UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

MIDAS Release 2.0 Business Partner Web-Based Training

Approved by: Associate Administrator for Operations and Management

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1 Overview

A Background

In preparation for the MIDAS Release 2.0 Business Partner implementation, the MIDAS Project Team has developed a comprehensive training plan. The training plan consists of the following components:

- web-based training
- Town Hall sessions delivered by virtual instructor led training (vILT).

The MIDAS Project Team is preparing to release the web-based component of the training plan. The web-based training is a series of online courses to be released in succession on AgLearn.

B Purpose

This notice provides FSA employees with requirements for completing web-based training courses.

All employees with "Edit" permissions in MIDAS Customer Relationship Management (CRM) are required to take the Release 2.0 Business Partner courses.

2   MIDAS Web-Based Training

A Web-Based Training

The objective of the web-based training is to prepare FSA employees with information needed to understand the new functionality of Business Partner. Web-based training is a major component of implementing and executing the successful delivery of Release 2.0.

For Release 2.0 Business Partner, there are 4 web-based training courses and 1 burst (mini-course) that cover a variety of topics. These web-based training courses will be:

- released in succession through December 2014

   Note: FSA employees will be notified of future web-based training courses as they become available.

- disseminated virtually through online AgLearn courses.

Note: Employees who have had all previous MIDAS CRM training and currently have access to MIDAS CRM are **not** required to take "Introduction to MIDAS Portal".

The planned web-based training courses will be released as they become available. The following table identifies the courses and their estimated release timeframe and duration.

Course ID	Course Name	Estimated Release	Duration
R2FN100	Introduction to MIDAS Portal (updating "Introduction to MIDAS") **Note:** For new users only.	November 2014	30 minutes
R2BP320	Create Business Partner in MIDAS CRM	December 2014	2 hours
R2BP400	Maintain Business Partner in MIDAS CRM	December 2014	2 hours
R2B003	Maintain Representative Capacity (supplementing the vILT "Business Partner Creating and Maintaining" course)	December 2014	30 minutes
R2BP500	Business Partner for State Specialist	December 2014	1 hour

B Accessing the Web-Based Training

AgLearn Administrators will assign the training to employees' worklists. Training can also be accessed by going to **http://www.aglearn.usda.gov** and searching the catalog by course name.

2   MIDAS Web-Based Training (Continued)

C   Requirements

FSA employees who are required to take MIDAS training must complete their web-based training before they can participate in Town Hall sessions. Employees **must** access the course while on the USDA network to enable the embedded simulations to be viewable.

AgLearn Administrators in each State are responsible for assigning web-based training courses to employees who need to be trained in Release 2.0 Business Partner.

Important: SED's will certify and AgLearn Administrators will verify that all FSA employees who require Business Partner access have taken and passed web-based training before updating or editing customer records in Business Partner.

D   Points of Contact

Employees experiencing issues with the web-based training courses shall contact the AgLearn Administrator. For escalated topics, contact the following.

Name	Inquiry Topic	E-Mail Address
Mark Nelson	AgLearn	**mark.nelson@kcc.usda.gov**
Nanette (Julie) Pena	MIDAS Training or Notice	**julie.pena@ok.usda.gov**

3   vILT

A   vILT Town Hall Sessions

All employees are expected to attend one vILT Town Hall session. Each State Office will schedule and deliver the Town Hall sessions, as appropriate, for their State schedule. Employees should expect future communications on the vILT Town Hall sessions to come directly from their State Office.

Each vILT Town Hall session is expected to last approximately 1 hour.

Note: While attending a Town Hall session is mandatory for all employees, attendance is **not** required before updating or editing customer records in CRM Business Partner.