

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
Take a Test**



Objectives

- ❑ This course will demonstrate the steps needed in order to take a test using the FGIS Official License (FOL) program.
- ❑ It will lead you through the testing sections of the FOL 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

- ❑ 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.

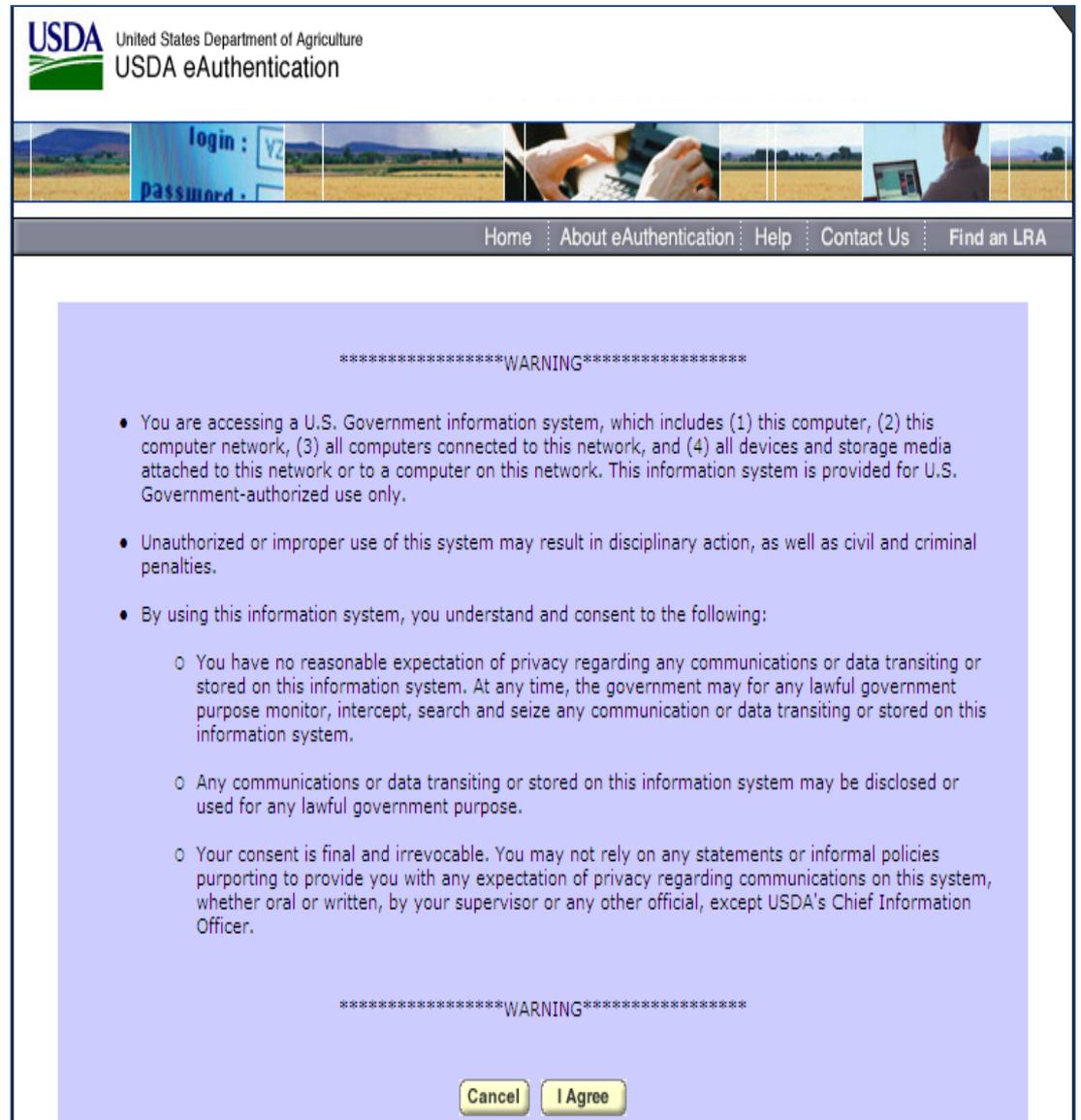


The screenshot displays the USDA Staging Server interface. At the top, the USDA logo and text "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration" are visible, along with the word "Staging" in a large, bold, orange font. Below the header is a navigation bar 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 features a "You are here:" breadcrumb trail and a list of menu options under the heading "Select one of the following Choices:". The menu options include: "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 on the left provides a "Browse by Subject" menu, where "FGIS Menu" is selected, and "FGIS Official Service Provider Licensing (FOL)" is highlighted. The footer contains links for "GIPSA | USDA.gov", "FOIA | Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

Consent Agreement

Click on *I Agree* to proceed.

