

For: State and County Offices

Followup Supplemental Revenue Assistance Payments (SURE) Webinar

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

FSA will conduct Webinars to provide training for State and County Offices on the SURE Program on Wednesday, October 7, 2009, and Thursday, October 8, 2009.

B Purpose

This notice provides information about the following:

- Webinar link information
- e-mail address for questions
- taped version of Webinar
- training slides location
- training evaluations
- completing the quiz
- documenting training
- State Office action
- contact information.

Disposal Date	Distribution
November 1, 2009	State Offices; State Offices relay to County Offices

2 Webinar Link and Questions

A Webinar Link

Participants shall use the following link for both Wednesday's and Thursday's sessions:

<mms://a355.12374754954.c23747.n.lm.akamaistream.net/D/355/23747/v0001/reflector:54954>.

The Webinar will start at 10:30 a.m., e.t. and end approximately 2:30 p.m. e.t.

Submitted questions will be answered live both days starting at about 1:30 p.m. e.t.

Note: Participants **shall** test the above link starting at approximately 9 a.m. e.t. on the scheduled training dates to ensure access. If participants have technical issues, they should contact the Help Desk to create a Magic ticket on the technical problem using the subject, "Webinar Training".

B Submitting Questions for Webinar

Participants may submit questions during the Webinar by e-mail to **fsa.sure@wdc.usda.gov**. The questions may be addressed during the Webinar. Limit questions to SURE.

C Improving Webinar Performance

Because of the large number of employees viewing the Webinars, the Webinar may be improved by the following:

- sharing connections to the Webinar whenever possible
- minimizing or eliminating other network activities during the scheduled time for the Webinars
- if possible, asking other agencies in shared offices to minimize activities that could interfere with the delivery of the Webinar.

3 Additional Training Materials and Evaluation

A Taped Version of Webinar

The taped Webinar is available for viewing on DAFP's Intranet training site at **<http://fsaintranet.sc.egov.usda.gov/fsa/dafp/training>**.

State and County Office employees that want to view the presentation earlier in the week may do so by accessing this link.

B PowerPoint Presentations

The PowerPoint slides developed for the Webinar training were available on DAFP's Intranet training site on September 18, 2009.

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3 Additional Training Materials and Evaluation (Continued)

C Training Evaluation

Participants shall complete the Webinar training evaluation located on DAFP's Intranet training site after the completion of the Webinar.

D Completing the Quiz

Participants shall complete the quiz located on DAFP's Intranet training site after the completion of the Webinar.

4 Action

A Documenting Training

Participants shall register for the SURE Webinar training through AgLearn as follows. Direct questions about AgLearn processing to the State training officer.

Step	Action
1	Access AgLearn at www.aglearn.usda.gov .
2	Under "Learner Center", CLICK, " Learner Login ".
3	On the eAuthentication: <ul style="list-style-type: none">• Warning Screen, CLICK "I Agree"• Login Screen:<ul style="list-style-type: none">• enter user ID and password• CLICK "Login".
4	CLICK " Catalog ".
5	Under " Subject Area Menu ", CLICK "▶" next to " AgLearn Original Courseware Structure ". Note: This may take a moment to open.
6	CLICK " Farm Service Agency ".
7	Find " National SURE Training (Webcast Event) " and CLICK " Register ".
8	Under the "Registration Comments" section, in the "Comments" box: <ul style="list-style-type: none">• enter title and State name• CLICK "Confirm".
9	An e-mail confirmation will be received in the next hour.

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4 Action (Continued)

B State Office Action

State Office's shall ensure that:

- program specialists responsible for SURE access the link to view the Webinar
- County Offices have reviewed this notice and are available for the training.

C Contact

For questions about this notice, State Offices shall contact Mike Sienkiewicz by either of the following:

- e-mail at **mike.sienkiewicz@wdc.usda.gov**
- telephone at 202-720-8959.