



## \*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/>

The screenshot shows the 'GSA Online Training Courses Portal' login page. It features a header with the GSA logo and 'U.S. General Services Administration'. Below the header, there are two input fields: 'Email' and 'Password'. A 'Forgot your password? Click here.' link is positioned below the password field. At the bottom of the form, there is a 'Login' button. A small text block at the bottom of the page provides contact information for James S. Schoening.

The screenshot shows the 'First Time Registration' page. It includes a header with the GSA logo and 'U.S. General Services Administration'. The page title is 'First Time Registration'. Below the title, there is a paragraph of instructions: 'Since this is the first time that you have registered for this course, please enter a new unique password that will be used by you for all future access. Be sure that your password contains the following:'. This is followed by a bulleted list of password requirements: 'Upper case letter', 'Lower case letter', 'A number', 'A symbol', and 'Is at least eight (8) characters long'. Below this list, there is another paragraph: 'Then select a security question and enter an answer that you will easily remember. This will be used to support the password recovery feature in the event you forget your password. Answer to password recovery questions are NOT case sensitive.' Below this, there is a section for 'Please add your information in the fields below. Then select Submit to begin the course.' which contains several input fields: 'First Name', 'Middle Initial', 'Last Name', 'Department' (a dropdown menu), 'Enter a secure password', 'Reenter your password', and 'Security Question' (a dropdown menu). At the bottom, there is a 'Submit' button.

### 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](mailto:hspd12@ftc.usda.gov)