Click on *Cancel* to exit.



The screenshot shows the USDA eAuthentication interface. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a banner image with a "login:" field and a "password:" field. A navigation bar contains links for "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA". The main content area is a light blue box containing a "WARNING" header, a bulleted list of terms and conditions, and a second "WARNING" header. At the bottom of the box are two buttons: "Cancel" and "I Agree".

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USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

*****WARNING*****

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

*****WARNING*****

Cancel I Agree

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.

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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 when you enter the FOL program is the *FOL Home Page*.

□ Licensed Personnel is selected to move to the area where a test can be requested.



The screenshot displays the FOL Home Page interface. At the top left is the USDA logo with the text "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration". To the right is the word "Staging" in a stylized orange font. Below the header is a horizontal banner with six small images: a field, corn stalks, a field, potatoes, a field, and a grain elevator. A navigation bar contains links for "Home", "About GIPSA", "Help", "Contact Us", and "Logoff". The main content area features a search box on the left with "By Last Name" and radio buttons for "Licensed" (selected) and "Authorized". Below the search box is a "Browse by Subject" menu with options for "FOL Home Page", "Licensed Personnel", and "E-mail Distribution Lists". The main content area displays a "FOL Home Page" header and a list of news items. The first item is dated 05/11/2009 and includes an image of a person using a tool, with the text "Study tools available - from processing a sample to determining a grade. See the link listed below: 'Test Preparation Tools'". The second item is dated 03/03/2009 and is a reminder to complete and submit all "Triennial Renewal" information before a certificate expires. Below the news items are several links: "Link - Training Videos", "Link - Form FGIS 944 dated 06-07", "Link - Test Preparation Tools", "LINK - GIPSA Home Page", and "LINK - Licensing Directive". At the bottom of the page is a footer with links for "GIPSA | USDA.gov", "FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

Test Scenario

- A new employee, John Adams, is scheduled to take an initial test for a license within the *USGSA Sampler Type* set of licenses.
- The license-request is for a mechanical sampler device.
- All tests have been requested and have been downloaded.
(See *Course #3*).
- The first step is to locate John Adams' name in the personnel list.

Licensed Personnel Selection List

- ❑ There are a number of search tools available.
 - *Search by Last Name*
 - located in menu
 - license status must be *Active or Suspended*.
 - *Selection Criteria*
 - used for any license status.
 - *Scan List of Names*
 - license status must be *Active or Suspended*.
 - Insert the number of records into the *Rows* field to view all entries.

- ❑ John Adams does not hold an active license so *Selection Criteria* must be used.

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Staging

Home About GIPSA Help Contact Us Logoff

You are here: FOL Home Page > Licensed Personnel 0.1.5

Licensed Personnel Selection List Page

Selection Criteria

	Office	Agency	Number	Name	USGSA Type	USGSA Status	AMA Type	AMA Status
Edit	MNFO	MN	25003	Aadams, Darryl	Samp	Active		
Edit	MNFO	MN	25006	Abernathy, Gail	Tech	Active		
Edit	MNFO	MN	25038	Abram, Morris	LI	Active		
Edit	MNFO	MN	25007	Adams, Ansel	Samp	Active		
Edit	MNFO	MN	25008	Adams, Tristen	Samp	Active		
Edit	MNFO	MN	25036	Adaperson, Pleasework				
Edit	MNFO	MN	25014	Anderson, Addatest	LI	Active		
Edit	MNFO	MN	25019	Anson, Addanewperson	LI	Suspended		
Edit	MNFO	MN	25000	Avery, Tom	LI	Suspended		
Edit	MNFO	MN	25039	Brandon, Mary	Samp	Active		

17 records in 2 Pages. Rows: Page:

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Search Criteria Page

❑ In *Search Criteria* the default *Status* setting is set to *Active and Suspended*. This means that only a license which is active or suspended will appear in the licensed personnel database.

