

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*.

The screenshot displays the USDA Staging Server interface. At the top left is the USDA logo with the text "United States Department of Agriculture" and "Grain Inspection, Packers & Stockyards Administration". To the right is the word "Staging" in a large, orange, italicized font. Below the header is a navigation bar with links for "Home", "About GIPSA", "Help", "Contact Us", and "Login". A search bar is located on the left side of the page. The main content area is titled "You are here:" and lists several options under the heading "Select one of the following Choices:". The options are: "Inspection Data WareHouse (IDW)", "Certificates (CRT)", "Delegations/Designations and Export Registrations (DDR)", "Equipment Capability Testing (ECT)", "Inspection, Testing, and Weighing (ITW)", "FGIS Official Service Provider Licensing (FOL)", and "Quality Assurance and Control (QAC)". A sidebar menu on the left shows "Browse by Subject" with "GCBS Menu" and "FGIS Menu" listed. The "FGIS Menu" is expanded, showing sub-items: "- Inspection Data WareHouse (IDW)", "- Certificates (CRT)", "- Delegations, Designations and Export Registrations (DDR)", "- Equipment Capability Testing (ECT)", "- Inspection, Testing, and Weighing (ITW)", "- FGIS Official Service Provider Licensing (FOL)", and "- Quality Assurance and Control (QAC)". At the bottom of the page, there is a footer with links for "GIPSA | USDA.gov", "FOIA | Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

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.

The screenshot shows the USDA GIPSA website staging server menu. The header includes the USDA logo and the text "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration". A navigation bar contains links for "Home", "About GIPSA", "Help", and "Contact". The main content area features a "Search" box, a "Browse by Subject" menu, and a list of choices. The "Browse by Subject" menu is expanded, showing "GCBS Menu" and "FGIS Menu". The "GCBS Menu" includes "Issue Tracking (ITS)", "GAM Authorization System (GAS)", "Organization and Personnel (OPA)", "Code Variable Maintenance (CVM)", "Agricultural Product Standards (APS)", and "Customer Information Management (CIM)". The "FGIS Menu" is also visible. The "You are here:" section is empty. The footer displays "GIPSA | USDA.gov".

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

Staging

Home About GIPSA Help Contact

You are here:

Select one of the following Choices:

- Issue Tracking (ITS)
- GAM Authorization System (GAS)
- Organization and Personnel (OPA)
- Code Variable Maintenance (CVM)
- Agricultural Product Standards (APS)
- Customer Information Management (CIM)

Search

Browse by Subject

- GCBS Menu
 - Issue Tracking (ITS)
 - GAM Authorization System (GAS)
 - Organization and Personnel (OPA)
 - Code Variable Maintenance (CVM)
 - Agricultural Product Standards (APS)
 - Customer Information Management (CIM)
- FGIS Menu

GIPSA | USDA.gov

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.



The screenshot displays the USDA Staging Server interface. At the top left is the USDA logo with the text "United States Department of Agriculture" and "Grain Inspection, Packers & Stockyards Administration". To the right is the word "Staging" in a large, orange, serif font. Below the header is a navigation bar with links for "Home", "About GIPSA", "Help", "Contact Us", and "Login". A search bar is located on the left side of the main content area. The "Browse by Subject" menu is open, showing a tree structure with "GCBS Menu" and "FGIS Menu" (highlighted in green). Under "FGIS Menu", several sub-items are listed, including "Inspection Data Warehouse (IDW)", "Certificates (CRT)", "Delegations, Designations and Export Registrations (DDR)", "Equipment Capability Testing (ECT)", "Inspection, Testing, and Weighing (ITW)", "FGIS Official Service Provider Licensing (FOL)", and "Quality Assurance and Control (QAC)". The "FOL" item is highlighted in blue. To the right of the menu is a "You are here:" breadcrumb trail, which is currently empty. Below the menu is a list of "Select one of the following Choices:" with links for "Inspection Data Warehouse (IDW)", "Certificates (CRT)", "Delegations/Designations and Export Registrations (DDR)", "Equipment Capability Testing (ECT)", "Inspection, Testing, and Weighing (ITW)", "FGIS Official Service Provider Licensing (FOL)", and "Quality Assurance and Control (QAC)". The "FOL" link is highlighted in blue. At the bottom of the page, there is a footer with links for "GIPSA | USDA.gov", "FOIA | Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

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.

USDA United States Department of Agriculture
USDA eAuthentication

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!](#)

