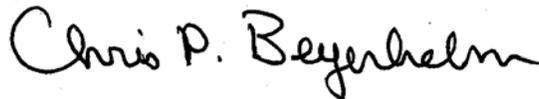


For: State and County Offices

Webinar EM Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

There have been an unprecedented number of natural disasters this year that have resulted in billions of dollars in physical and production losses to the nation's farmers. FSA anticipates that a large number of farmers with qualifying losses will need FSA EM assistance.

Therefore, the National Office will conduct Webinars to provide EM training for State Offices on Thursday, July 14, 2011, and County Offices on Tuesday, July 19, 2011.

B Purpose

This notice provides information about the following:

- registering for EM training sessions
- improving Webinar performance
- additional training materials available
- obtaining credit in shared training situations
- State Office actions.

C Contact

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact Mike Moore, Dan Jackson, or Connie Holman at 202-720-1632.

Disposal Date	Distribution
September 1, 2011	State Offices; State Offices relay to County Offices

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2 Training Actions

A Register for Training

Trainees shall register in AgLearn as follows:

- CLICK the following link that corresponds to the session that trainees will attend:
 - July 14 from 2 p.m. to 3:30 p.m. e.t.
 - July 19 from 10 a.m. to 11:30 a.m. e.t.
 - July 19 from 12:30 p.m. to 2 p.m. e.t.
- CLICK “**Register**”, then “**Confirm**”.

Note: If the training session links in this subparagraph do not work, follow these steps to register.

Step	Action
1	Log onto AgLearn at http://www.aglearn.usda.gov .
2	Enter user ID and password.
3	CLICK “ Catalog ” tab.
4	On left side of the page, CLICK “+” next to AgLearn Original Courseware Structure.
5	Navigate to and CLICK “ Farm Service Agency ”.
6	Navigate to and CLICK “ Farm Loan ”.
7	Navigate to and CLICK “ Emergency Loan Training ”.
8	Select the date, CLICK “ Register ”, and CLICK “ Confirm ”.

Trainees:

- will receive the LiveMeeting invitation after registration
- shall ensure that their e-mail address is accurate in AgLearn.

If there are questions about AgLearn or problems registering, e-mail Bessy Plaza at bessy.plaza@wdc.usda.gov.

Note: The County Office sessions are limited to 75 connections. Based on training demand, County Offices will be notified at the conclusion of training if additional training sessions will be provided by National Office.

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2 Training Actions (Continued)

B Improving Webinar Performance

Because of the large number of trainees participating, the Webinars performance may be improved by the following:

- sharing connections to the Webinar, if possible
- minimizing or eliminating network activities during the scheduled time for the Webinars
- keeping phones muted.

Note: Do **not** place phone on hold.

C Training Materials

The PowerPoint slides developed for the Webinar training will be available on request from the National Office at the conclusion of the training.

The Disaster Assistance Manual is available on the FSA Intranet at http://www.flp.fsa.usda.gov:4019/ibi_html/fcad_html/DAindex.html. Trainees may review before or after completing the training.

D Course Credit for Shared Training

To receive credit for the training if using a shared link, send a list of all trainees to Bessy Plaza by e-mail to bessy.plaza@wdc.usda.gov.

E State Office Action

At a minimum, FSL is responsible for EM loans must participate in the July 14, 2011, session. The State Office shall encourage County Offices where there are a high number of potential EM applicants to participate in the training.