

For: State and County Offices

Hot Topics Online Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

LMD will conduct online training sessions to address areas of concern and frequently asked questions of the National Office. This training is **not** mandatory but is intended to provide National Office guidance on hot topics including, but not limited to, the following:

- Wetland Screening Tool
- Borrower Training
- Microloan Review Findings
- Farm Bill Update
- Digital Signature Pilot Project
- Streamlined OL's
- Outreach
- Guaranteed Loan Updates.

B Purpose

This notice provides:

- online training session registration instructions
- information about questions during the training
- participant and State Office actions.

C Contact

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact LMD at 202-720-3889.

Disposal Date	Distribution
January 1, 2015	State Offices; State Offices relay to County Offices

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2 Online Training Session Registration

A Registering for a Training Session

Sessions are limited to 125 phone lines. Additional sessions will **not** be added. Because of this, viewing the training sessions in groups is encouraged. If participants are viewing in a group, **only 1 person** in the group should register for the training. To receive AgLearn credit, participants shall submit their names to their State AgLearn Coordinator.

To register for a training session, click 1 of the following 10 links.

[July 29, 2014 session, 9:00 - 11:00 AM EST](#)

[July 29, 2014 session, 1:00 - 3:00 PM EST](#)

[July 31, 2014 session, 9:00 - 11:00 AM EST](#)

[July 31, 2014 session, 2:00 - 4:00 PM EST](#)

[August 12, 2014 session, 9:00 - 11:00 AM EST](#)

[August 12, 2014 session, 1:30 - 3:30 PM EST](#)

[August 14, 2014 session, 9:00 - 11:00 AM EST](#)

[August 14, 2014 session, 1:00 - 3:00 PM EST](#)

[August 26, 2014 session, 9:00 - 11:00 AM EST](#)

[August 26, 2014 session, 2:00 - 4:00 PM EST](#)

On the eAuthentication Warning Page, enter the user ID and password and CLICK “Login”. On the Registration Page, CLICK “Confirm”.

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

Note: If the participant is **not** able to register through these links, then log into AgLearn at <http://www.aglearn.usda.gov/>. On the AgLearn Home Page, in the “Search Catalog” box, ENTER “**Hot Topics Training 2.0**” and CLICK “**Browse**”. Under the course title, CLICK “**View Course Dates**”. Scroll to the participant’s desired date, CLICK “**Register**” and then CLICK “**Confirm**”.

B Training Session Questions

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

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2 Online Training Session Registration (Continued)

C Improving Online Training Session Performance

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

- sharing connections to the online training session whenever possible
- minimizing or eliminating network activities during the scheduled time for the online training session
- if possible, asking other Agencies in shared offices to minimize activities that would interfere with delivering the online training session.

3 Action

A Obtaining Additional Training Materials

The PowerPoint slides and other training materials developed for the online training sessions will be made available as downloadable handouts during the training sessions.

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.