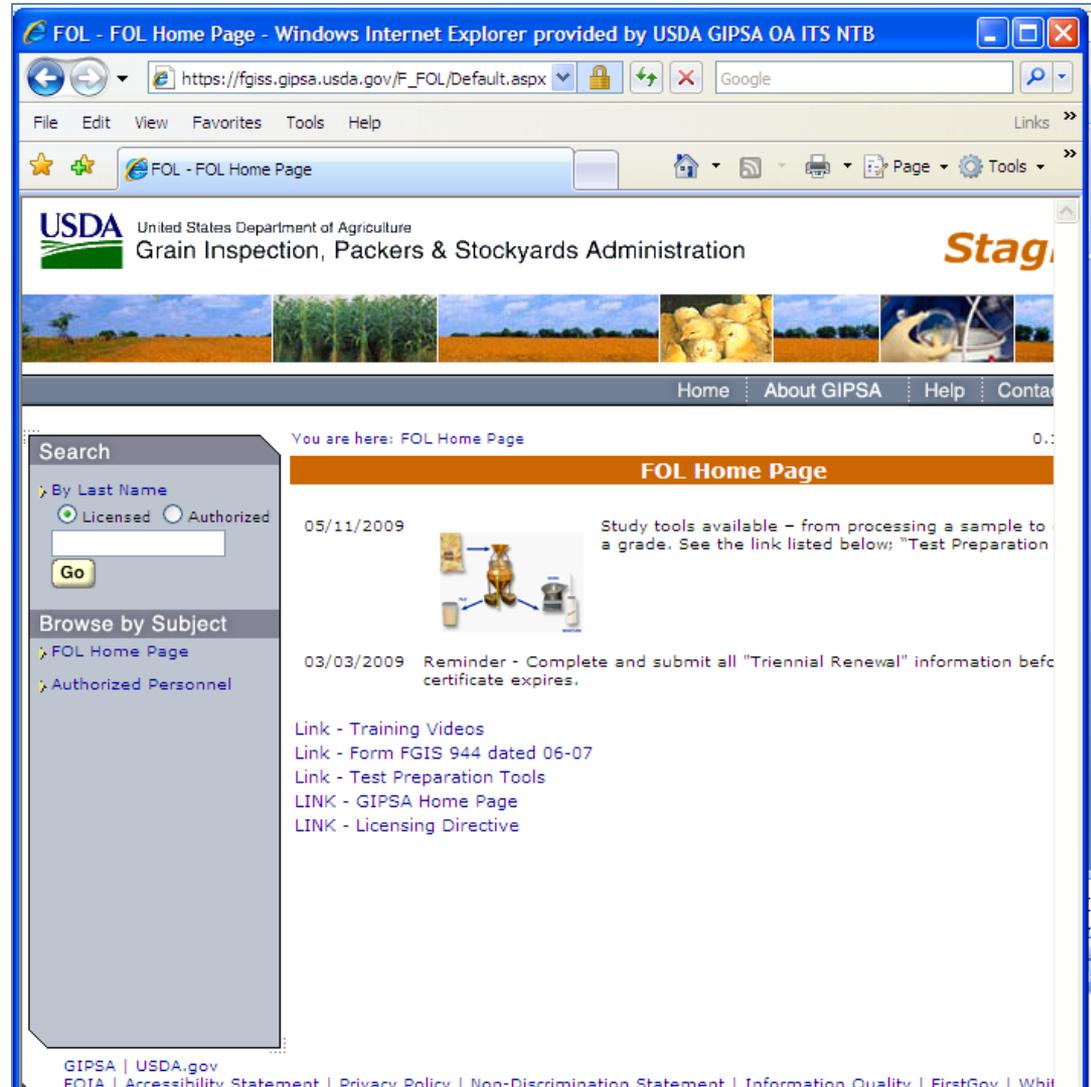
Self-Service Enhancements

- 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.



The screenshot shows a Windows Internet Explorer browser window displaying the FOL Home Page. The address bar shows the URL: https://fgiss.gipsa.usda.gov/F_FOL/Default.aspx. The page header includes the USDA logo and the text "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration". A navigation menu at the top right contains links for "Home", "About GIPSA", "Help", and "Contact".

The main content area features a "Search" box on the left with a "Go" button and radio buttons for "Licensed" (selected) and "Authorized". Below the search box is a "Browse by Subject" section with links for "FOL Home Page" and "Authorized Personnel".

The main content area displays a "FOL Home Page" section with a date of "05/11/2009" and a title "Study tools available - from processing a sample to a grade. See the link listed below; 'Test Preparation'". An image of a sample processing setup is shown. Below this, a date of "03/03/2009" is followed by a "Reminder - Complete and submit all 'Triennial Renewal' information before certificate expires." and a list of links: "Link - Training Videos", "Link - Form FGIS 944 dated 06-07", "Link - Test Preparation Tools", "LINK - GIPSA Home Page", and "LINK - Licensing Directive".

The footer contains the text: "GIPSA | USDA.gov FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

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 text '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. The 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, a search box is present with options for 'By Last Name' and radio buttons for 'Licensed' (selected) and 'Authorized'. Below the search box is a 'Browse by Subject' menu with 'Add a New Person' highlighted. The main form area is titled 'Personal Info' and contains input fields for 'Last Name' and 'First Name', followed by '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.

Authorized Personnel Profile Page

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

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 Anderson

First Name John

Continue Cancel

Search

> By Last Name

Licensed Authorized

Go

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

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 displays the USDA GIPSA Authorized Personnel Profile Page. The header includes the USDA logo, the text "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration", and the word "Staging" in orange. A navigation bar contains links for 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" and the version number "0.1.5" is shown in the top right.

The main content area is titled "Authorized Personnel Profile Page Adding a New Person" in an orange banner. Below this, the "Personal Info" section 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. On the left side of the page, there is a search box with "By Last Name" selected, radio buttons for "Licensed" (selected) and "Authorized", a text input field, and a "Go" button. Below the search box is a "Browse by Subject" section with links for "FOL Home Page", "Authorized Personnel", and "Add a New Person".

The footer contains the following text: "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.

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 0.1.5

Authorized Personnel Selection List Page

Selection Criteria

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

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

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

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 includes a search sidebar, a breadcrumb trail, and a form for updating profile information.

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	<input type="checkbox"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> 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.