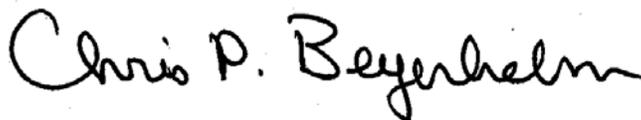


For: State and County Offices

Final Webinar EM Training Sessions

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Background

The National Office previously conducted eight EM Webinar training sessions; however, not all FSA personnel who are either required or wanted to take the training were able to do so.

Therefore, 3 additional training sessions have been scheduled. These will be the final sessions and all remaining FSA personnel with loan approval authority who have not already taken the training, will register for 1 of these. In addition, any remaining FSA employee (without loan approval authority) who wants to take the training may participate.

The National Office will conduct the last three EM training Webinars as follows:

- Thursday, **October 13**, from 2:30 p.m. until 4 p.m.
- Wednesday, **October 19**, from 10 a.m. until 11:30 a.m.
- Tuesday, **October 25**, from noon until 1:30 p.m.

B Purpose

This notice provides information about the following:

- registering for EM training sessions
- improving Webinar performance
- additional training materials available
- State Office actions.

C Contacts

If there are questions about this notice, County Offices shall contact their State Office, and State Offices shall contact Mike Moore, Dan Jackson, or Connie Holman at 202-720-1632.

Disposal Date	Distribution
November 1, 2011 9-26-11	State Offices; State Offices relay to County Offices

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2 Training Actions

A Register for Training

Because of the limited budget, there is a need to co-locate to view this training. A link has been established for a “**group coordinator**”. The group coordinator will be coordinating the webcast at a location that can be viewed by a group and will receive the webcast information.

A link has been established for participants. **Participants** will be joining a group coordinator that has signed up for the training and will be viewing the webcast at a shared location.

Notes: Co-located staffs shall coordinate their roles and session that will be attended **before** registration.

If a trainee is viewing the webcast alone, they should sign up as a group coordinator to receive the webcast information.

Trainees shall register in AgLearn by clicking on the link that corresponds to the appropriate role and session, and then CLICK “**Register**” and “**Confirm**”.

All trainees shall ensure that their e-mail address is accurate in AgLearn. Follow this table 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 appropriate role and date, CLICK “ Register ”, and CLICK “ Confirm ”.

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

Note: Each session is limited to 225 connections.

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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 phones on hold.

C Training Materials

The PowerPoint slides developed for the Webinar training will be available after **November 1, 2011** at [https://arcticocean.sc.egov.usda.gov/flp/InformationalLinks?Action=Manuals&caller=.](https://arcticocean.sc.egov.usda.gov/flp/InformationalLinks?Action=Manuals&caller=)

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 State Office Action

State Offices shall ensure that all remaining personnel who want to participate in the training are registered and are able to participate in the training.