To View Slide Show

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

To Exit Slide Show

1. Select <u>Esc</u> on the keyboard.
2. Select the <u>"X"</u> 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.
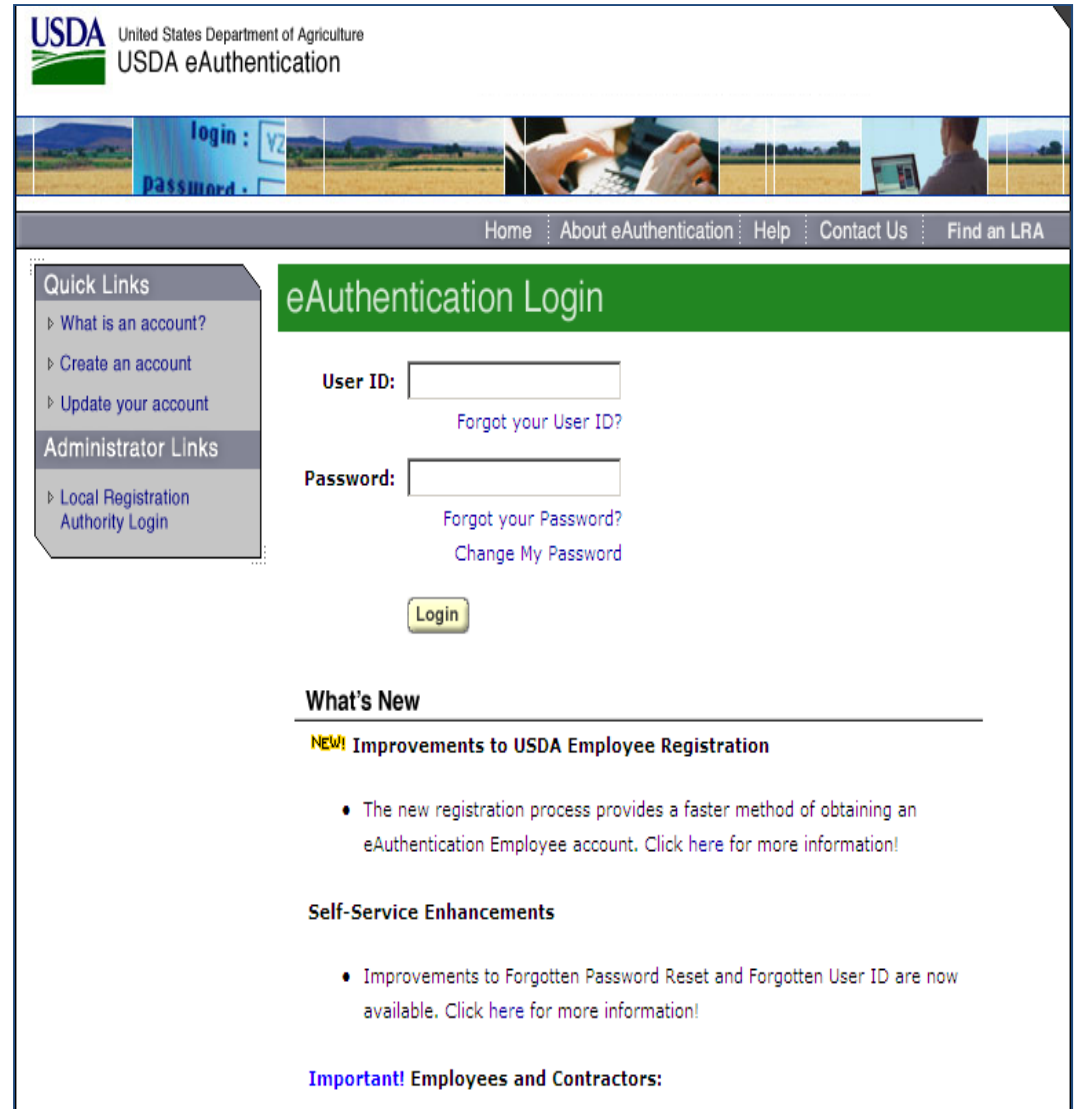
Staging Server Menu

