For: FSA Employees

Modernize and Innovate the Delivery of Agricultural Systems (MIDAS)
Foundational Learning Sessions

Approved by: Associate Administrator for Operations and Management

[signature: Carolyn B. Cooksie]
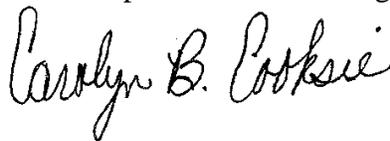
1   Overview

A Background

MIDAS is FSA's initiative to modernize and innovate the delivery of agricultural systems. The FSA-ITSD-MIDAS Project will transform the way FSA delivers services and benefits to farmers and ranchers throughout the United States. A major component of implementing and executing the successful delivery of the MIDAS IT solution is providing quality education and training to FSA employees.

In preparation for deployment of the MIDAS solution, the MIDAS Organizational Change Management Training team has developed a comprehensive training plan that consists of the following 4 components:

- foundational learning sessions
- web-based training
- instructor-led training
- expert-led training.

Foundational learning sessions, the first training component, is available to all FSA employees.

B Purpose

This notice:

- informs FSA employees about the MIDAS foundational learning sessions
- provides instructions for accessing the foundational learning sessions
- encourages all FSA employees to view the foundational learning sessions.

Disposal Date	Distribution
September 1, 2013	All FSA employees; State Offices relay to County Offices

2   MIDAS Foundational Learning Sessions

A   Foundational Learning

The objective of the foundational learning sessions is to educate FSA employees on the MIDAS initiative, focusing on key impacts such as integration, automation, and transparency. Multiple sessions that cover a variety of topics will be released now through October. FSA employees will be notified of future foundational learning sessions as they become available. All FSA employees are encouraged to view the foundational learning sessions.

Each of the 11 foundational learning sessions is a 5- to 10-minute video recording. With each foundational session posted online, a 1-page job aid referencing the session will also be posted on USDA Connect, allowing users on-demand access to the materials for both training and refresher purposes. There are 11 sessions scheduled for release this fall.

State and County Office employees are encouraged to become familiar with the content before the start of MIDAS web-based training.

B   Accessing the Foundational Learning Sessions

The first MIDAS foundational learning session, "MIDAS 101 Overview", is on the MIDAS web site. To access the sessions:

- access the MIDAS web site at **www.fsa.usda.gov/midas**

- CLICK "**Training**" tab

- CLICK "**Click here to access the MIDAS Foundational Learning Sessions PowerPoint Presentation**" link.

Note: A window will be displayed to view the session. Follow instructions provided on the screen.

All future foundational learning sessions will be accessible from USDA Connect within the MIDAS Community. Follow the instructions in Exhibit 1 to access the USDA Connect MIDAS Training Community.

C Points of Contact

For questions about:

- accessing the USDA Connect MIDAS Training Community, contact Darrin Watkins by e-mail to **darrin.watkins@tx.usda.gov**

- foundational learning sessions, contact Julie Pena by e-mail to **julie.pena@ok.usda.gov**.

Accessing USDA Connect MIDAS Training Community

A First Time Access to USDA Connect MIDAS Training Community

FSA employees shall follow instructions in this table for **first-time access** to the USDA Connect MIDAS Training Community.

Step	Action
1	Users will receive an e-mail from USDA Connect indicating that they have been added as a member of the MIDAS Community. From the MIDAS Community, users will have access to the MIDAS Training sub community. **Note:** The user must receive the e-mail invitation **before** accessing USDA Connect MIDAS Community. After the e-mail has been received, the user shall access USDA Connect using either of these options.
2	If accessing USDA Connect **from the e-mail** invitation, then user shall do the following: • CLICK "**Open this Community**" link in the e-mail • enter eAuthentication user ID and password and sign into USDA Connect • the MIDAS Community Home Page will be displayed, scroll down and CLICK "**MIDAS Training Community**" link • the MIDAS foundational learning sessions can be found under "**Files**".
3	If accessing USDA Connect from user's web browser, then user shall do the following: • after receiving the e-mail invitation, user can enter USDA Connect directly at **https://connections.usda.gov** • enter eAuthentication user ID and password; the USDA Connect Home Page will be displayed • under "**Communities**", CLICK "**MIDAS Training Community**" link • the MIDAS foundational learning sessions can be found under "**Files**".

Note: Users are encouraged to review the **Tutorials**, **FAQs**, and **How To's** on the top right-hand corner of the page for additional information that will aid in effectively using USDA Connect.

Accessing USDA Connect MIDAS Training Community (Continued)

B   Subsequent Access to USDA Connect Training Community

Employees shall follow instructions in this table for **subsequent access** to the USDA Connect Training Community.

Step	Action
1	Access USDA Connect Home Page at **https://connections.usda.gov**.
2	CLICK "**I Agree**" on the USDA Computer Security Screen.
3	Enter eAuthentication user ID and password and PRESS "**Enter**".
4	USDA Connect Home Widget Page will be displayed.
5	Locate "**My Communities**" and CLICK "**MIDAS Community**" link.
6	The MIDAS Community Home Page will be displayed. CLICK "**Sub-communities**" to locate the MIDAS Training Community Page.

Note: If already subscribed to USDA Connect, the user will receive an e-mail stating that they have been added to the USDA Connect MIDAS Community. After the e-mail has been received, the user may begin to access the MIDAS Community from their USDA Connect Home Page.