❑ The *Status* setting must be changed to All and then Update List must be selected.

❑ This will allow all of the licenses that have been issued for the agency to appear in the licensed personnel database.

❑ Selection Criteria is clicked to hide the Selection Criteria screen.

The screenshot shows the 'Licensed Personnel Selection List Page' from the Grain Inspection, Packers & Stockyards Administration. The page includes a search sidebar, a selection criteria form, and a table of personnel.

Search Sidebar:

- Search by Last Name
- Radio buttons for Licensed and Authorized
- Go button
- Browse by Subject:
 - FOL Home Page
 - Licensed Personnel
 - Add a New Person
 - Renewal List
 - E-mail Distribution Lists

Selection Criteria Form:

- License Number:
- Last Name:
- Organization: All Offices (dropdown)
- Agency: All Agencies (dropdown)
- Personnel: All (dropdown)
- Commodity: All (dropdown)
- Tech Function: All (dropdown)
- Samp Dev/Func: All (dropdown)
- Test Status: All (dropdown)
- Status: Active & Suspended (dropdown)
- License Act: All (dropdown)
- License Type: All (dropdown)
- Show Only AQAS:
- Buttons: Update List, Reset Criteria

Table:

	Office	Agency	Number	Name	USGSA Type	USGSA Status	AMA Type	AMA Status
Edit	MNFO	MN	25003	Adams, Darryl	Samp	Active		
Edit	MNFO	MN	25006	Abernathy, Gail	Tech	Active		
Edit	MNFO	MN	25038	Abram, Morris	LI	Active		
Edit	MNFO	MN	25007	Adams, Ansel	Samp	Active		
Edit	MNFO	MN	25008	Adams, Tristen	Samp	Active		
Edit	MNFO	MN	25036	Adaperson, Pleasework				
Edit	MNFO	MN	25014	Anderson, Addatest	LI	Active		

Search Criteria Page

❑ All licensed personnel now appear in the database. This includes everyone who has ever been licensed in the agency.

❑ John Adams' name is highlighted.

❑ John Adams has been assigned a license number but does not hold a license for a function, device or grain. His license will not become activated until he takes and passes his first license test.

❑ To proceed, select Edit located to the left of John Adams' name.

	Office	Agency	Number	Name	Device Type	Device Status	Grain Type	Grain Status
Edit	MNFO	MN	25035	Aadams, Warehousewoman				
Edit	MNFO	MN	25028	Aadam, Finaltestihope				
Edit	MNFO	MN	25023	Adams, Adawarehouseman				
Edit	MNFO	MN	25040	Adams, Cancelaperson	Samp	Cancelled		
Edit	MNFO	MN	25003	Adams, Darryl	Samp	Active		
Edit	MNFO	MN	25026	Adams, Finaladapersonoa				
Edit	MNFO	MN	25025	Aadams, Finalihope				
Edit	MNFO	MN	25021	Aadams, Finaltest				
Edit	MNFO	MN	25022	Aadams, Finaltesttwo				
Edit	MNFO	MN	25041	Aadams, TestCanceldate				
Edit	MNFO	MN	25002	Aadams, Testtwosf				
Edit	MNFO	MN	25016	Aadams, Warehouseman				
Edit	MNFO	MN	25018	Adams, Warehousemanthretest				
Edit	MNFO	MN	25017	Adams, Warehousemantwo				
Edit	MNFO	MN	25034	Adams, Warehousenamsampler				
Edit	MNFO	MN	25042	Adams, Warehousemantest				
Edit	MNFO	MN	25043	Adams, Wheatteset				
Edit	MNFO	MN	25005	Adams, WorkPlease	LI	Cancelled		
Edit	MNFO	MN	25006	Abernathy, Gail	Tech	Active		
Edit	MNFO	MN	25038	Abram, Morris	LI	Active		
Edit	MNFO	MN	25007	Adams, Ansel	Samp	Active		
Edit	MNFO	MN	25047	Adams, John				
Edit	MNFO	MN	25031	Adams, Pleasework				
Edit	MNFO	MN	25008	Adams, Tristen	Samp	Active		
Edit	MNFO	MN	25036	Adaperson, Pleasework				
Edit	MNFO	MN	25014	Anderson, Addatest	LI	Active		
Edit	MNFO	MN	25019	Anson, Addanewperson	LI	Suspended		
Edit	MNFO	MN	25000	Avery, Tom	LI	Suspended		
Edit	MNFO	MN	25039	Brandon, Mary	Samp	Active		
Edit	MNFO	MN	25001	Broc, Linda	Samp	Active		
Edit	MNFO	MN	25015	Hunter,	Samp	Active	Tech	Active

