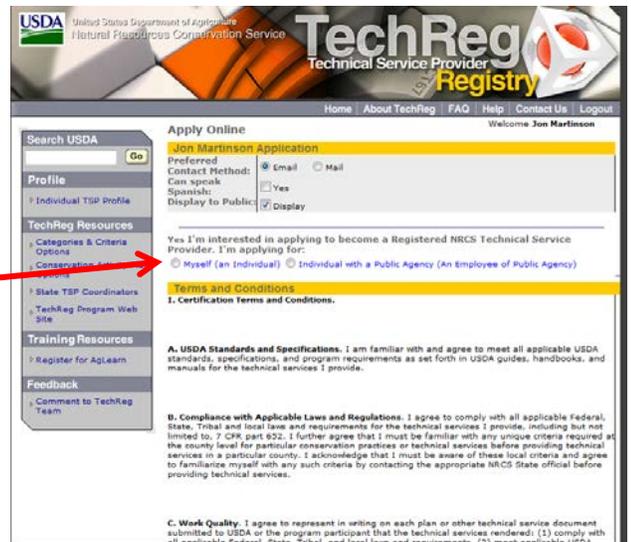
Type in your eAuthentication User ID and Password and click the blue [Login] button.

TSPs logging into TechReg for the first time

TSPs logging into TechReg for the first time will get the following screen:

You must complete the information on the screen:

- Click on the radio button if you are registering for yourself as an individual,
- Scroll to read the certification agreement and
- Click on the Accept button at the bottom right-hand side of the page to move forward into your TSP profile.



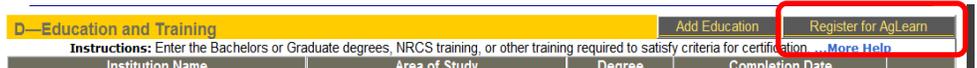
Step 2 – Once in your profile, locate one of the two links available for registering for an AgLearn account. Click on the *Register for AgLearn* link in either location to start the AgLearn registration process:



1) Training Resources located in the grey quick links box on the lefthand side of the page;



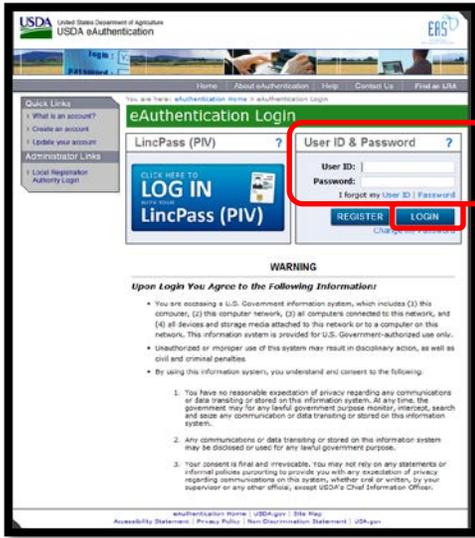
or 2) The button located in the title bar (yellow) for Section D-Education and Training in the profile.



Use only one of the two links available in TechReg to create your AgLearn account.

AgLearn Registration for Technical Service Providers (TSPs) (NEW USERS ONLY)

Step 3 – Log into the AgLearn Registration Site using your eAuthentication Level 2 User ID and Password. This is the same User ID and Password you used to access TechReg.



Please Note: You will need to login to the AgLearn site using the same credentials you use to login to TechReg. Make sure you click **[Login]**.

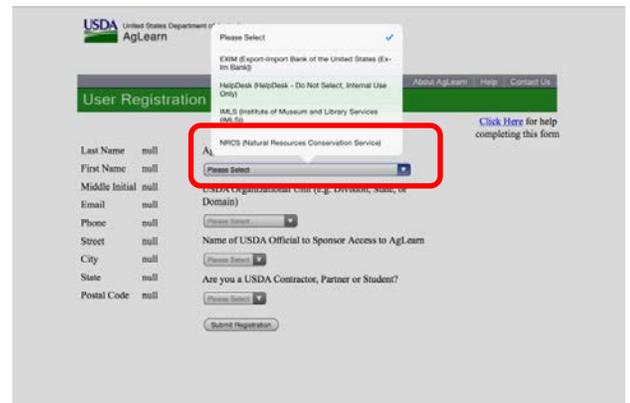
If you click on *Register*, you will be taken to the eAuth registration site.

