

## **AgLearn Training Registration Instructions**

\*Access to all registration steps is via the AgLearn website <http://www.aglearn.usda.gov>.

**Note: If the TSP already has a Level 2 eAuth account please skip to Step 2.**

### **Step 1: Establish a Level 2 eAuth account**

All new AgLearn registrants will need to establish a Level 2 eAuth account. To accomplish this,

- Go to the 'New User/Register' link on the left menu of the AgLearn Home Page.
- On the next page, go to the left menu 'Step 1 - Create Account'.
- Select the 'USDA Partner/Customer' link from the different types of listed New Users.
- Follow the steps to complete your eAuth registration request.

Once you receive your eAuth ID and Password you may proceed to Step 2.

### **Step 2: Complete Aglearn Registration**

Return to the AgLearn Home Page and now,

- Go to the 'New User/Register' link on the left menu of the AgLearn Home Page.
- On the next page, go to the left menu 'Step 2 - Complete Registration'.
- Select the 'USDA Partner/Customer' link from the different types of listed New Users.
- Follow the steps to complete your eAuth registration request.

### **Step 3: Account Activation Period**

Wait until the designated USDA State Training Officer activates your account. This may take up to 3 working days. They will contact you upon activating your AgLearn account.

### **Step 4: Request courses from AgLearn**

When your account has been activated, you can request courses from AgLearn. To accomplish this,

- Login to AgLearn with your eAuth ID and password.
- Select 'Catalog' from the folder options across the top of the page.
- Select the appropriate web-based training courses. The training course selected will be added to your 'Learning Plan.' You will then be able to go into your 'Learning Plan,' select and complete the course.
- You are allowed up to 7 web-based courses per year.

Following next steps for a quick access to training courses selected:

- Login to AgLearn with your eAuth ID and password.
- Select 'Catalog' from the folder options across the top of the page.
- Select 'Simple Catalog Search'. In text box below 'keyword Search' you can search training selected by learning item, curriculum title or description by keyword.