

## Creating an e-Authentication account to access AgLearn

~You may wish to print these instructions for your reference~

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### What is an E-Auth account

An eAuthentication account is a way for you to interact with USDA websites. It gives you the ability to identify yourself to the USDA via your User ID and password. It permits you to access a wide range of USDA applications across the many USDA agencies and their services.

Currently, USDA offers Accounts with [Level 1 Access](#) and Accounts with [Level 2 Access](#) for the general public and USDA customers. An account with Level 1 access allows the user to enter USDA Web site portals and applications that have been determined to have minimum security requirements or restrictions. An account with Level 2 access allows the user to enter USDA Web site portals and applications that have been determined to have the need of higher security requirements or restrictions and the need of a verified identity for each User ID and profile.

### Determine your type of account

Determine which of these two categories apply to you:

- **[\(Level 2\) Employee](#)**: Only for **USDA** Federal employees.  
 (<http://www.eauth.egov.usda.gov/eauthEmployeeCreateAccount.html>)
- **[\(Level 1 or Level 2\) Customer](#)**: For public citizens, state/district employees, contractors, non-USDA Federal employees, etc. *Note: Accounts are only issued to individuals, not business entities.*  
 (<http://www.eauth.egov.usda.gov/eauthCreateAccount.html>)

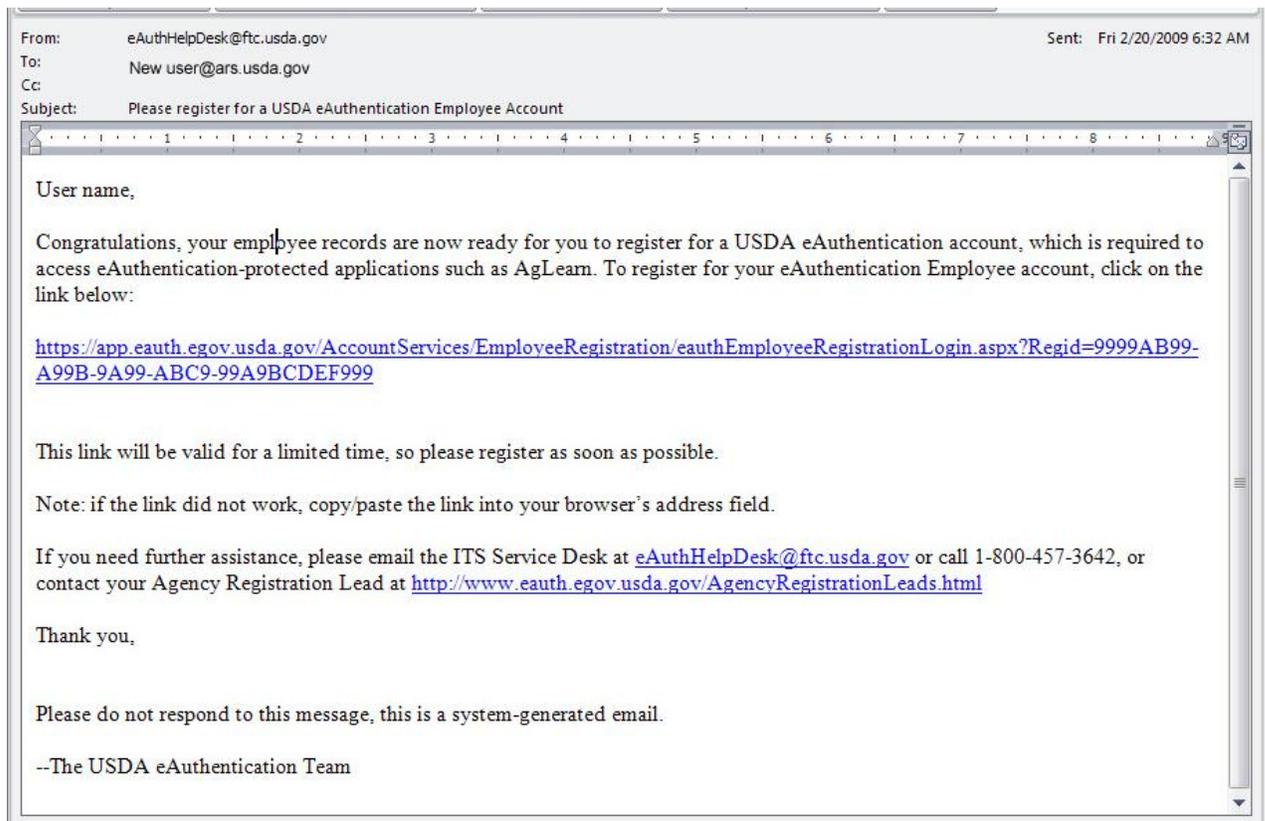
Follow the [Employee Account](#) instructions **OR** [Customer Account](#) instructions (below.) *Note:*  
*For assistance with registration, please call 1-800-457-3642 or send an email to:*  
[eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov)

