

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 Program

Authorized Personnel

Assign a License Number

Introduction

- ❑ The purpose for the development of the FOL program is to automate the current license procedure. This move will provide customers with web-based access to all license procedures.
- ❑ All procedures will be conducted through the FOL program. This will result in the ability to provide highly accurate, uniform and consistent results with fewer man-hours spent.
- ❑ The FOL program was developed only to enable the automation of all license-related activities.

Objectives

- ❑ This course will take you through the steps needed to obtain a license number in the FGIS Official Licensing (FOL) program.
- ❑ It will lead you through different areas of the 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.

Staging Server Menu – Full Time Employees

- ❑ A full-time FGIS employee must first be registered in the *FGISonline program – Organization and Personnel (OPA)*
- ❑ This program is accessed by selecting *GCBS Menu*.



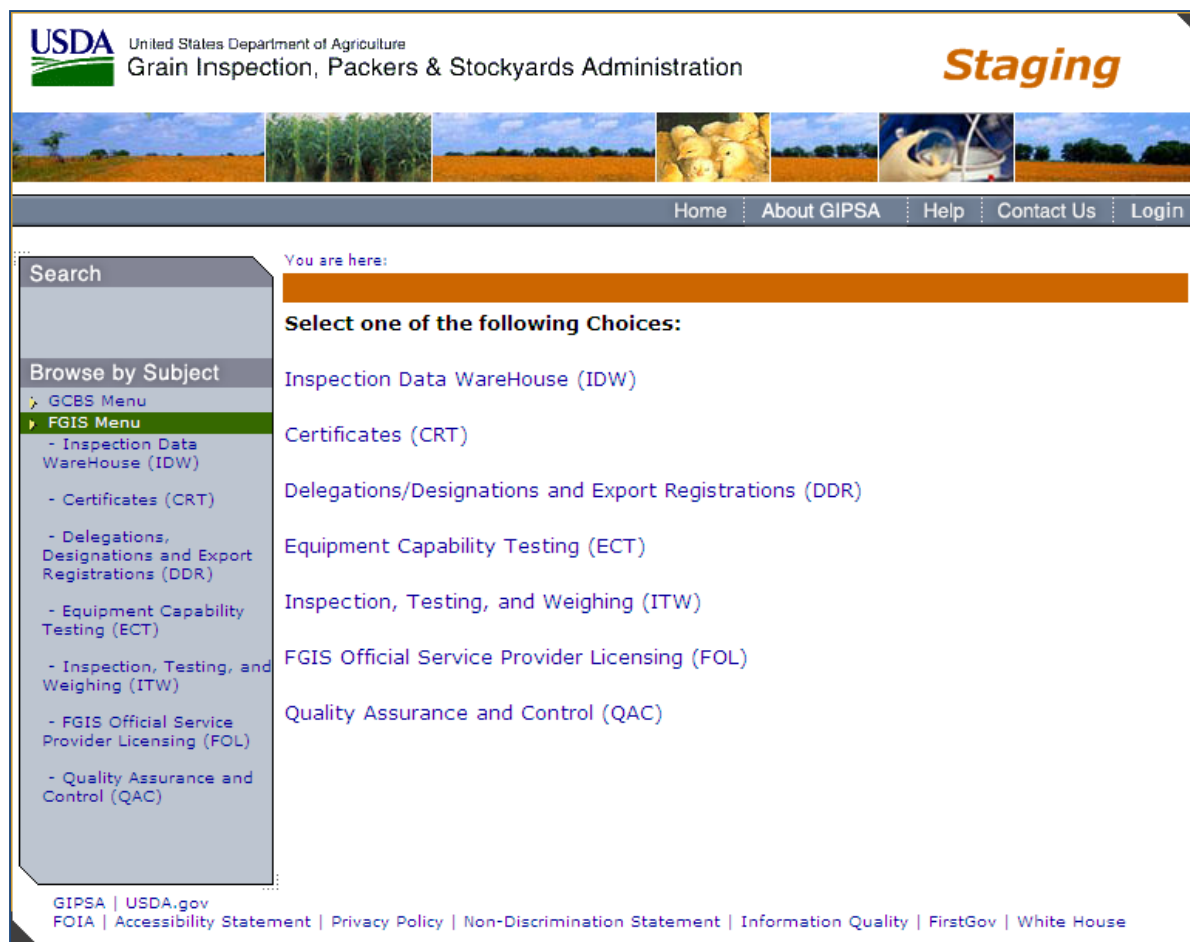
Staging Server Menu – Full Time Employee

- ☐ The program, *Organization and Personnel (OPA)* is selected to register a full-time FGIS employee.
- ☐ The *OPA* program will not be covered in this course.
- ☐ We will assume that the full-time employee is registered.
- ☐ Select the *FGIS Menu* selection.