Please do NOT register for another eAuth account.

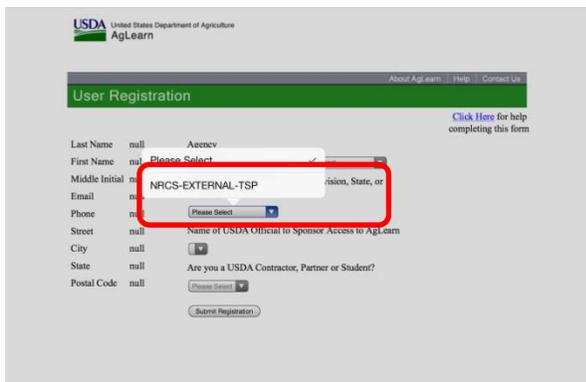
Step 4 – Complete External Registration Fields:

- A. Your Name, Address, Phone and Email Address should be **automatically populated** in the contact information fields from your eAuthentication Level 2 ID profile.
- B. Enter your information using the example screenshots below.

1. **Agency** – Click on *Please Select* in the drop down box and select **NRCS (Natural Resources Conservation Service)** from the list.

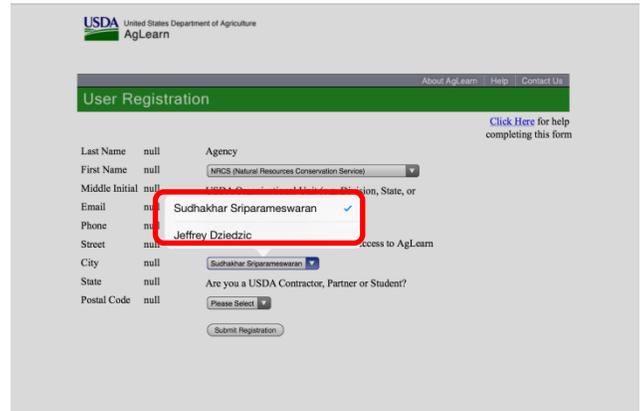


2. **USDA Organizational Unit** – Click on *Please Select* in the drop down box and select **NRCS-EXTERNAL-TSP** from the list.



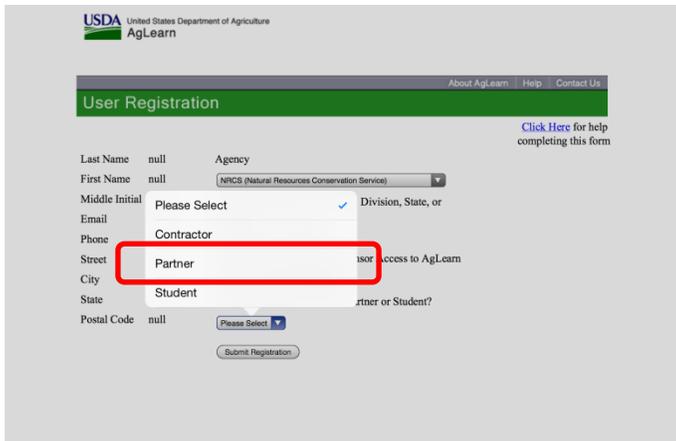
AgLearn Registration for Technical Service Providers (TSPs) (NEW USERS ONLY)

3. Name of USDA Official to Sponsor Access to AgLearn – Click on *Please Select* in the drop down box and select **Sudhakar Sriparameswaran** or **Jeffrey Dziedzic** from the drop-down list.



The screenshot shows the 'User Registration' form on the AgLearn website. The 'Name of USDA Official to Sponsor Access to AgLearn' dropdown menu is highlighted with a red box, showing two options: 'Sudhakar Sriparameswaran' and 'Jeffrey Dziedzic'. The 'Sudhakar Sriparameswaran' option is selected.

4. Are you a USDA Contractor, Partner or Student?



The screenshot shows the 'User Registration' form on the AgLearn website. The 'Are you a USDA Contractor, Partner or Student?' dropdown menu is highlighted with a red box, showing three options: 'Contractor', 'Partner', and 'Student'. The 'Partner' option is selected.

Click on *Please Select* in the drop down box and select **Partner** from the drop-down list.

5. Name of Point of Contact (POC)

Enter the last and first name of a USDA Point of Contact (POC).