**Apply for a new Federal Employee Account**

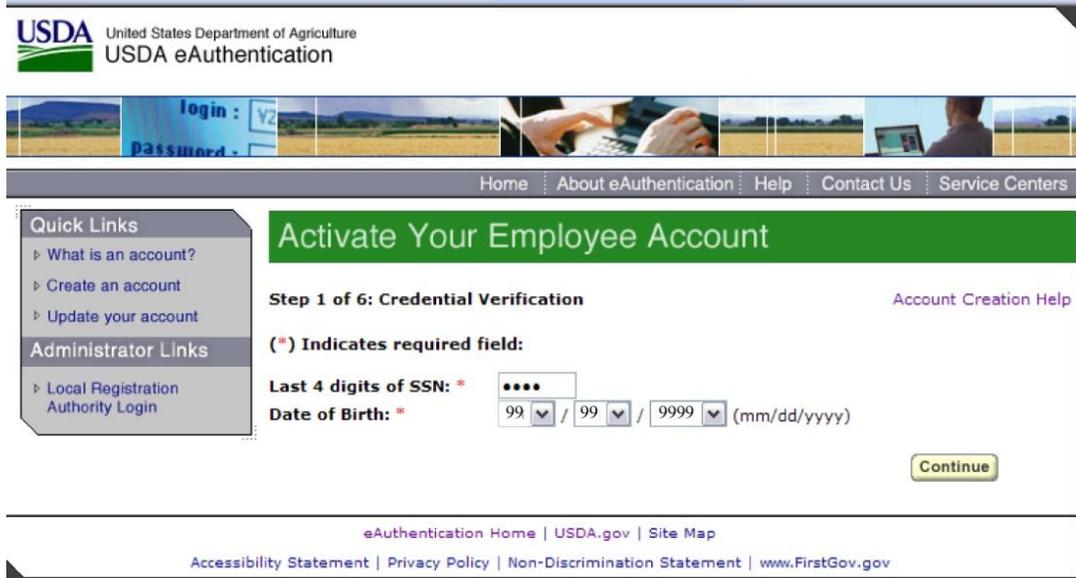
**New Employee eAuthentication Process**

New employees will get the following email within 2-4 weeks of starting at ARS. Please ensure that you do not delete the message. This is the only way of eAuthenticating.

\*\*Please note that the link below is specific to each employee and will not work unless the employee uses the link from their own email.



Once the new employee selects the link, the following images will appear in their Internet Browser. Please fill in Last 4 digits of Social Security Number and Date of Birth. Select Continue to proceed.



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 USDA eAuthentication

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**Activate Your Employee Account**

