To View Slide Show

1. Select View in the menu bar.
2. Select Slide Show to set the slides to full screen.
3. Use the Down Arrow on the key board to move foreword in the Power Point.
4. Use the Up Arrow on the key board to move backward in the Power Point.

To Exit Slide Show

1. Select Esc on the keyboard.
2. Select the "X" on the top right side of the screen to close down the program.

FGIS Official License
Add a New Person

Objectives

- This course will give you an overview of the portion of the FOL program that pertains to the process of adding a new person.

- It will lead you through the steps needed to add a person into the FOL program and will identify the various tabs and toggles used within the program.

Access to FGISonline Programs

To begin the process enter this URL into your web browser - https://fgiss.gipsa.usda.gov.

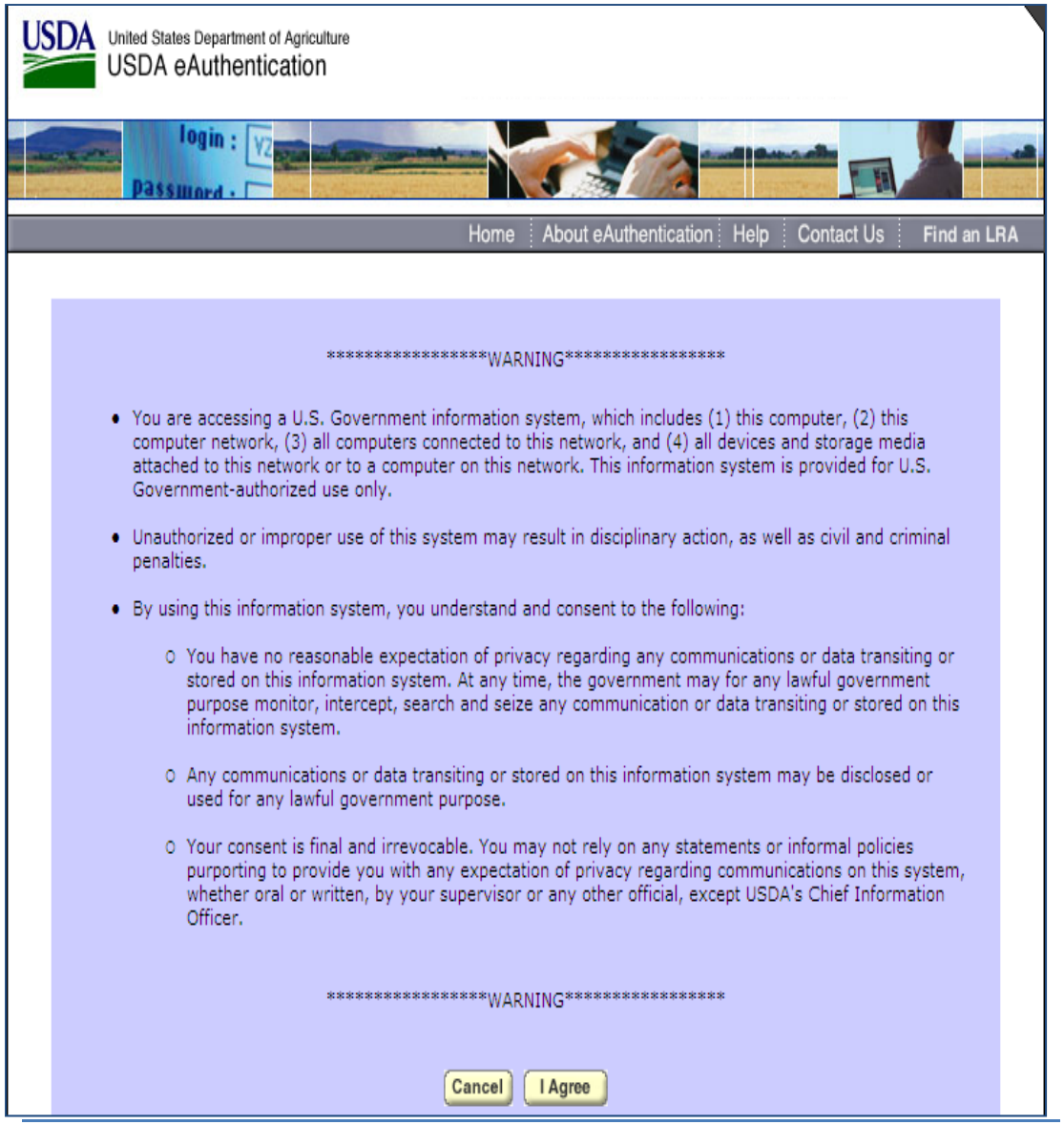
- This URL leads to a training site.
- No information that needs to be saved should be entered into this site.
- All information entered into this site is subject to being erased.
- Information on this site may be fictional or corrupted.