- 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.
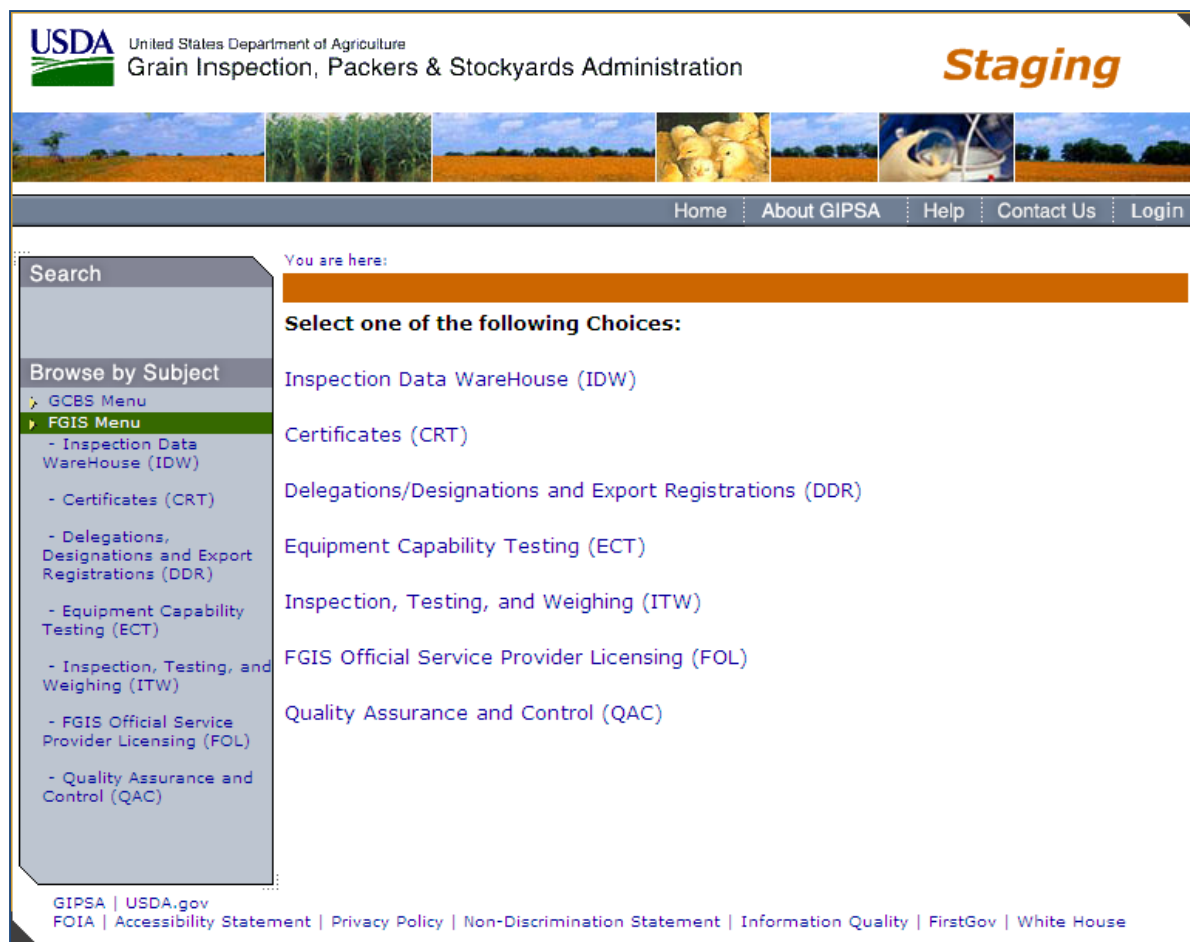
eAuthentication Login

- ❑ eAuthentication with Level 2 Access is needed in order to enter the site.

- ❑ Enter your *User ID* and *Password.*

- ❑ Click on '<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.*

❑ Select <u>*Authorized Personnel*</u> 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.

Authorized Personnel Profile Page

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

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_.

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.

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.

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.