**Step 1 of 6: Credential Verification** [Account Creation Help](#)

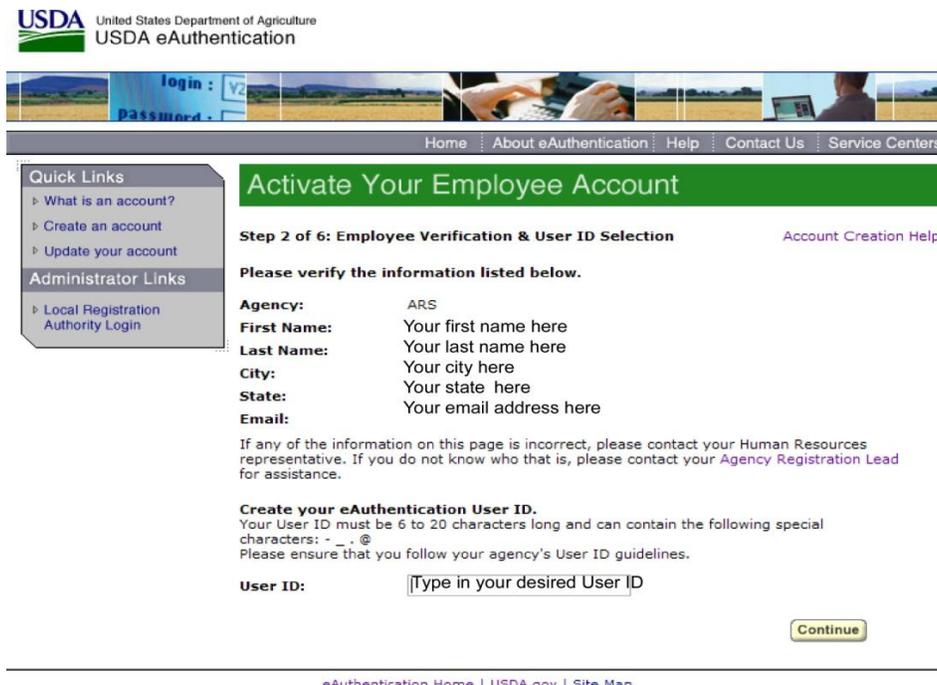
(\*) Indicates required field:

**Last 4 digits of SSN: \***

**Date of Birth: \***  /  /  (mm/dd/yyyy)

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Fill in First Name, Last Name, City, State, Email and create your User ID in the User ID field and click Continue.



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**Activate Your Employee Account**

**Step 2 of 6: Employee Verification & User ID Selection** [Account Creation Help](#)

Please verify the information listed below.

**Agency:** ARS  
**First Name:** Your first name here  
**Last Name:** Your last name here  
**City:** Your city here  
**State:** Your state here  
**Email:** Your email address here

If any of the information on this page is incorrect, please contact your Human Resources representative. If you do not know who that is, please contact your [Agency Registration Lead](#) for assistance.

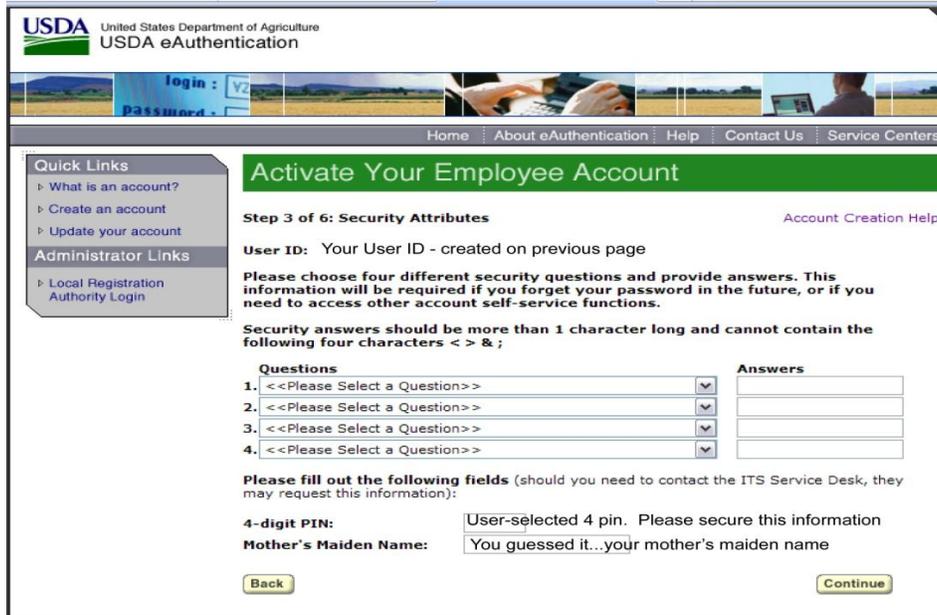
**Create your eAuthentication User ID.**  
 Your User ID must be 6 to 20 characters long and can contain the following special characters: - \_ . @  
 Please ensure that you follow your agency's User ID guidelines.

**User ID:**

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Now select four security questions from the list of questions provided and fill in the Answers. Provide a 4-digit PIN, type in your Mother's Maiden Name, and select Continue to proceed.

Note: You may want to do a print of this screen (and store it in a secure location) for future use.



