For: State and County Offices

Beginner Electronic Debt and Restructuring System (eDALR$) Training

Approved by: Deputy Administrator, Farm Loan Programs

William S. Cobb

1 Overview

A Background

LSPMD will conduct online training in using the automated system that supports special servicing activities. This training is **not** mandatory, but is recommended for any employees who are seeking to improve their understanding and abilities when using eDALR$. See paragraph 2 for details about training content and the intended audience.

B Purpose

This notice provides:

- details about course content and intended audience
- online training session registration instructions
- participant and State Office actions.

C Contact

If there are questions about this notice:

- County Offices shall contact their State Office
- State Offices shall contact Lee Nault, LSPMD, by either of the following:

  - e-mail to **lee.nault@usda.gov**
  - telephone at 202-720-6834.

Disposal Date	Distribution
October 1, 2019	State Offices; State Offices relay to County Offices

2   Course Descriptions and Intended Audience

A   Beginner eDALR$ Training

This session will train in the use of eDALR$ for Special Servicing and will:

- provide a step-by-step review of the purpose and correct use of eDALR$
- discuss common questions or issues encountered by new users
- end with a time period allotted to answer attendee questions.

The primary audience for this course is a user who is still learning eDALR$ or needs a refresher on system use. This course will cover the same content from the beginner eDALR$ training offered in FY 2018.

3   Online Training Session Registration

A   Registering for a Training Session

Conference lines are limited and viewing the training in a group is recommended. If participants are viewing in groups, only 1 person in the group should register for the training.

To register for a training session, first determine which course to attend and then click on the following appropriate session link:

Course: 2019 Beginner eDALR$ Training

Session 1, August 15, 2019
10:00 a.m. – 12:00 p.m. Eastern Daylight Time (EDT)
https://cc.readytalk.com/r/jlge5ouej2px&eom

Session 2, August 20, 2019
10:00 a.m. – 12:00 p.m. EDT
https://cc.readytalk.com/r/fqzqbdrjd82v&eom

Session 3, August 22, 2019
1:30 p.m. – 3:30 p.m. EDT
https://cc.readytalk.com/r/4xirf0321u0u&eom

Session 4, August 27, 2019
1:30 p.m. – 3:30 p.m. EDT
https://cc.readytalk.com/r/1wcrkhx7a091&eom

Session 5, August 29, 2019
10:00 a.m. – 12:00 p.m. EDT
https://cc.readytalk.com/r/5vpmtpzdktlq&eom

3   Online Training Session Registration (Continued)

   A   Registering for a Training Session (Continued)

   After selecting the hyperlink for a training session, users will be taken to a ReadyTalk registration page. Provide ReadyTalk with your first name, last name, and e-mail to register for the session.

   Note: If multiple participants are viewing the training together, only 1 individual needs to register for the session.

   After registration, users will receive confirmation of their registration for the session and e-mailed meeting details will arrive shortly. A link to test ReadyTalk compatibility will also be included in the e-mail. It is recommended that users test their systems before the conference to ensure compatibility.

   Approximately 1 hour before the training sessions, registered users will receive a reminder e-mailed link to the session and teleconference instructions.

   B   Training Session Questions

   Verbal and online questions submitted during the online training will be answered during the training session as time permits.

   C   Improving Online Training Session Performance

   Because of the large number of employees viewing the online training sessions, viewing may be improved by:

   •   sharing connections to the online training session whenever possible

   •   minimizing or eliminating network activities during the scheduled time for the online training session.

4   Action

A   Obtaining Training Material

Having access to eDALR$ User Guide may be helpful during the training sessions.

Any PowerPoint slides or other training materials developed and used for the online training sessions will be made available after all training sessions have been completed.

B   Documenting Training

Direct any questions about AgLearn to the State Training Officer.

C   State Office Action

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

Note: Training courses were developed based on feedback received during previous trainings. Contact the National Office if there are additional training questions or suggestions.