Licensed Personnel License Info Tab

❑ When *Edit* is selected, the user enters a domain which holds all license information pertaining to the selected individual.

❑ Each tab leads to a different area pertaining to the individual's license activities.

❑ The *License History* tab is selected in order to access the license tests which have been downloaded.

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' watermark. A navigation bar includes links for Home, About GIPSA, Help, Contact Us, and Logoff. The main content area is titled 'Licensed Personnel License Info' for 'John Q. Adams'. It features a search sidebar on the left with options to search by last name, license status, and subject. The main content area has tabs for Personal Info, License Info (selected), License History, Exam History, Letter History, and Conflict of Interest. Below the tabs are buttons for 'FGIS License Information', 'Generate License Certificate', and 'License Details History'. A table lists license types: AQAS (No), FGIS Contractor (No), and Warehouseman Sampler (No). At the bottom, there is a 'License Actions' section with 'Suspend' and 'Request' buttons. The footer contains links for GIPSA, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

License History Tab

- ❑ Every test that is requested is downloaded to the *License History* tab.
- ❑ Most recent requests will always be located in the top row of the license tests.
- ❑ Tests do not need to be completed as soon as they are downloaded. The *Valid Until* column identifies the date that the tests will become inactive.
- ❑ To view the group of tests, select View in the *Exams and Schedules* column.

The screenshot displays the USDA GIPSA Staging 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" logo. A navigation bar includes links for Home, About GIPSA, Help, Contact Us, and Logoff. The main content area shows the user's location: "You are here: FOL Home Page > Licensed Personnel > License Request History" with a version number "0.1.5". The title "Licensed Personnel License Request History" is prominently displayed, followed by the name "John Q. Adams". Below this, there are tabs for "Personal Info", "License Info", "License History" (which is selected), "Exam History", "Letter History", and "Conflict of Interest". A table with the following columns is shown: "Exams and Schedules", "Scorecard", "License Type", "Details", "Date Requested", and "Valid Until". The table contains one row with "[View]" links in the first two columns, "Sampler" in the License Type column, "DT DT" in the Details column, and two dates in the Date Requested and Valid Until columns: "1/3/2010 1:34:48 AM" and "4/13/2010 1:34:48 AM". On the left side, there is a search box with "By Last Name" and radio buttons for "Licensed" (selected) and "Authorized", along with a "Go" button. Below the search box is a "Browse by Subject" menu with links for "FOL Home Page", "Licensed Personnel", "Add a New Person", "Renewal List", and "E-mail Distribution Lists". At the bottom of the page, there are links for "GIPSA | USDA.gov", "FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

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You are here: FOL Home Page > Licensed Personnel > License Request History 0.1.5

Licensed Personnel License Request History
John Q. Adams

Personal Info License Info **License History** Exam History Letter History Conflict of Interest

Exams and Schedules	Scorecard	License Type	Details	Date Requested	Valid Until
[View]	[View]	Sampler	DT DT	1/3/2010 1:34:48 AM	4/13/2010 1:34:48 AM

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License Application Exams

- ❑ The tests which were previously requested are available.
- ❑ Tests that are requested at the same time are grouped together.
- ❑ Written tests are located on the top.
- ❑ Practical tests are located on the bottom.
- ❑ Interpretive tests need to be approved and can only be opened by a FGIS proctor.
- ❑ Non-interpretive tests are downloaded immediately and can be taken immediately.
- ❑ The next step is to select a proctor.