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**Activate Your Employee Account**

**Step 3 of 6: Security Attributes** [Account Creation Help](#)

**User ID:** Your User ID - created on previous page

**Please choose four different security questions and provide answers. This information will be required if you forget your password in the future, or if you need to access other account self-service functions.**

**Security answers should be more than 1 character long and cannot contain the following four characters < > & ;**

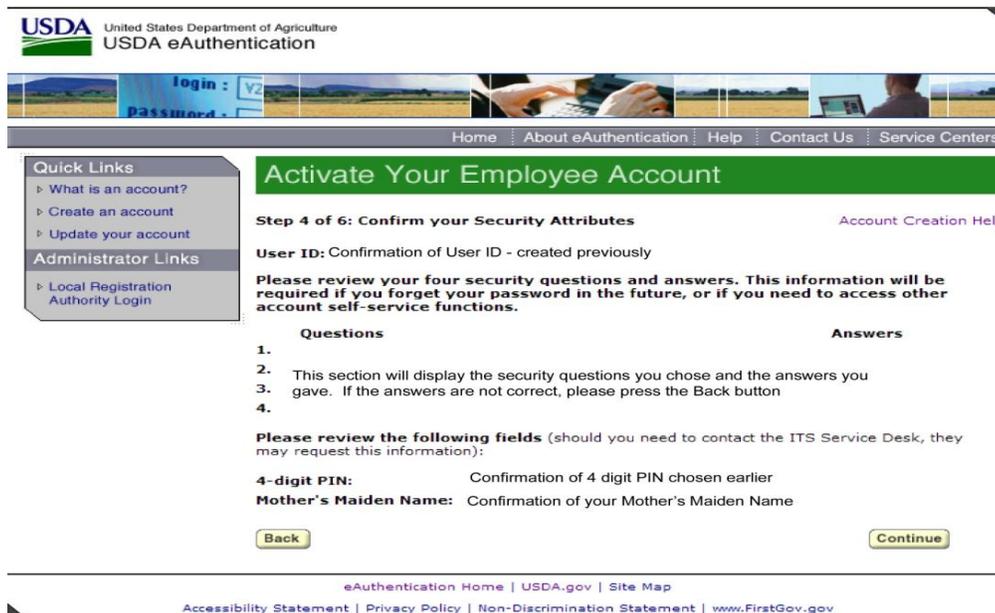
Questions	Answers
1. <<Please Select a Question>>	
2. <<Please Select a Question>>	
3. <<Please Select a Question>>	
4. <<Please Select a Question>>	

**Please fill out the following fields** (should you need to contact the ITS Service Desk, they may request this information):

**4-digit PIN:**

**Mother's Maiden Name:**

Now, confirm the security questions and answers, 4-digit PIN and Mother's Maiden Name. If all is correct, select Continue to proceed. Otherwise, select the Back button (at the bottom of the screen) to go back and make changes.



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**Activate Your Employee Account**

**Step 4 of 6: Confirm your Security Attributes** [Account Creation Help](#)

**User ID:** Confirmation of User ID - created previously

**Please review your four security questions and answers. This information will be required if you forget your password in the future, or if you need to access other account self-service functions.**

Questions	Answers
1.	
2. This section will display the security questions you chose and the answers you gave. If the answers are not correct, please press the Back button	
3.	
4.	

**Please review the following fields** (should you need to contact the ITS Service Desk, they may request this information):