Staging Server Menu

- Click on *FGIS Official Service Provider Licensing (FOL)* to enter the FOL program.
- The Staging server is to be used for practice only.
- No data that is entered into the FOL program through this site will be saved.

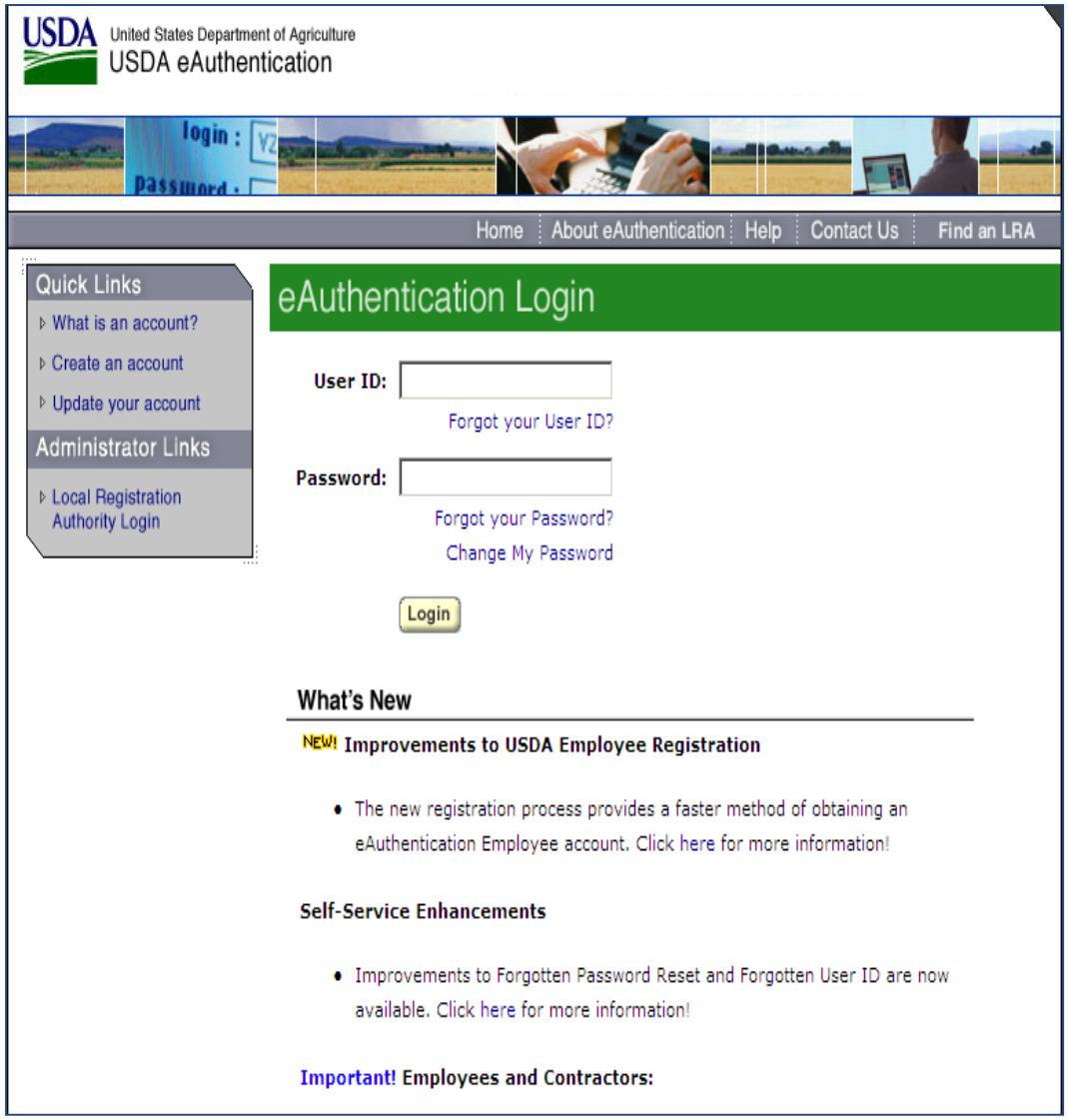
Consent Agreement

- Click on *I Agree* to proceed.
- Click on *Cancel* to exit.



eAuthentication Login

- eAuthentication with Level 2 Access is needed in order to enter the site.
- Enter your *User ID* and *Password.*
- Click on <u>'Login'.</u>
- This process is a safeguard. It leaves an electronic signature of anyone who enters the program.



FOL Home Page

- The first screen that appears is the *FOL Home Page.*
- *Licensed Personnel* is selected to continue on with the course.

Licensed Personnel Selection List Page

- ❑ *Add a New Person* is selected from the menu in order to proceed to the area where a new person can be added into the licensed person database.