TSPs will use their resident State's **State Training Officer** as their POC.

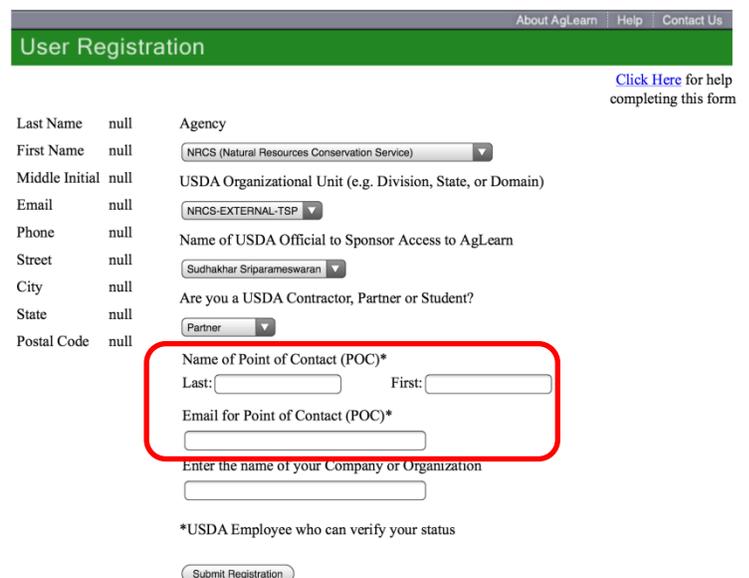
Click here for a list of **State Training Officers**:
<http://www.aglearn.usda.gov/LandingPage/popups/contact.html>

Note: Scroll to find **NRCS in the list** and click on the link for **state contacts**. Locate your resident State's Training Officer from the list.

Email for Point of Contact (POC)

Enter the **Email Address** for the POC identified in #5 above.

Note: Remove the state abbreviation from the email address listed for the POC. Use the firstname.lastname@usda.gov format; for example: john.smith@usda.gov (not case sensitive).



The screenshot shows the 'User Registration' form on the AgLearn website. The 'Name of Point of Contact (POC)*' section is highlighted with a red box, showing two input fields for 'Last' and 'First' names. The 'Are you a USDA Contractor, Partner or Student?' dropdown menu is also visible, showing 'Partner' selected.

AgLearn Registration for Technical Service Providers (TSPs) (NEW USERS ONLY)

6. Enter the Name of your Company or Organization

Note: This is a required field.

Enter the name of your Company or Organization

Enter the full name of your Company, Agency or Organization.

7. Review all of the fields you entered to be sure the information is correct.

8. Submit your registration by clicking on the button at the bottom of the page.

Step 6 – Your **State Training Officer** will email you a confirmation that your AgLearn account has been activated so that you can begin taking the training required to be certified as a NRCS TSP.

EXAMPLE of Successful AgLearn Registration:

https://aglearn.usda.gov/ - Registration Results - Windows Internet Explorer

USDA United States Department of Agriculture
AgLearn

About AgLearn Help Contact Us

User Registration

USDA Sponsoring Official:
Sudhakar Sriparameswaran

USDA Sponsoring Official Email:
sudha.sriparameswara@fhw.usda.gov

Point of Contact (POC):
Information here will be specific to your POC

Point of Contact (POC) Email:
Information here will be specific to your POC

Account Type:
Partner

Your account has been submitted for approval. The USDA contact listed above has been notified by email of your registration. They will activate your account within the next 48 to 72 hours.

Need Help?

Should have any problems registering for an AgLearn account, please contact any of the following:

- 1) Your State's Training Officer- <http://www.aglearn.usda.gov/LandingPage/popups/contact.html>

Note: Scroll to find NRCS in the list and click on the link for state contacts. Locate your resident State's Training Officer from the list.

- 2) AgLearn Help Desk by email AgLearnHelp@genphysics.com or by telephone at (866) 633-9394
- 3) Your State TSP Coordinator-<https://techreg.sc.egov.usda.gov/RptStateContact4Admin.aspx>
- 4) Stacy Koch, National TSP Team, by email at Stacy.Koch@wdc.usda.gov or by telephone at 570-925-5531

AgLearn Registration for Technical Service Providers (TSPs) (NEW USERS ONLY)