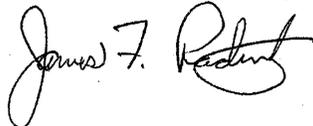


For: State and County Offices

DLS Loan Making Training Makeup Sessions

Approved by: Acting Deputy Administrator, Farm Loan Programs



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 that were **unable** to attend 1 of the original 8 sessions should register to attend 1 of the final 6 sessions announced by this notice.

D Points-of-Contact

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	Distribution
November 1, 2013 9-20-13	State Offices; State Offices relay to County Offices

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2 Webinar Training Session Registration

A Registering for a Training Session

To register for a training session, click 1 of the following 6 links:

- October 15, 2013 session (9 to 11 a.m. e.t.)
- October 15, 2013 session (2 to 4 p.m. e.t.)
- October 17, 2013 session (9 to 11 a.m. e.t.)
- October 17, 2013 session (2 to 4 p.m. e.t.)
- October 21, 2013 session (10 a.m. to 12 p.m. e.t.)
- October 21, 2013 session (2 to 4 p.m. e.t.)

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. Attendees that do **not** receive the confirmation e-mail within 1 hour shall contact their State AgLearn Coordinator for assistance.

Note: If attendees are not able to register through the direct links provided, 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, the learning experience 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 the State AgLearn Coordinator**.
- 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 the user registered. If there is a conflict, contact your State AgLearn Coordinator **before** attending a different 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 6 DLS loan making training sessions for training to be documented. **For group training, send the list of attendees to the State AgLearn coordinator**. Direct any questions about AgLearn to the State AgLearn coordinator.

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.