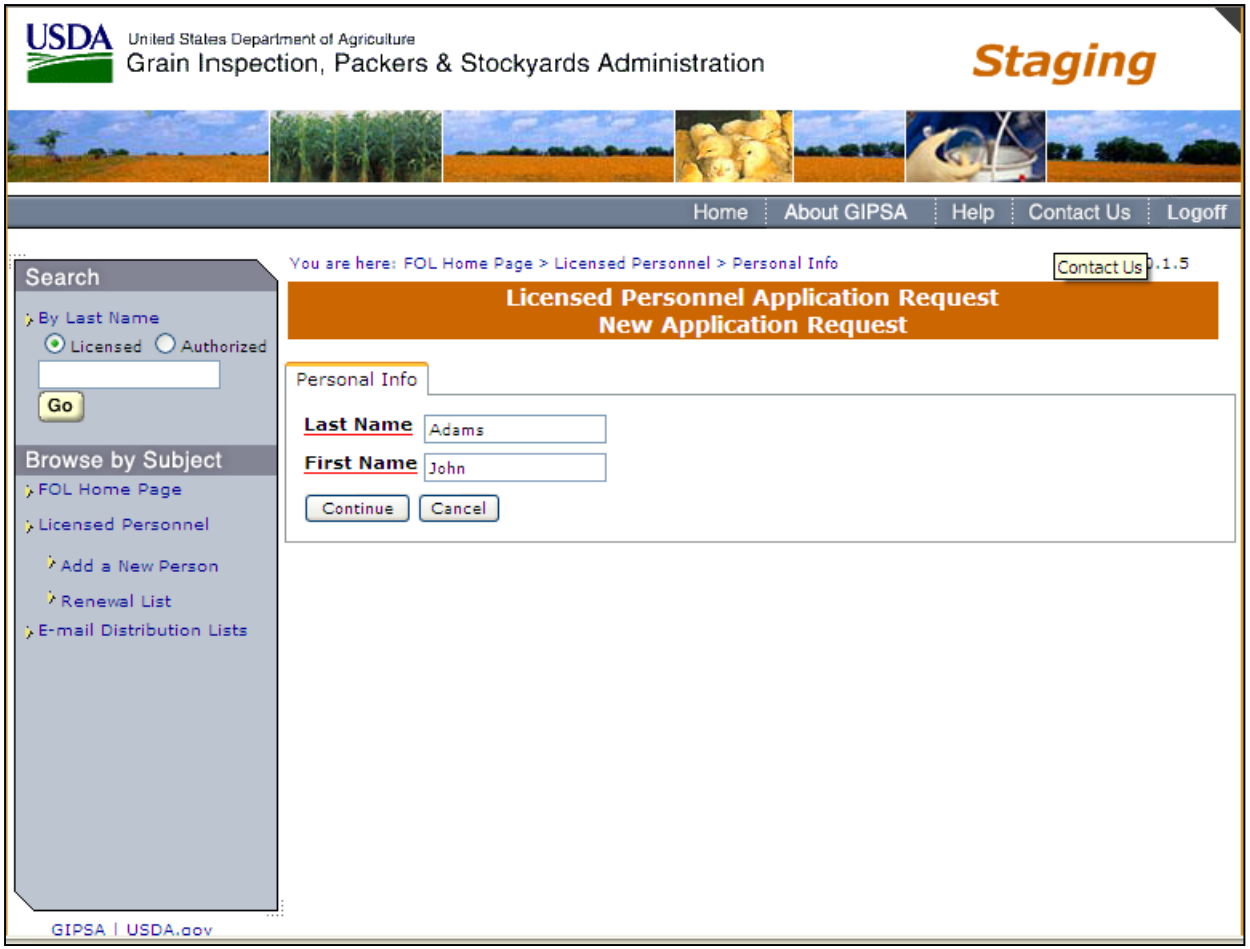
- ❑ *Adding a New Person* will assign a license number. The number will not become activated until a test for a license has been taken and passed.

	Office	Agency	Number	Name	USGSA Type	USGSA Status	AMA Type	AMA Status
Edit	MNFO	MN	25003	Aadams, Darryl	Samp	Active		
Edit	MNFO	MN	25006	Abernathy, Gail	Tech	Active		
Edit	MNFO	MN	25038	Abram, Morris	LI	Active		
Edit	MNFO	MN	25007	Adams, Ansel	Samp	Active		
Edit	MNFO	MN	25008	Adams, Tristen	Samp	Active		
Edit	MNFO	MN	25036	Adaperson, Pleasework				
Edit	MNFO	MN	25014	Anderson, Addatest	LI	Active		
Edit	MNFO	MN	25019	Anson, Addanewperson	LI	Suspended		
Edit	MNFO	MN	25000	Avery, Tom	LI	Suspended		
Edit	MNFO	MN	25039	Brandon, Mary	Samp	Active		