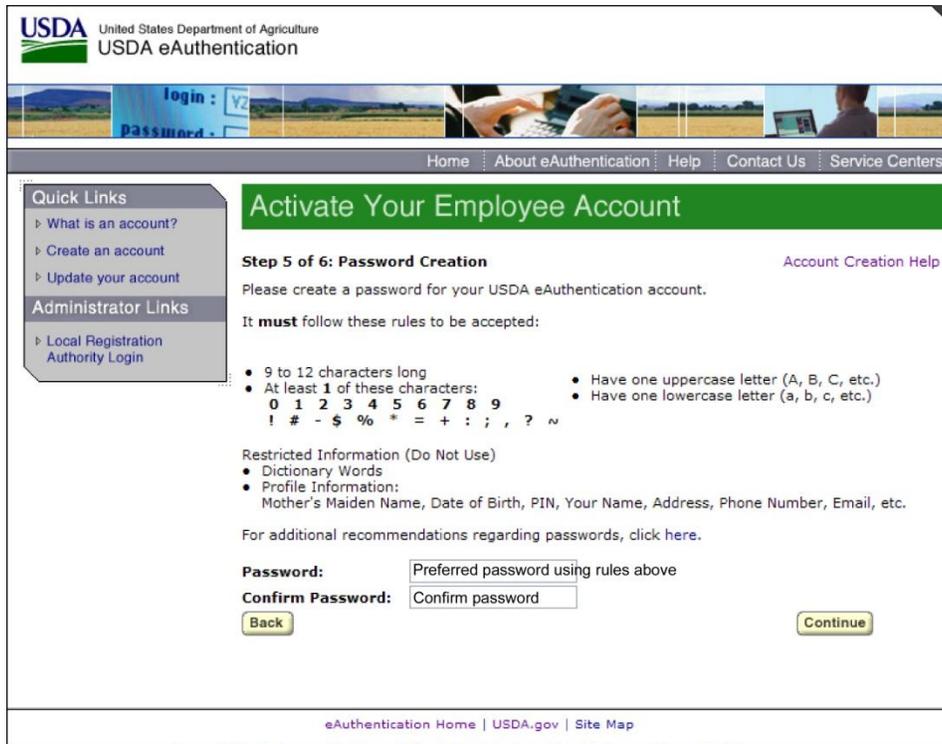
**4-digit PIN:**

**Mother's Maiden Name:**

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Enter and confirm a password based on the rules provided. Select Continue to proceed.

Note: You may want to do a print of this screen (and store it in a secure location) for future use.



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**Quick Links**  
 ▶ What is an account?  
 ▶ Create an account  
 ▶ Update your account  
**Administrator Links**  
 ▶ Local Registration Authority Login

## Activate Your Employee Account

**Step 5 of 6: Password Creation** [Account Creation Help](#)

Please create a password for your USDA eAuthentication account.

It **must** follow these rules to be accepted:

- 9 to 12 characters long
- At least **1** of these characters:  
 0 1 2 3 4 5 6 7 8 9  
 ! # \$ % \* = + : ; , ? ~
- Have one uppercase letter (A, B, C, etc.)
- Have one lowercase letter (a, b, c, etc.)

Restricted Information (Do Not Use)

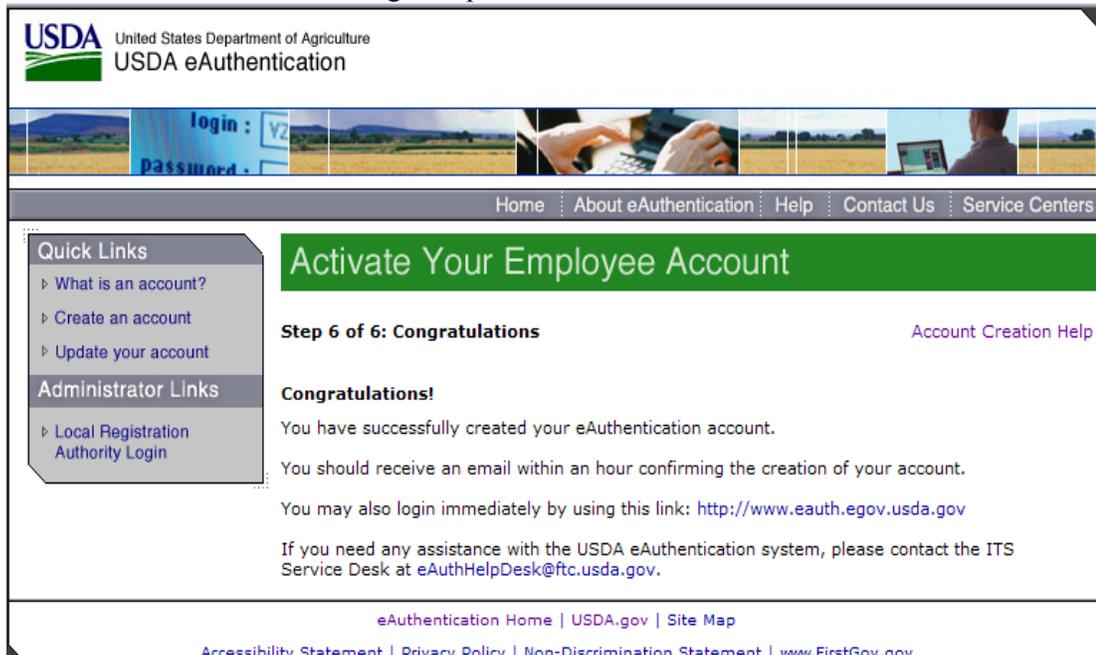
- Dictionary Words
- Profile Information:  
 Mother's Maiden Name, Date of Birth, PIN, Your Name, Address, Phone Number, Email, etc.

