# Super Easy Instructions for
Taking AgLearn Training Courses

Note – You will need to know your **USER ID** and the **PASSWORD** you chose for the **AgLearn System**. *These are probably NOT the same as the one you use to access the USDA network!* If you cannot remember your USER ID, you will need to call the E-authentication Help Desk at 1-800-457-3642. If there is a voicemail recording on this line, you will need to leave your contact information and await their return call.

DIRECTIONS:

1. Go to AgLearn Home Page at http://www.aglearn.usda.gov/
2. Select **Student Log-In**
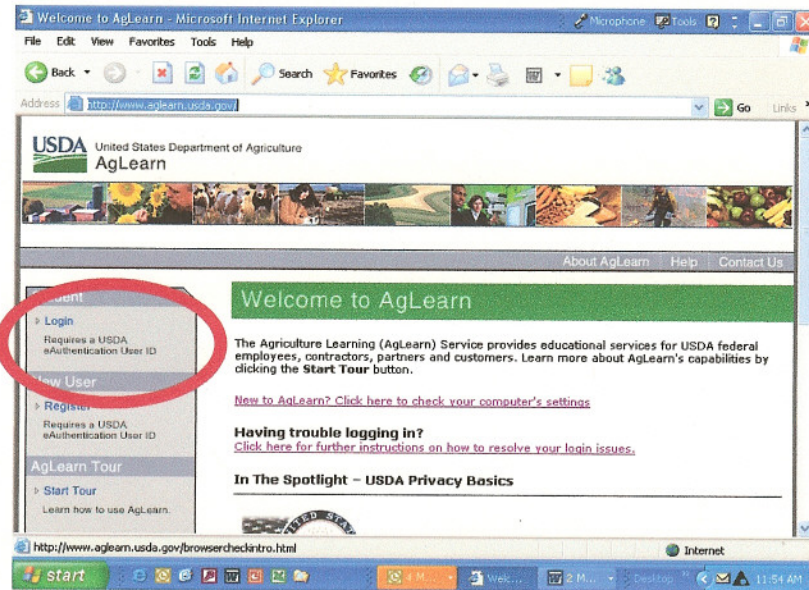
3. Press **Continue.**

4. Put in the **User ID** and **Password** that you originally provided to access the system. (Note – AgLearn Administrators will not know this information – you should have received an email when you requested an account be set up for you.)

    a. If you don't remember your User ID and/or Password, you must fill out the information requested to the right of the blank spaces.
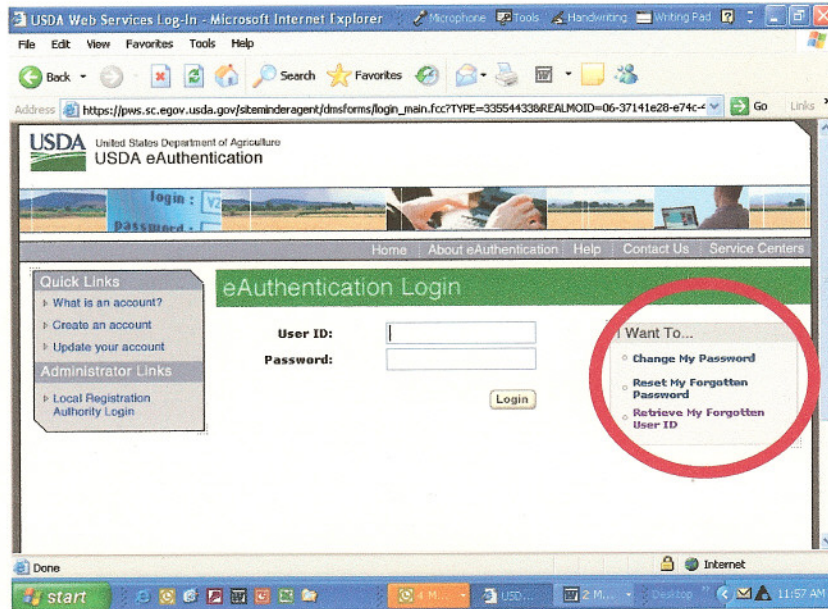

    b. Note – if you need to have your UserID sent to you – you will need to wait for the E-Authentication Help desk to respond to your request. This may take upwards of 2 business days. Neither the AgLearn Administrators nor the AgLearn Helpdesk can assist in this process