Licensed Personnel Application Request
New Application Request Screen

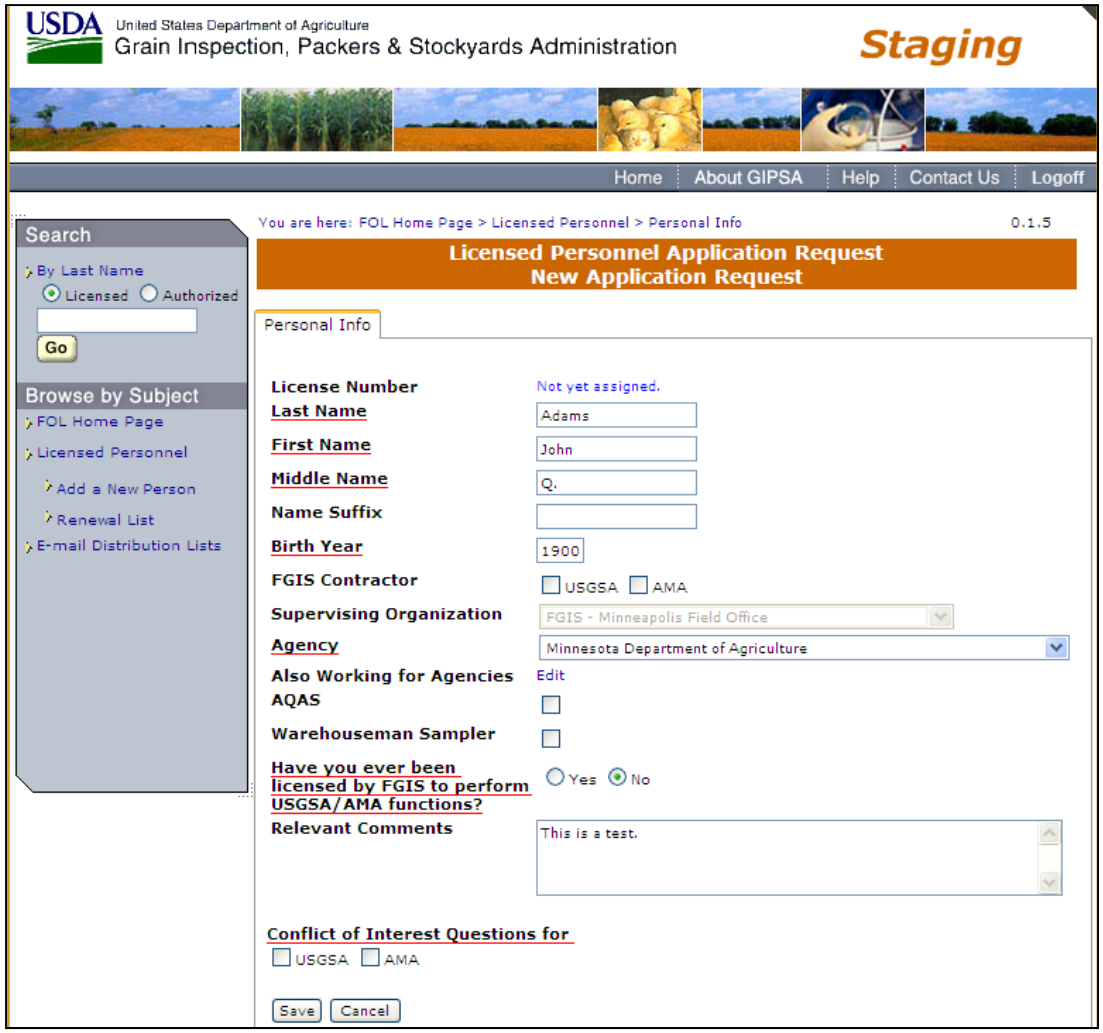
- This screen will be used to enter the names of all agency personnel, federal contractors and warehouseman samplers who want to apply for a license.

- The name of John Adams, the applicant is entered and *Continue* is selected.