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You are here: FOL Home Page > Licensed Personnel > License Request History > Exams 0.1.5

License Application Exams John Q. Adams

Written Exam	Proctor	Passed	Waived	Status Date	Action
Act & Regulations - Sampler/Tech	Please select...				
Sampling General - USGSA	Please select...				
Mechanical Sampler	Please select...				

Practical Manual Exam	Proctor	Passed	Waived	Status Date	Action
Sampler/Tech - Odor	Please select...				
Mechanical Sampler - Practical	Please select...				

Go to Scorecard.

Return

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License Application Exams - continued

❑ All individuals within the agency who are licensed for the specific license are made available as a proctor.

❑ If there is no person in the agency licensed for the particular license, a list of FGIS proctors will appear as a selection.

❑ Proctors from other agencies can be made available through the *FGIS Proctor List* if requested.

❑ A proctor is now selected.

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You are here: FOL Home Page > Licensed Personnel > License Request History > Exams 0.1.5

License Application Exams John Q. Adams

Written Exam	Proctor	Passed	Waived	Status Date	Action
Act & Regulations - Sampler/Tech	Please select...				
Sampling General - USGSA	Please select...				
Mechanical Sampler	Aadams, Carol				
	Adams, Wendy				
	Abernathy, Gail				
	Adams, Ansel				
	Adams, Tristen				
	Avery, Tom				
	Brandon, Mary				
	Broc, Linda				
	Hunter, Adam				
	Zarma, Areal				
	Zaron, Ada				

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License Application Exams - continued

☐ The selection of a proctor activates a cell located in the *Action* column.

☐ This cell contains a pull-down menu.

☐ The pull-down menu under the *Action* column is now selected.

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License Application Exams
John Q. Adams

Written Exam	Proctor	Passed	Waived	Status Date	Action
Act & Regulations - Sampler/Tech	Aadams, Carol				Please select...
Sampling General - USGSA	Please select...				
Mechanical Sampler	Please select...				

Practical Manual Exam	Proctor	Passed	Waived	Status Date	Action
Sampler/Tech - Odor	Please select...				
Mechanical Sampler - Practical	Please select...				

Go to Scorecard.

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License Application Exams - continued

- ❑ The pull-down menu can contain a number of different selections.
- ❑ In this case, the selection is *Take Exam*.
- ❑ If the applicant failed this test, the drop-down menu would read *Retake*.
- ❑ The program allows the user three tries at passing a test. After this, the test will need to be reapplied for.
- ❑ *Take Exam* is selected.

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License Application Exams John Q. Adams

Written Exam	Proctor	Passed	Waived	Status Date	Action
Act & Regulations - Sampler/Tech	Aadams, Carol				Please select... Take Exam
Sampling General - USGSA	Please select...				
Mechanical Sampler	Please select...				

Practical Manual Exam	Proctor	Passed	Waived	Status Date	Action
Sampler/Tech - Odor	Please select...				
Mechanical Sampler - Practical	Please select...				

