

For: State and County Offices

Documenting the Completion of Web-Based Payment Processing Training

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice CM-656 provided information about the availability of on-demand webinar training modules for web-based payment processing to be used by State and County Offices.

B Purpose

This notice provides information for documenting the completion of viewing each of the webinar payment processing training modules.

2 Action

A Documenting Training in AgLearn

Each of the payment processing webinar topics will provide a link allowing for a survey that will record the completion of each web-based payment processing training module. Follow this table to record the completion of each training module.

| Step | Action |
|------|---|
| 1 | Access the training at http://fsaintranet.sc.gov.usda.gov/fsa/dafp/training/default.htm . After reviewing the webcast, go to the link underneath the training. |
| 2 | Once the link has been selected, employees will be directed to AgLearn to log in. |
| 3 | Under "Learner Center", CLICK: <ul style="list-style-type: none"> • "Learner Login" • "I Agree". |

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| Disposal Date January 1, 2010 10-13-09 | Distribution State Offices; State Offices relay to County Offices |
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Notice CM-659

2 Action (Continued)

A Documenting Training in AgLearn (Continued)

| Step | Action |
|------|--|
| 4 | On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter the user ID and password• CLICK “Login”. |
| 5 | CLICK “Launch Content”. |
| 6 | A pop-up box will display asking if the training has been completed successfully. |
| 7 | CLICK “I Agree”. |
| 8 | CLICK “Submit”. |
| 9 | CLICK “Learning History” to verify that the training has been marked as complete. If this course is not in the Learning History, contact the AgLearn Administrator. |

B State and County Office Action

State and County Offices shall follow the steps in subparagraph A:

- after viewing each web-based payment processing training module to record the completion of the training modules in AgLearn
- for each web-based payment processing training module that has already been viewed.