5. After you have successfully logged in, your screen should be as shown below…. Click on "**Go to my Learning Plan**".
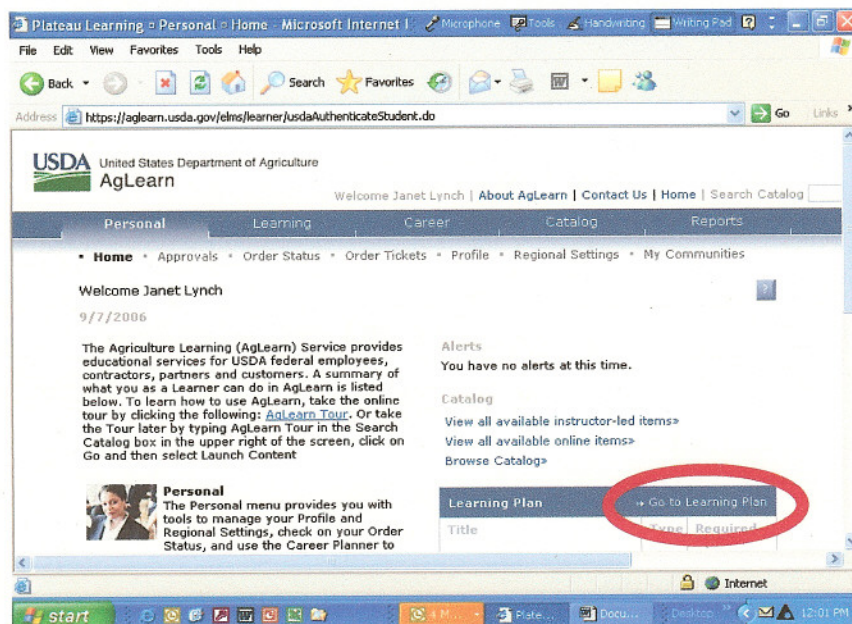
6. Find your course in the table. Press the button to launch the course. That's all!
   a. If you do not see the course in this listing, send Janet Lynch, Departmental Leadership Development Office, an e-mail and she will load it to your learning plan.
   b. If you experience any difficulties with the course – launching the course, etc., please contact the AgLearn Help desk at 1-866-633-9394.
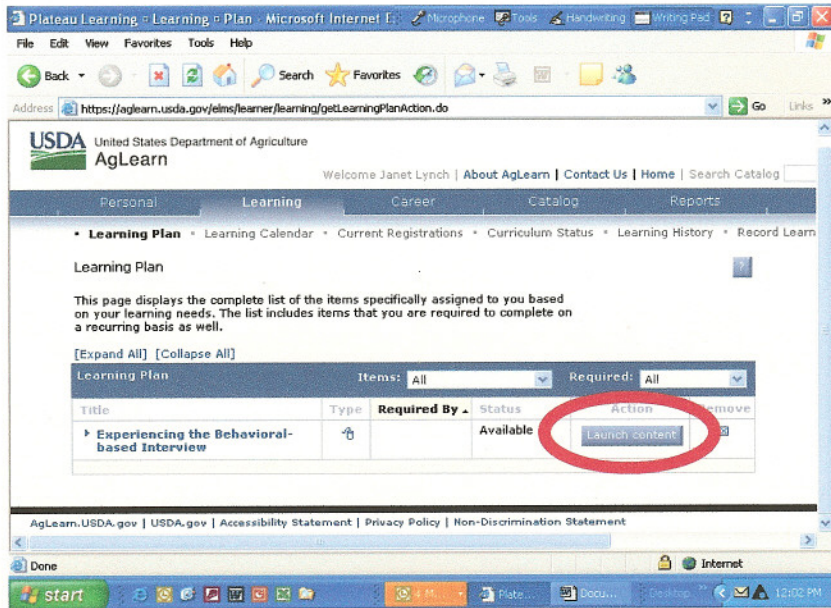
Having Problems?

E-Authentication Issues – Issues with Log-In and/or Passwords
Help Desk Telephone Number is **1-800-457-3642**

AgLearn Issues – Involving the course
Help Desk Telephone Number is **1-866-633-9394**