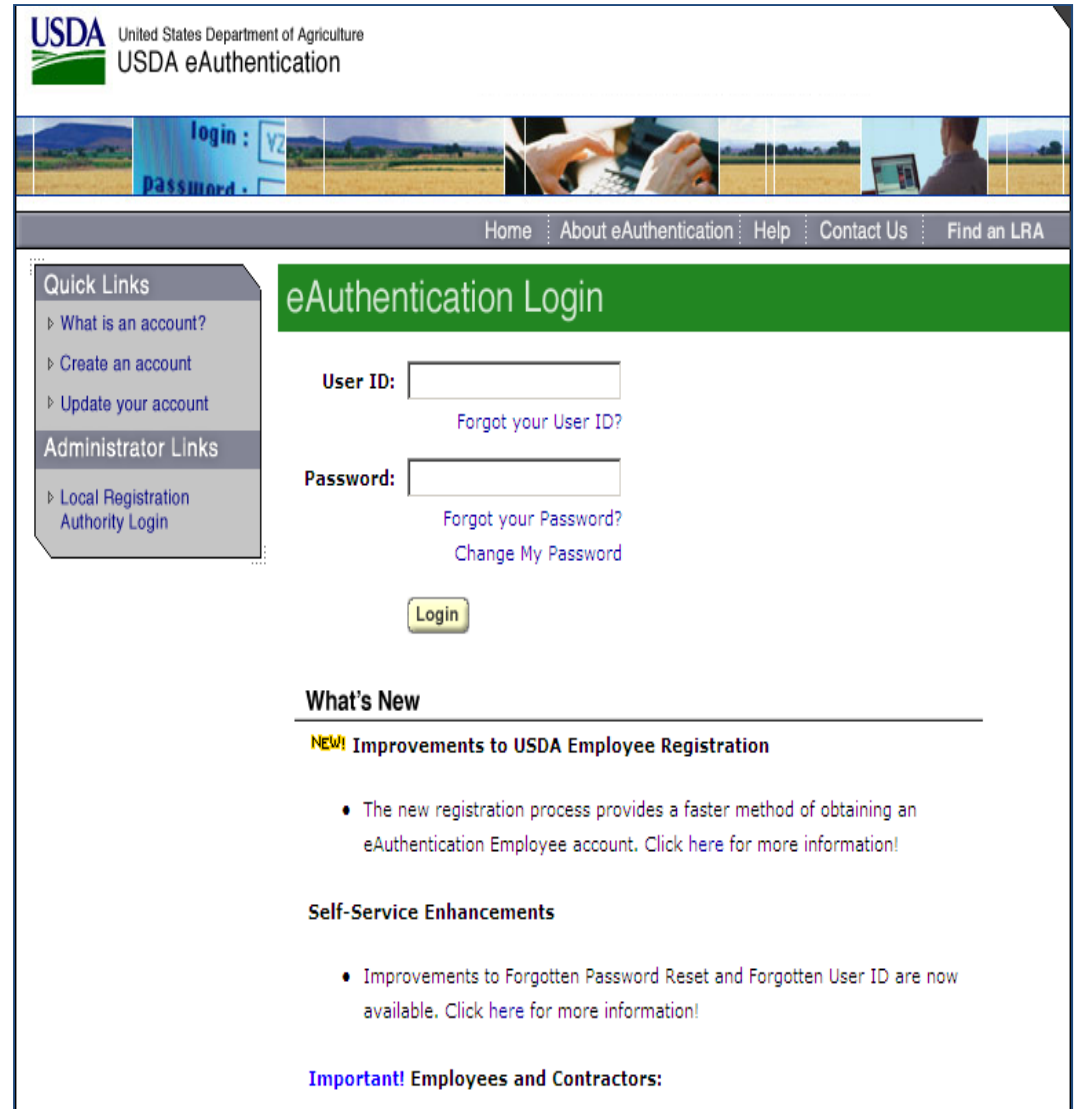
Staging Server Menu

- ☐ 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.



