Technical Service Providers (TSP) Training
- AgLearn Training Registration Instructions -

NRCS provides TSP's access to AgLearn educational services for Technical Service Providers so that they may take online courses needed for certification or recertification. Instructions for registering at AgLearn are located below.

(Note - Not all courses are required for each TSP category. Refer to the appropriate TechReg category and applicable criteria requirements)

Required Training – All Categories
TSP Orientation

Conservation Planning, Part I (Modules 1-5)

Required Training – Some Categories
Agricultural Waste Management Systems, A Primer

Agricultural Waste Management Systems - Level 2

Nutrient Management Track 1, Part 1

Pest Management Track 2, Part 1

Introduction to the Field Office Technical Guide

Introduction to NRCS

Introduction to Water Quality

Getting into AgLearn

Access to all registration steps is via the AgLearn website www.aglearn.usda.gov. Additional TechReg AgLearn instructions can be found at: http://techreg.usda.gov/Training.aspx

Step 1: If the TSP already has a Level 2 eAuth account then skip this step and go to STEP 2.
For all other new eAuth registrants you will need to establish a Level 2 eAuth account**.**
Go to New User Register link on the AgLearn web page.
Then go to Step 1 Create Account. Select from the different types of New Users.
You will need to select USDA Partner/Customer.
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: At the AgLearn web site (www.aglearn.usda.gov) select "New User -- Register" from the left hand menu.
For all TSP's that have completed Step 1 or already had an eAuth ID and password proceed to **AgLearn Step 2 Complete Registration**.

- Click on the Register Link.
- Login with your eAuth ID and Password
  At the User Registration screen:
  - Verify your name, address, email and phone number are correct
  - Select the Agency of Sponsoring Individual. On the "Domain" drop down box select **NRCS-External-IN-TSP**
  - Select Name of USDA Official to Sponsor Access to AgLearn – (John Pepper). This person will receive an email to activate your account.
  - Indicate whether you are a Contractor, Yes or No. TSPs are not contractors.

After completing all information on the User Registration screen, click Submit Registration.

Step 3: Wait until the 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: When your account has been activated, you can request courses from AgLearn. To do this:

- Login to AgLearn with your eAuth ID and password
- Select 'Catalog' from the folder options across the top of the page
- In the 'Subject Area Menu' on the left side, select [Expand All]. **Allow time to load**, then select 'Natural Resources Conservation Service'
- Select the appropriate web-based training courses. The training courses selected will be added to your 'Learning Plan.' You will then be able to go into your 'Learning Plan,' select and complete the course.
- Other courses may or may not be pre-loaded in your 'Learning Plan' when AgLearn starts or added at a later date. You are not required to take any other courses other than those needed as a TSP for the appropriate category. Contact Tony Bailey if you have additional questions.