

For: FSA State Offices

Inactivating and Reactivating Employee Accounts in AgLearn

Approved by: Deputy Administrator, Management



1 Overview

A Background

FSA has developed a process to temporarily activate or inactivate employee accounts in the AgLearn system. The process will enable State Aglearn Administrators to:

- maintain accurate training data
- inactivate employee accounts in Aglearn of employees who are **not** currently working for FSA and then reactivate the accounts once an employee returns to work for FSA

B Purpose

This notice provides instructions for State AgLearn Administrators to activate and inactivate accounts in Aglearn.

Note: This process shall not be used to conceal the accounts of employees who have not completed training.

C Labor-Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Disposal Date

December 1, 2008

10-10-07

Distribution

FSA State Offices

Notice PM-2611

2 Inactivating and Reactivating Employee Accounts in AgLearn

A Accessing AgLearn to Inactivate Employee Accounts

Employee accounts shall be inactivated in AgLearn if they are not on board at the time training is announced. The affected employees may be, but are not limited to the following:

- contract employees
- intermittent employees
- temporary employees
- summer hires
- student interns.

Note: States are reminded that employees shall **not** remain on the personnel roles in the NFC system beyond the not to exceed date for temporary positions. This includes intermittent employees who have not been called to work for more than 52 consecutive weeks.

State AgLearn Administrators shall identify and **inactivate** employee accounts according to the following table.

Step	Action
1	Log into AgLearn at http://www.aglearn.usda.gov , then CLICK “ Login ” under “ Administrator ”. On the Warning Screen, CLICK “ Continue ” to access the eAuthentication Login Screen. Enter the user ID and password , and CLICK “ Login ”.
2	At the AgLearn Welcome Screen, CLICK “ User Management ” on the top menu bar.
3	Locate the “ Last Name ” field in the box and type in the individual’s last name . The first letter of the individual’s first name may be typed to minimize the search results.
4	Click the “Search” button.
5	Click on the “edit” icon  .
6	Under “Basic Information”, locate the “Active” box and click to remove the check mark in the box.
7	CLICK “ Apply Changes ”.
8	The following warning will be displayed, “You are inactivating User xxxxxxxx. Do you wish to cancel all active registrations and waitlists for this User? Do you wish to proceed? ” Select “YES” to proceed with the inactivation.
9	The account has been inactivated.

Note: Pay actions or SF-52 processing of employees may result in activating accounts in AgLearn.

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2 Inactivating and Reactivating Employee Accounts in AgLearn (Continued)

B Accessing AgLearn to Reactivate Employee Accounts

State AgLearn Administrators shall identify and **reactivate** employee accounts according to the following table.

Step	Action
1	Log into AgLearn at http://www.aglearn.usda.gov , then CLICK “ Login ” under “ Administrator ”. On the Warning Screen, CLICK “ Continue ” to access the eAuthentication Login Screen. Enter the user ID and password and CLICK “ Login ”.
2	At the AgLearn Welcome Screen, CLICK “ User Management ” on the top menu bar.
3	Locate the “ Last Name ” field in the box and type in the individual’s last name . The first letter of the individual’s first name may be typed to minimize the search results.
4	Locate the “User Status” and CLICK “ Not Active ”. Click the “Search” Button.
5	Click on the “edit” icon  .
6	Under “Basic Information”, locate the “Active” box and click to add a checkmark in the box.
7	Click “ Apply Changes ”.
8	The account has been activated.

3 AgLearn Contacts

A Contacts

For questions or issues about inactivating or reactivating employee Aglearn accounts, contact the State Training Officer or State AgLearn Administrator or either of the following:

- Sandy Gibbs by:
 - e-mail at sandra.gibbs@kcc.usda.gov
 - telephone at 819-823-2002
- Bessy Plaza by:
 - e-mail at bessy.plaza@wdc.usda.gov
 - telephone at 202-401-0365.