For additional recommendations regarding passwords, click [here](#).

**Password:**   
**Confirm Password:**

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Congratulations! You've made it through the process.



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**Quick Links**  
 ▶ What is an account?  
 ▶ Create an account  
 ▶ Update your account  
**Administrator Links**  
 ▶ Local Registration Authority Login

## Activate Your Employee Account

**Step 6 of 6: Congratulations** [Account Creation Help](#)

**Congratulations!**

You have successfully created your eAuthentication account.

You should receive an email within an hour confirming the creation of your account.

You may also login immediately by using this link: <http://www.eauth.egov.usda.gov>

If you need any assistance with the USDA eAuthentication system, please contact the ITS Service Desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov).

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Once the email is received, wait 20 minutes before attempting to use your account.

If you are an existing employee and are applying for an E-authentication account and cannot locate the email, contact your ARL ([Agency Registration Lead](#)). Provide the ARL with your email address (personal or government).

(<https://app.eauth.egov.usda.gov/AccountServices/ARL/AgencyRegistrationLeads.aspx>)

### Apply for a new **Customer Account**

1. Open your Internet browser and go to the Customer Account registration page:  
<http://www.eauth.egov.usda.gov/eauthCreateAccount.html>
  - a. Complete the online form to apply for either a Level 1/2 access.
2. You will receive an email titled: “*Action Required: Instructions to Activate Your USDA Account with Level 1/2 Access.*”
  - a. Click on the link **ACTIVATE MY ACCOUNT**. Your browser will display a confirmation message.
  - b. If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already done so.
  - c. If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access, no further action is needed.

Note: You have a maximum of seven (7) days to respond to the Confirmation email, or your account will be deleted. You can respond by using the link provided in the Confirmation email. After seven (7) days the account you created will be deleted. You must start the entire process over to create a new eAuthentication account. You will need to use a new User ID. You cannot use your previously selected User ID. You must follow the instructions on your confirmation email within the required seven (7) day time frame. If you did not receive the email, email the [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) and explain the situation in detail. Provide your first and last names and the User ID for any accounts you created. Since you now have multiple accounts, please identify the single account that you wish to use and authorize the Help Desk to disable the others.

3. Wait 20 minutes before attempting to activate your account.
4. Now you will need to register for AgLearn access:
  - a. Navigate to this website: <http://www.aglearn.usda.gov>
  - b. Click **Sign Up Now** under *Need an Account?* (on left side of page.)
  - c. Click **Register** on the next page under “*Step 2 – Complete Registration*” (on left side of page.)
  - d. [AgLearn Registration](#)
    1. Select from the drop-down the Agency.
    2. Select from the drop-down USDA Organizational Unit.
    3. The USDA Official Sponsor will appear by default
    4. Select from the final drop-down the status of the user, i.e. Contractor, Partner or Student. Enter the information that appears after your above choice.
  - e. Click **Submit Registration**.
  - f. An USDA employee will review your registration and send you an email once access is approved.

### Confirm/Update E-Auth Account

#### Confirm

**Step 1:** Confirm that you have a working eAuthentication account:

1. Open your Internet browser and go to the USDA eAuthentication website:  
<http://www.eauth.egov.usda.gov/>
2. Click on **Update your account** (on the left side of the page.)
3. Click **Continue** at the purple “*Warning*” screen.
4. Enter your USDA eAuthentication User ID and password at the “*eAuthentication Login Screen*”. *The User ID is NOT case sensitive; the password IS case sensitive.*
5. Click the **Login** button.

6. If successful, “*Welcome to IdentityMinder*” will display. You may now click the **Logout** button (in the upper-right corner.)