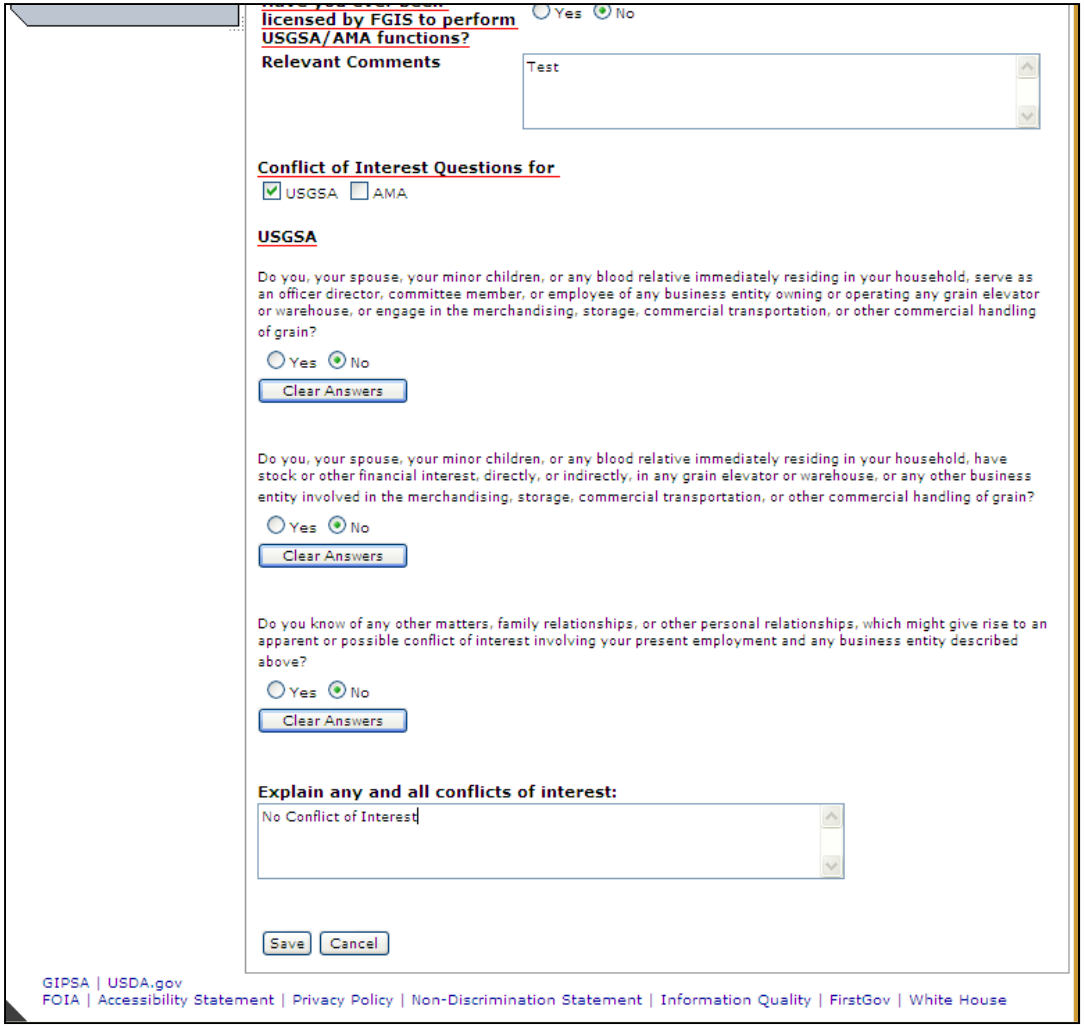
Licensed Personnel Application Request
New Application Request

- All applicable information must be entered.
- If the applicant has no middle name, a space may be entered into the field.
- Select one or both Acts if applicable. This will expose the conflict of interest questions for the selected Act.



Licensed Personnel Application Request
New Application Request - continued

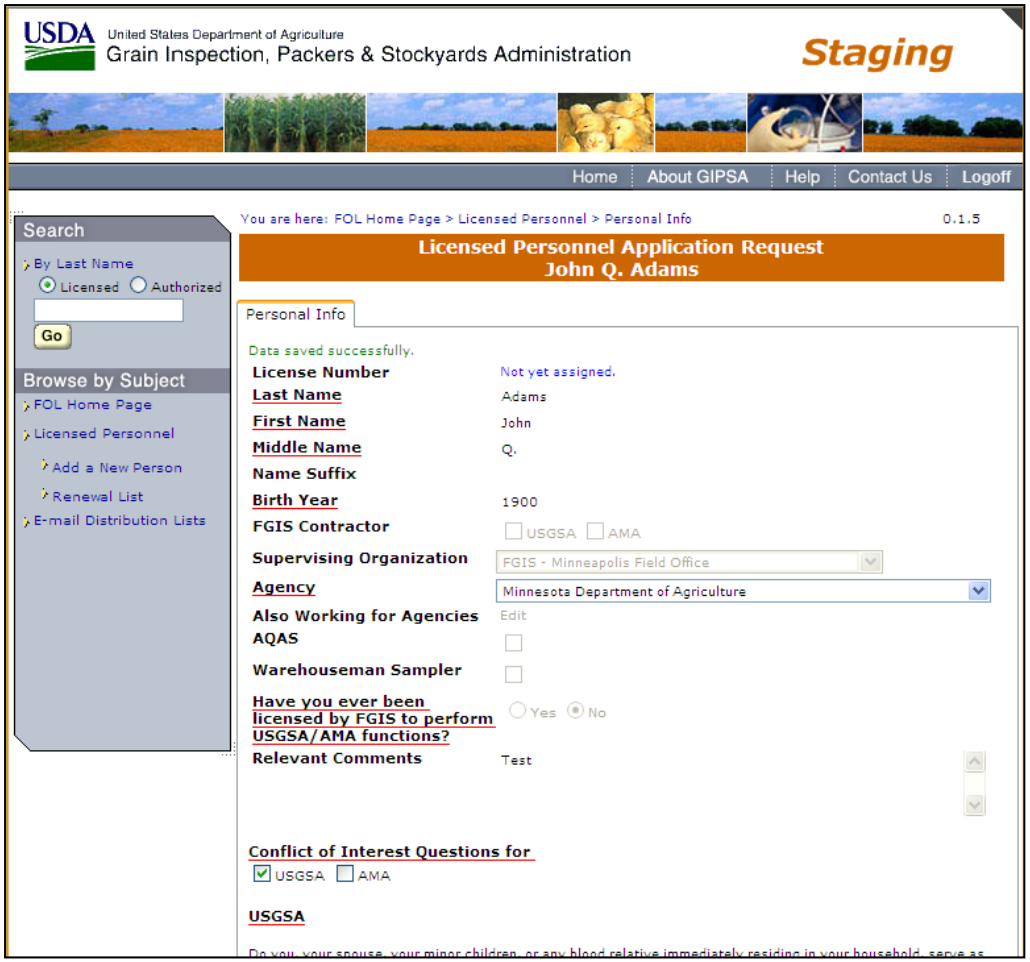
- The conflict of interest portion of the application appears when the ACT is selected.
- If a conflict is identified, an additional field appears which must be filled in.
- To complete the application, answer the questions and select *Save.*
- If there is a conflict, the request will go to the Compliance Division.
- If there is no conflict, the request will go to the Administrator of the program.