eAuthentication Login

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



The screenshot shows the USDA eAuthentication login interface. At the top, the USDA logo and 'United States Department of Agriculture' are displayed, followed by 'USDA eAuthentication'. Below this is a banner image with the text 'login : Y2' and 'Password :'. A navigation bar contains links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. The main content area is titled 'eAuthentication Login' in a green header. It features two input fields: 'User ID:' and 'Password:'. Below the 'User ID' field is a link 'Forgot your User ID?'. Below the 'Password' field are links 'Forgot your Password?' and 'Change My Password'. A 'Login' button is positioned below the password field. On the left side, there are 'Quick Links' (What is an account?, Create an account, Update your account) and 'Administrator Links' (Local Registration, Authority Login). At the bottom, there is a 'What's New' section with a 'NEW! Improvements to USDA Employee Registration' announcement, stating that the new registration process provides a faster method of obtaining an eAuthentication Employee account. Below this is a 'Self-Service Enhancements' section, stating that improvements to Forgotten Password Reset and Forgotten User ID are now available. At the very bottom, there is a link for 'Important! Employees and Contractors:'.

USDA United States Department of Agriculture
USDA eAuthentication

login : Y2
Password :

Home About eAuthentication Help Contact Us Find an LRA

eAuthentication Login

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)
[Change My Password](#)

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration
- Authority Login

What's New

NEW! Improvements to USDA Employee Registration

- The new registration process provides a faster method of obtaining an eAuthentication Employee account. [Click here](#) for more information!

Self-Service Enhancements

- Improvements to Forgotten Password Reset and Forgotten User ID are now available. [Click here](#) for more information!

Important! Employees and Contractors:

FOL Home Page

- ❑ The first screen that appears is the *FOL Home Page*.
- ❑ Select Authorized Personnel to continue on with the course.



Add a New Person

❑ Add a New Person is selected from the menu in order to proceed to the area where a FGIS employee can obtain a license number.

The screenshot displays the USDA GIPSA website interface. At the top, the USDA logo and 'United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration' are visible, along with the 'Staging' label. A navigation bar includes links for Home, About GIPSA, Help, Contact Us, and Logoff. Below this, a breadcrumb trail reads 'You are here: FOL Home Page > Authorized Personnel List > Profile'. The main content area is titled 'Authorized Personnel Profile Page Adding a New Person'. On the left, a sidebar contains a 'Search' section with 'By Last Name' and radio buttons for 'Licensed' (selected) and 'Authorized', followed by a 'Go' button. Below the search section is a 'Browse by Subject' menu with links for 'FOL Home Page', 'Authorized Personnel', and 'Add a New Person'. The main form area is titled 'Personal Info' and contains input fields for 'Last Name' and 'First Name', with 'Continue' and 'Cancel' buttons at the bottom. The footer includes links for GIPSA, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

USDA United States Department of Agriculture
Grain Inspection, Packers & Stockyards Administration

Staging

Home About GIPSA Help Contact Us Logoff

You are here: FOL Home Page > Authorized Personnel List > Profile 0.1.5

**Authorized Personnel Profile Page
Adding a New Person**

Personal Info

Last Name

First Name

Search

By Last Name

☒ Licensed ☐ Authorized

Browse by Subject

FOL Home Page

Authorized Personnel

Add a New Person

GIPSA | USDA.gov
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Authorized Personnel Profile Page

❑ Enter the *Last Name* and *First Name* into the fields and select Continue.

The screenshot displays the USDA GIPSA website interface. At the top, the USDA logo and 'United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration' are visible, along with the 'Staging' label. A navigation bar includes links for Home, About GIPSA, Help, Contact Us, and Logoff. Below this, a breadcrumb trail reads 'You are here: FOL Home Page > Authorized Personnel List > Profile'. The main heading is 'Authorized Personnel Profile Page Adding a New Person'. On the left, a search box allows filtering by 'By Last Name' with radio buttons for 'Licensed' (selected) and 'Authorized', and a 'Go' button. Below the search box is a 'Browse by Subject' menu with links to 'FOL Home Page', 'Authorized Personnel', and 'Add a New Person'. The main form area is titled 'Personal Info' and contains two text input fields: 'Last Name' with the value 'Anderson' and 'First Name' with the value 'John'. At the bottom of the form are 'Continue' and 'Cancel' buttons. The footer contains links for GIPSA, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

USDA United States Department of Agriculture
Grain Inspection, Packers & Stockyards Administration

Staging

Home About GIPSA Help Contact Us Logoff

You are here: FOL Home Page > Authorized Personnel List > Profile 0.1.5

**Authorized Personnel Profile Page
Adding a New Person**

Search

By Last Name
☒ Licensed ☐ Authorized

Go

Browse by Subject

- FOL Home Page
- Authorized Personnel
- Add a New Person

Personal Info

Last Name Anderson

First Name John

Continue **Cancel**

GIPSA | USDA.gov
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Data Entry Fields

- ❑ Information that has been entered into the OPA program will populate most of the data-fields for a full-time FGIS employee.
- ❑ Information for part-time FGIS employees must be entered by hand.
- ❑ A signature can be uploaded in this screen for use in the certificate program.
- ❑ When the fields are populated select Save.

