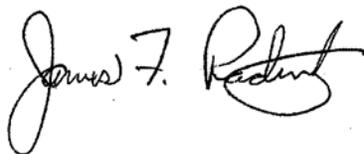


**For:** State and County Offices

**Microloan (ML) and Streamlined OL Training Sessions**

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**Approved by:** Acting Deputy Administrator, Farm Loan Programs



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**1 Overview**

**A Background**

FSA will conduct online training sessions to provide training and discuss marketing initiatives for implementing the new ML and streamlined loan processes.

**B Purpose**

This notice provides:

- online training session registration instructions
- information about questions during the training
- participant and State Office action.

**C Contact**

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact either of the following:
  - Connie Holman by telephone at 202-690-0756
  - Dan Jackson by telephone at 202-720-0588.

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<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2013 12-20-12	State Offices; State Offices relay to County Offices

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### 2 Online Training Session Registration

#### A Registering for a Training Session

To register for a training session, click 1 of the following 8 links:

- **January 7, 2013, Session (9 a.m. to 11 a.m. e.t.)**
- **January 7, 2013, Session (1 p.m. to 3 p.m. e.t.)**
- **January 10, 2013, Session (9 a.m. to 11 a.m. e.t.)**
- **January 10, 2013, Session (1 p.m. to 3 p.m. e.t.)**
- **January 15, 2013, Session (9 a.m. to 11 a.m. e.t.)**
- **January 16, 2013, Session (9 a.m. to 11 a.m. e.t.)**
- **January 18, 2013, Session (1 p.m. to 3 p.m. e.t.)**
- **January 24, 2013, Session (2 p.m. to 4 p.m. e.t.)**

On the eAuthentication Warning Page that will be displayed, CLICK **“I Agree”**. Enter user ID and password, and then CLICK **“Login”**. On the Registration Page, CLICK **“Confirm”**.

In approximately 5 minutes, user will receive a “Registration Notification” e-mail. The e-mail will contain the “Live Meeting Link” and “Teleconference Line” that user will use to join the training session.

**Note:** If user is not able to register through these links, then log into AgLearn at <http://www.aglearn.usda.gov/>. On the AgLearn Home Page, in the “Search Catalog” box, ENTER **“Microloan and Streamlined OL Training”** and CLICK **“Browse”**. Under the course title, CLICK **“View Course Dates”**. Scroll to user’s desired date and CLICK **“Register”** and then CLICK **“Confirm”**.

#### B Training Session Questions

Questions submitted during the training session will be answered during the training session.

#### C Improving Online Training Session Performance

Because of the large number of employees viewing the online training sessions, viewing may be improved by the following:

- sharing connections to the online training session whenever possible
- minimizing or eliminating network activities during the scheduled time for the online training session
- if possible, asking other Agencies in shared offices to minimize activities that would interfere with delivering the online training session.

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### 3 Action

#### A Obtaining Additional Training Materials

The PowerPoint slides developed for the online training session will be available on the FLP application site at <https://arcticocean.sc.egov.usda.gov/flp/InformationalLinks?Action=Presentations&caller=index> immediately after the conclusion of the final training session.

#### B Documenting Training

Each participant **must** register individually for 1 of the 8 ML and Streamlined OL training sessions through AgLearn for training to be documented. Direct any questions about AgLearn to the State training officer.

#### C State Office Action

State Office's shall ensure that all applicable FSA employees have reviewed this notice and are available for the training, if requested.