Licensed Personnel Application Request New Application Request - continued

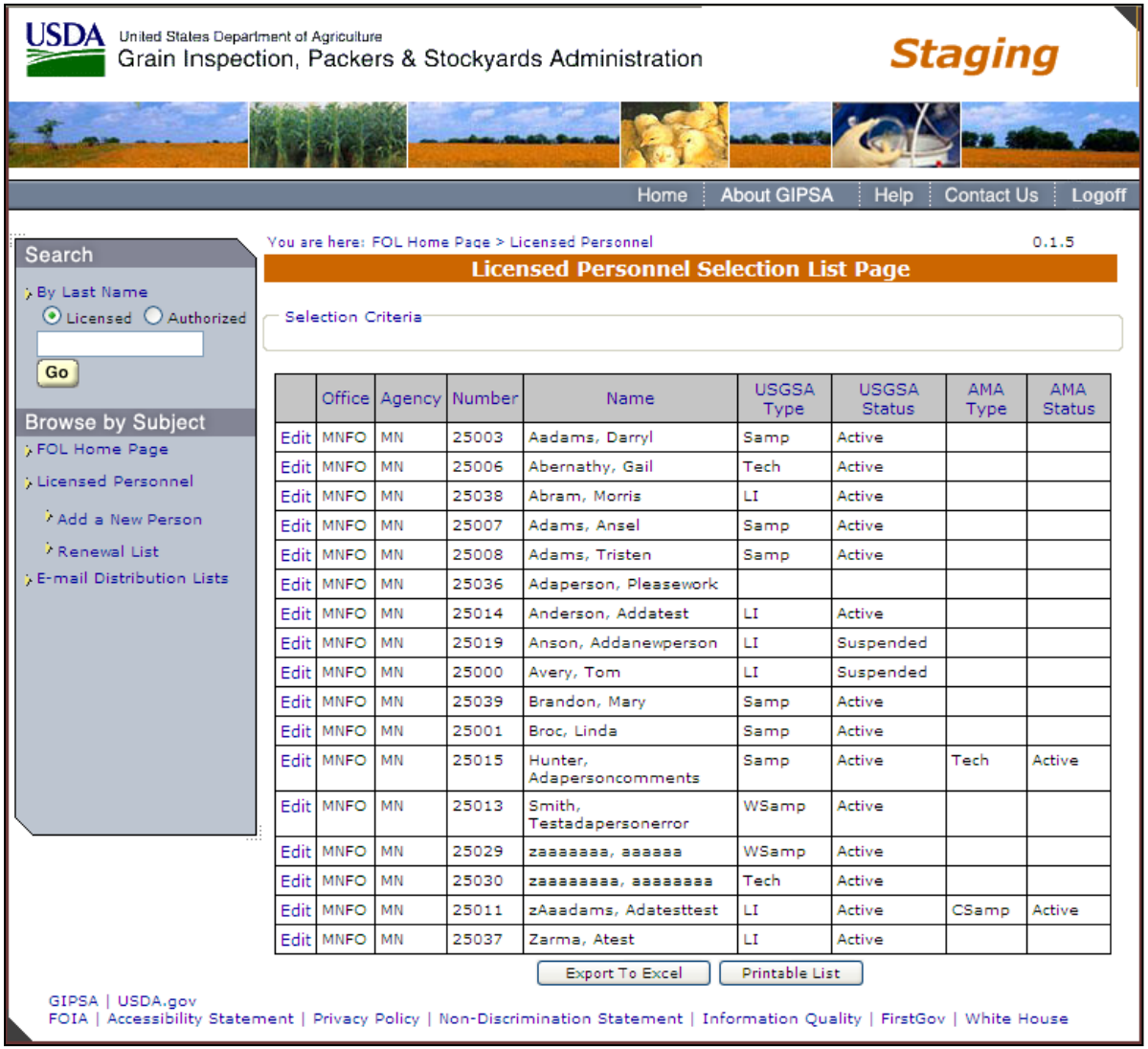
After Save is selected;

