

HSPD-12 NEWSFLASH

SUBJECT: USACCESS ROLE HOLDER TRAINING

All HSPD-12 role holders are required to take web-based training. For role holders using EmpowHR or NEIS, please continue to use AgLearn.

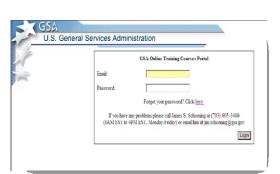
Each user will be required to create an account. No Agency licenses are needed.

- 1. Log on the Learning Management System at: https://piv.golearnportal.org/
- 2. To begin the registration process, enter your email address and use the temporary password: 12345678. This will bring you to the new user registration screen.
- 3. Fill out all information selecting your agency from the list. If your agency is not listed please contact Jim Schoening at 703-605-3486.
- 4. After you have filled in the required information click submit. This will create your account at which point you will be able to log in.
- 5. Remember to turn off pop-up blockers.
- 6. Take the training pertaining to your role.

After the training, there is a quiz at the end. Please print out the certificate for your records and notify your Role Administrator that you have completed the training. The Role Administrator will designate you as a role holder and you will receive system generated emails regarding your access information.

Website Link:

• Online training module: https://piv.golearnportal.org/





QUESTIONS ABOUT THIS NEWSFLASH OR HSPD-12?

USDA HSPD-12 Website: http://lincpass.usda.gov

Contact the USDA HSPD-12 Help Desk:

Toll Free: 1-888-212-9309 Local: 703-245-7888 Email: hspd12@ftc.usda.gov