The screenshot shows the USDA GIPSA (Grain Inspection, Packers & Stockyards Administration) website. The header includes the USDA logo and the text "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration". A "Staging" label is in the top right. A navigation bar contains links: Home, About GIPSA, Help, Contact Us, and Logoff. Below the navigation bar, a breadcrumb trail reads "You are here: FOL Home Page > Authorized Personnel List > Profile". The page title is "Authorized Personnel Profile Page Adding a New Person".

On the left is a search sidebar with a "Search" section containing "By Last Name", radio buttons for "Licensed" (selected) and "Authorized", a text input field, and a "Go" button. Below this is a "Browse by Subject" section with links: "FOL Home Page", "Authorized Personnel", and "Add a New Person".

The main content area is titled "Personal Info" and contains the following fields:

- License Number**
- Last Name**: Anderson
- First Name**: John
- Middle Name**: H.
- Name Suffix**
- Birth Year**: 1900
- Organization**: FGIS - Minneapolis Field Office (dropdown menu)
- Job Title**
- Authorized Type**: ACT (dropdown menu)
- Employment Type**: Part Time (dropdown menu)
- QAS**: ☐
- Status**: ☒ Active ☐ Inactive

At the bottom of the form are "Save" and "Cancel" buttons. The footer contains links: GIPSA | USDA.gov | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House.

Authorized Personnel Selection List Page

☐ The Authorized FGIS employee is now assigned a license number.

☐ The name and information for the employee appears in the database.

☐ The selection of Edit will lead to an area where the individual can take a proficiency test.

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Grain Inspection, Packers & Stockyards Administration

Staging

Home About GIPSA Help Contact Us Logoff

You are here: FOL Home Page > Authorized Personnel List 0.1.5

Authorized Personnel Selection List Page

Selection Criteria

	Office	Name	Number	Auth. Type	Status
Edit	MNFO	Aadams, Test	25001	Co-Op	Active - Part Time

[Export To Excel](#) [Printable List](#)

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Personal Profile Page

❑ A domain where tests can be requested and taken plus an area where a test-history will be maintained has been created for the applicant.

The screenshot displays the USDA GIPSA website's 'Authorized Personnel Profile Page' for John H. Anderson. The page features a top navigation bar with the USDA logo, the text 'United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration', and a 'Staging' label. Below this is a banner with agricultural images and a navigation menu with links: Home, About GIPSA, Help, Contact Us, and Logoff. A breadcrumb trail indicates the user's location: 'You are here: FOL Home Page > Authorized Personnel List > Profile'. The page title is 'Authorized Personnel Profile Page John H. Anderson'. On the left, a 'Search' sidebar allows filtering by 'By Last Name' (Licensed or Authorized) with a 'Go' button. Below this is a 'Browse by Subject' section with links to 'FOL Home Page', 'Authorized Personnel', and 'Add a New Person'. The main content area has three tabs: 'Personal Info' (selected), 'Test Request History', and 'Exam History'. A 'Saved Successfully.' message is shown. The 'Personal Info' section contains the following fields: License Number (25011), Last Name (Anderson), First Name (John), Middle Name (H.), Name Suffix, Birth Year (1900), Organization (FGIS - Minneapolis Field Office), Job Title, Authorized Type (ACT), Employment Type (Part Time), QAS (checkbox), and Status (Active/Inactive radio buttons). At the bottom of the form are 'Save', 'Cancel', and 'Request Tests' buttons. The footer includes links for GIPSA, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

USDA United States Department of Agriculture
Grain Inspection, Packers & Stockyards Administration

Staging

Home About GIPSA Help Contact Us Logoff

You are here: FOL Home Page > Authorized Personnel List > Profile 0.1.5

Authorized Personnel Profile Page John H. Anderson

Personal Info Test Request History Exam History

Saved Successfully.

License Number 25011

Last Name Anderson

First Name John

Middle Name H.

Name Suffix

Birth Year 1900

Organization FGIS - Minneapolis Field Office

Job Title

Authorized Type ACT

Employment Type Part Time

QAS ☐

Status ☒ Active ☐ Inactive

Save Cancel Request Tests

GIPSA | USDA.gov
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Conclusion

This concludes Course #3 – *Authorized Personnel - Assign 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.