

For: State and County Offices

DLS Loan Making Training

Approved by: Deputy Administrator, Farm Loan Programs

Chris P. Beyershelm

1 Overview

A Background

FSA will conduct Webinars to:

- provide training on issues and concerns about loan processes
- discuss upcoming changes to DLS loan making.

B Purpose

This notice provides information about the following:

- instructions to register for a session
- questions during the training
- State Office action.

C Attendees

All DLS coordinators and Field Office staff responsible for DLS loan making processes **must** attend a training session.

D Points of Contact (POC's)

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact either of the following:
 - Sandra Hammond by telephone at 202-720-1647 or e-mail to **sandra.hammond@wdc.usda.gov**
 - Carrie Novak by telephone at 202-720-1643 or e-mail to **carrie.novak@wdc.usda.gov**.

Disposal Date

September 1, 2013

7-8-13

Distribution

State Offices; State Offices relay to County Offices

2 Webinar Training Session Registration

A Registering for a Training Session

To register for a training session, click 1 of the following 8 links:

- **July 30, 2013 session (9:00 - 11:00 AM EST) (for DLS Coordinators only)**
- **July 30, 2013 session (2:00 - 4:00 PM EST)**
- **August 1, 2013 session (9:00 - 11:00 AM EST)**
- **August 1, 2013 session (2:00 - 4:00 PM EST)**
- **August 6, 2013 session (9:00 - 11:00 AM EST)**
- **August 6, 2013 session (2:00 - 4:00 PM EST)**
- **August 8, 2013 session (9:00 - 11:00 AM EST)**
- **August 8, 2013 session (2:00 - 4:00 PM EST).**

Note: DLS coordinators that are unable to attend the July 30, 2013, 9 a.m. session **must** register for a general session.

On the eAuthentication Warning Page that will be displayed, CLICK **“I Agree”**. Enter user’s ID and password, and then CLICK **“Login”**. On the Registration Page, CLICK **“Confirm”**.

In approximately 5 minutes, a “Registration Notification” e-mail will be received. This e-mail will contain the “Live Meeting Link” and “Teleconference Line” that user will use to join the training session.

Note: If attendees are not able to register through the direct links provided in this subparagraph, log into AgLearn at **http://www.aglearn.usda.gov**. On the AgLearn Home Page, in the “Search Catalog” box, ENTER **“Direct Loan System Loan Making Training”**, and then CLICK **“Browse”**. Under the course title, CLICK **“View Course Dates”**. Scroll to user’s desired date, CLICK **“Register”**, and then CLICK **“Confirm”**.

B Training Session Questions

Questions submitted during the Webinar training will be answered during the training session.

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2 Webinar Training Session Registration (Continued)

C Improving Webinar Training Session Performance

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

- Even though everyone is required to take this training, only **1** registration is required for offices that want to take training together, which is highly encouraged. After training is complete, send a list of attendees to **both** POC's provided in subparagraph 1 D.
- Sharing conference lines to the Webinar whenever possible.
- Minimizing or eliminating network activities during the scheduled time for the Webinar.
- If possible, asking other agencies in shared offices to minimize activities that would interfere with the delivery of the Webinar.
- Attending the training session for which user registered. If there is a conflict, contact a POC as provided in subparagraph 1 D **before** attending another session.

3 Action

A Additional Training Materials

The PowerPoint slides developed for the Webinar training will be available at <https://amistad.sc.egov.usda.gov/flp/InformationalLinks?Action=Presentations&caller=index> immediately after conclusion of the **final** training session.

B Documenting Training

Each participant **must** participate in 1 of the 8 DLS loan making training sessions for training to be documented. For group training, send the list of attendees to POC's provided in subparagraph 1 D. Direct any questions about AgLearn to the State training officer.

C State Office

State Office's shall ensure that all applicable FSA employees have reviewed this notice and are available for the training, if requested.