1. *Data Was Saved Successfully* appears.
2. License Number *Not yet Assigned* appears.
2. The request is sent to either the Compliance division or the FOL Administrator for approval.
3. After being approved, the applicant's name and number will be listed in Licensed Personnel database.



Licensed Personnel Selection List Page

- The new license has been approved but it does not appear on the list because the default *Status* setting is set to show only active and suspended licenses.
- To view John Adams in the dataset the settings must be changed.
- Select *Selection Criteria* to change the settings.



	Office	Agency	Number	Name	USGSA Type	USGSA Status	AMA Type	AMA Status
Edit	MNFO	MN	25003	Aadams, Darryl	Samp	Active		
Edit	MNFO	MN	25006	Abernathy, Gail	Tech	Active		
Edit	MNFO	MN	25038	Abram, Morris	LI	Active		
Edit	MNFO	MN	25007	Adams, Ansel	Samp	Active		
Edit	MNFO	MN	25008	Adams, Tristen	Samp	Active		
Edit	MNFO	MN	25036	Adaperson, Pleasework				
Edit	MNFO	MN	25014	Anderson, Addatest	LI	Active		
Edit	MNFO	MN	25019	Anson, Addanewperson	LI	Suspended		
Edit	MNFO	MN	25000	Avery, Tom	LI	Suspended		
Edit	MNFO	MN	25039	Brandon, Mary	Samp	Active		
Edit	MNFO	MN	25001	Broc, Linda	Samp	Active		
Edit	MNFO	MN	25015	Hunter, Adapersoncomments	Samp	Active	Tech	Active
Edit	MNFO	MN	25013	Smith, Testadapersonerror	WSamp	Active		
Edit	MNFO	MN	25029	zaaaaaaa, aaaaaa	WSamp	Active		
Edit	MNFO	MN	25030	zaaaaaaaa, aaaaaaaa	Tech	Active		
Edit	MNFO	MN	25011	zAaadams, Adatesttest	LI	Active	CSamp	Active
Edit	MNFO	MN	25037	Zarma, Atest	LI	Active		