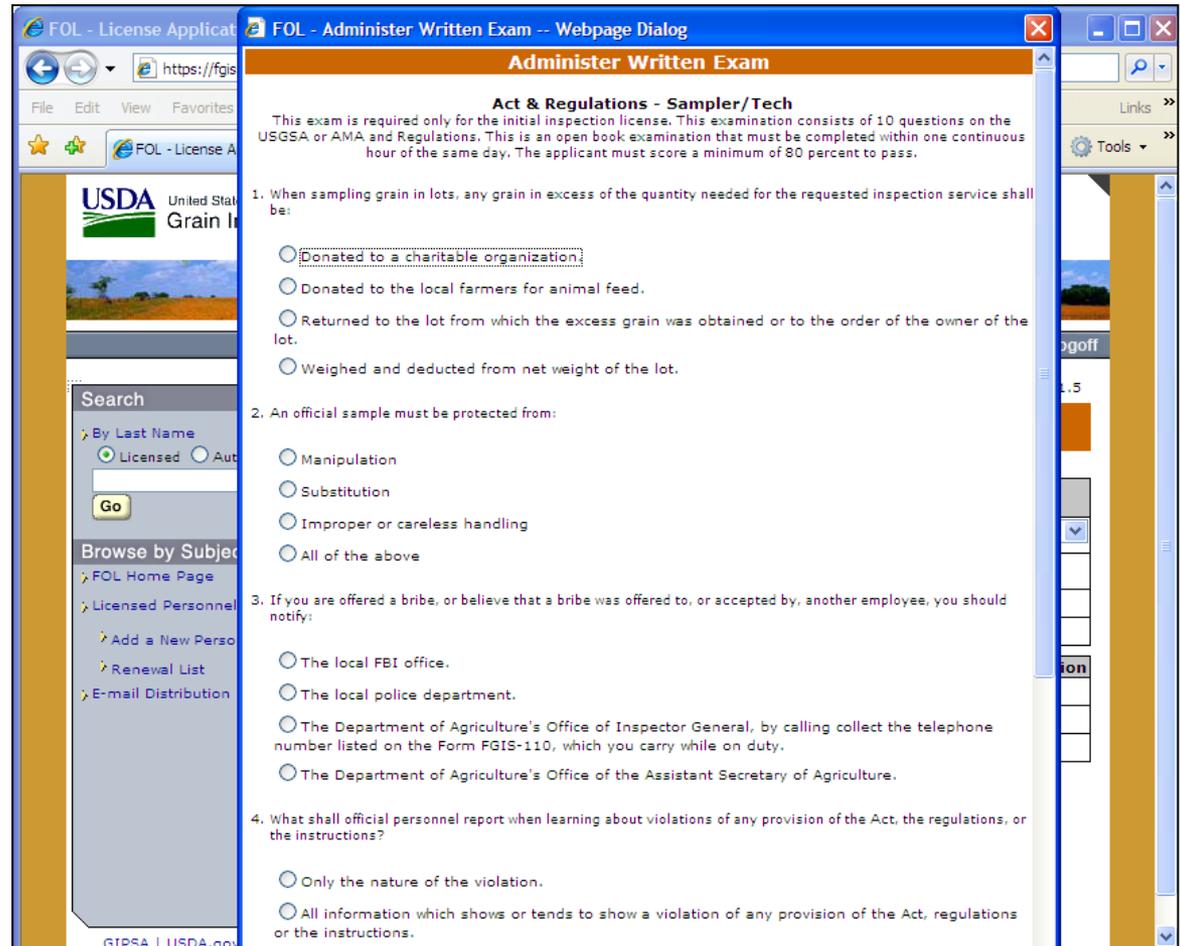
Go to Scorecard.

Return

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Written Exam

- ❑ The written test appears.
- ❑ This screen gives a view of the top half of the written *Act and Regulations* test.
- ❑ All tests are multiple choice. The user selects the correct answer.
- ❑ Test answers can be changed until *Submit* is selected.
- ❑ When the applicant is satisfied with the answers, *Submit* is selected.