### **Update**

**Step 2:** Please follow the steps below to update your information in E-Authentication.

1. Go to <http://www.eauth.egov.usda.gov/>
2. Click on **Update your account** in the Quick Links box.
3. Click the I Agree button to on the Warning page.
4. Login using your E-Auth User ID and Password and click **Login**.
5. Click **Update My Employee Profile** under your name.
6. In your profile, you can update your Email Address, Alternate & Home Number, Mother’s Maiden name and your PIN. Once you have updated the information click Submit. If your First/Last Name & Date of Birth must be updated, contact your HR Representative.

## **Access AgLearn**

If you completed Confirming/Updating your E-Auth account successfully, you may access your AgLearn account:

1. Navigate to the USDA AgLearn website: <http://www.aglearn.usda.gov/>
2. Click **Login** under the “*Student*” heading (left side of the page.)
3. Click **Continue** at the purple “*Warning*” screen.
4. Enter your USDA eAuthentication User ID and password at the “*eAuthentication Login Screen*”. *The password IS case sensitive.*
5. Click the **Login** button. Your browser will re-direct to the AgLearn website.

When you login to AgLearn for the first time, you will see the screen on the following page. To complete your AgLearn account, click the link “Your Talent Profile Is Incomplete.” Any section highlight in **RED** is an incomplete section and must be completed. To complete the section click the pencil icon. In the Employee Information section is where you locate your supervisor, click the magnifying icon, and enter your supervisor First and Last Name. Click the “Search” button, locate your supervisor and click “Select”. Then click “Save”.

 **Lyndell A Walker**  
 ARS-AFM

Your Talent Profile is Incomplete



**To-Do List** Show: Everything

**Overdue**  
 9 days overdue  **Ladder Safety**  
 In progress

**Due later**  
 10/31/2012  **Analyzing Data in Excel 2007**  
 In progress

**No due date**

-  **AgLearn July 2012 Workshop - Virtual Access**  
 Enrolled
-  **Books24x7 Referenceware**  
 Available
-  **SkillsSoft Government Leadership Advantage 2.0**  
 In progress

**Easy Links**

Approvals	Reports
Completed Work	SF-182 Requests
News	Skills Inventory
IDPs	Start an Assessment
Record Learning	User Settings

**Curricula** >>  
 All required Curricula are complete.

**Competencies** >>  
 You have no assigned competencies

**Goals** >>  
 Your have no active Plan.

**Communities** >>  
 See what's happening in the forums

1 of 3 sections completed. 2 required sections are still incomplete

Contact Information

 **Lyndell A Walker**  
 ARS-AFM  
 HRD- OFFICE OF THE DIRECTOR, 5601 SUNNYSIDE AVE, STOP 5103  
 BELTSVILLE, MD 20705-5103  
 United States of America  
[lyndell.walker@ars.usda.gov](mailto:lyndell.walker@ars.usda.gov)

[\[Edit Photo\]](#)

Employee Information

Incomplete

User ID:	LW038276
Employee Type:	1
Employee Status:	A
Number of Direct Reports:	0
Hired on	5/27/2007

[More Employee Information](#)

Contact Numbers

Incomplete

No Information

## Login Issues

### E-Auth Forgotten User ID & Password

If you do not know your e-Auth User ID and Password; follow [Forgot User ID](#) to receive the email containing your User ID. Once you have your User ID, follow the steps to [Reset Password](#).

You may also contact your [ARL](#) for User ID or to reset your password or call 1-800-457-3642 or send an email to [e-AuthHelpDesk@ftc.usda.gov](mailto:e-AuthHelpDesk@ftc.usda.gov) (<https://app.eauth.egov.usda.gov/AccountServices/ARL/AgencyRegistrationLeads.aspx>.)

### AgLearn Error Messages

- ***Validation Error..... Please correct the following errors before proceeding:***  
To resolve this issue, confirm that you are logging in using the orange Login on the left hand side of screen of the AgLearn webpage, otherwise contact the [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) to verify that your E-Auth User ID and Password are correct. If your eAuth information is correct, then contact AgLearn Genphysics, [AgLearnHelp@genphysics.com](mailto:AgLearnHelp@genphysics.com) or via phone at (866) 633-9394, to have your eAuth account and AgLearn account mapped together. .
- **Issues that occur after login to AgLearn** (including questions about courses) are handled by the AgLearn Help Desk, email the ARSAGLearn mailbox. For technical assistance, call 1-866-633-9394 or send an email to [AgLearnHelp@genphysics.com](mailto:AgLearnHelp@genphysics.com)