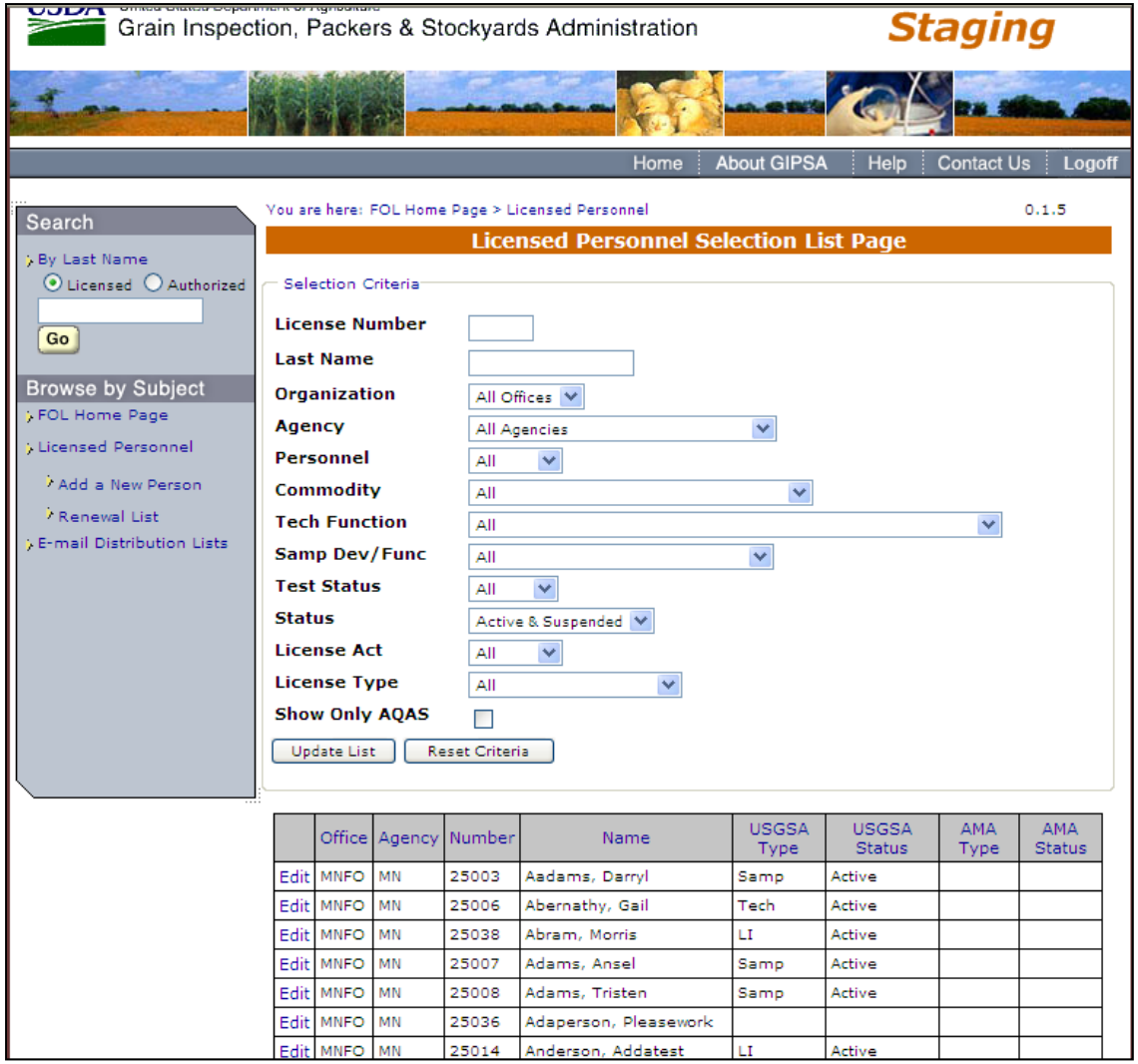
Search Criteria Page

The Status is set for *Active and Suspended licenses.* Only a license containing this status will appear in the database.

The Status must be changed to *All* and then *Update List* must be selected.

This will allow all of the licenses that have been issued for the agency to appear in the database.

Selection Criteria is selected again to hide the Selection Criteria information.



Search Criteria Page

All of the licensed personnel now appear in the database.

John Adams is now identified in the database.

John Adams has been assigned a license number but it will not be activated until he applies for and passes a test for a licensed function, device or grain.

Browse by Subject

- FOL Home Page
- Licensed Personnel
  - Add a New Person
  - Renewal List
- E-mail Distribution Lists

	Office	Agency	Number	Name	Type	Status	Type	Status
Edit	MNFO	MN	25035	Aaadams, Warehousewoman				
Edit	MNFO	MN	25028	Aadam, Finaltestihope				
Edit	MNFO	MN	25023	Aadams, Adawarehouseman				
Edit	MNFO	MN	25040	Aadams, Cancelaperson	Samp	Cancelled		
Edit	MNFO	MN	25003	Aadams, Darryl	Samp	Active		
Edit	MNFO	MN	25026	Aadams, Finaladapersonoa				
Edit	MNFO	MN	25025	Aadams, Finalihope				
Edit	MNFO	MN	25021	Aadams, Finaltest				
Edit	MNFO	MN	25022	Aadams, Finaltesttwo				
Edit	MNFO	MN	25041	Aadams, TestCanceldate				
Edit	MNFO	MN	25002	Aadams, Testtwosf				
Edit	MNFO	MN	25016	Aadams, Warehouseman				
Edit	MNFO	MN	25018	Aadams, Warehousemanthretest				
Edit	MNFO	MN	25017	Aadams, Warehousemantwo				
Edit	MNFO	MN	25034	Aadams, Warehousenamsampler				
Edit	MNFO	MN	25042	AAdams, Warehousmantest				
Edit	MNFO	MN	25043	Aadams, Wheatteset				
Edit	MNFO	MN	25005	Aadams, WorkPlease	LI	Cancelled		
Edit	MNFO	MN	25006	Abernathy, Gail	Tech	Active		
Edit	MNFO	MN	25038	Abram, Morris	LI	Active		
Edit	MNFO	MN	25007	Adams, Ansel	Samp	Active		
Edit	MNFO	MN	25047	Adams, John				
Edit	MNFO	MN	25031	Adams, Pleasework				
Edit	MNFO	MN	25008	Adams, Tristen	Samp	Active		
Edit	MNFO	MN	25036	Adaperson, Pleasework				
Edit	MNFO	MN	25014	Anderson, Addatest	LI	Active		
Edit	MNFO	MN	25019	Anson, Addanewperson	LI	Suspended		
Edit	MNFO	MN	25000	Avery, Tom	LI	Suspended		
Edit	MNFO	MN	25039	Brandon, Mary	Samp	Active		
Edit	MNFO	MN	25001	Broc, Linda	Samp	Active		
Edit	MNFO	MN	25015	Hunter,	Samp	Active	Tech	Active

Conclusion

This concludes Course #2 - *FGIS Official License - Add a New Person*.

To gain a detailed instruction on the use of additional functions within the FOL program, review the Power Point for the specific function.

Course Contact

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