

# AgLearn Onboarding Steps

The steps below are an overview of the process you will be taking to be granted access to [AgLearn](#).

## Part 1

- Receive Part 1 Email - complete/upload WI Non-federal Intake form to BOX.
- Complete/upload OF-306 document to BOX.

## Part 2

- Receive Part 2 email - alerting you to look for additional automated emails to continue the onboarding process:
  - Register your USDA eAuthentication
  - Complete eQIP SF-85 Questionnaire for your background investigation.

## Part 2 Continued

- Complete Information Security Awareness (ISA) Training

## Part 3

- Complete your enrollment appointment at an HSPD-12 LincPass credentialing station (fingerprints & photo ID) for your background investigation/adjudication with FPAC Personnel Security.

## LincPass Appointment

- *Please be aware that most LincPass Stations are **closed** until further notice due to COVID-19. Continue to monitor the LincPass Station scheduler website for appointment availability and local LincPass station status.*

## Maintaining Access

- Log in to AgLearn using your provided eAuth User ID/password at least once every 30 days to keep your account from expiring/locking.
  - Complete annual Information Security Awareness Training (ISA) in AgLearn.

For more information regarding your background investigation, please visit [DCSA](#).

For more information regarding eAuthentication, please visit [www.eAuth.usda.gov](http://www.eAuth.usda.gov)