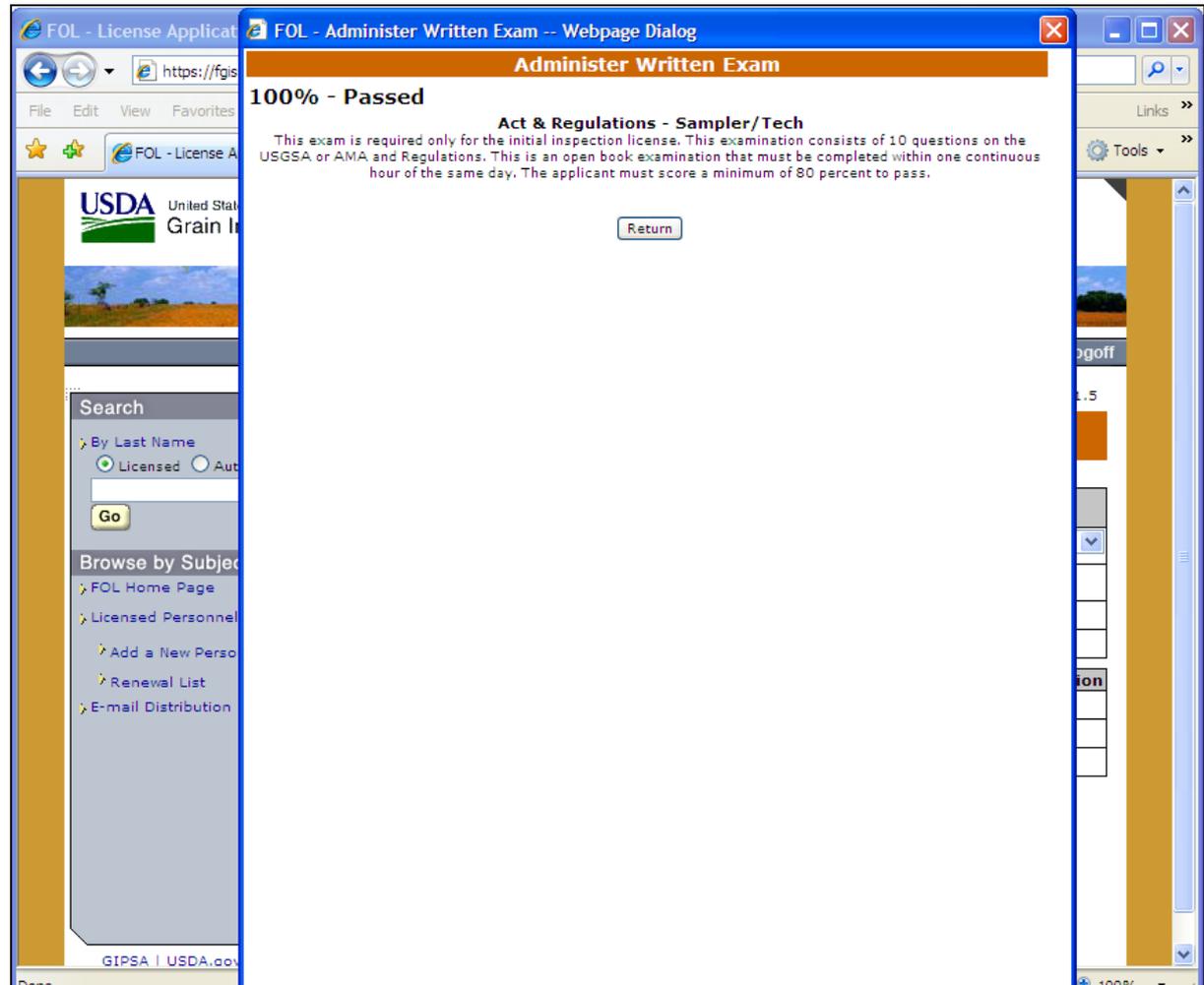
Test Score

❑ After *Submit* is selected, the test questions disappear and a score sheet appears.

❑ Test questions and answers cannot be reviewed after *Submit* is selected.

❑ This score sheet identifies a Pass or Fail plus a numerical score. The test has been passed with a 100% score.

❑ To return to the *License Application Exams* screen, *Return* is selected.



License Application Exams

❑ The status of the Act & Regulations - Sampler/Tech test has been added to the chart. Yes has been recorded in the “Passed” column.

❑ The date that the test was passed has also been recorded.

❑ To proceed we will select the test, *Sampler/Tech. – Odor*.

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You are here: FOL Home Page > Licensed Personnel > License Request History > Exams 0.1.5

License Application Exams John Q. Adams

Written Exam	Proctor	Passed	Waived	Status Date	Action
Act & Regulations - Sampler/Tech	Aadams, Carol	Yes		1/3/2010 12:02:02 PM	Please select...
Sampling General - USGSA	Please select...				
Mechanical Sampler	Please select...				

Practical Manual Exam	Proctor	Passed	Waived	Status Date	Action
Sampler/Tech - Odor	Please select...				
Mechanical Sampler - Practical	Please select...				

Go to Scorecard.

[Return](#)

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Practical Test

- ❑ The *Sampler/Tech.* – *Odor* test contains a template that must be filled in.
- ❑ All practical tests are corrected or observed by a proctor and the results is entered manually into a template.
- ❑ The template consists of a comments section which must be filled in and a pass/fail score which must be selected.
- ❑ This test has been completed so Submit is selected to allow the user to return to the *License Application Exams* screen.

Sample	Comments	Pass
1	Sour	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	OK	<input checked="" type="radio"/> Yes <input type="radio"/> No
3	Musty	<input checked="" type="radio"/> Yes <input type="radio"/> No
4	OK	<input checked="" type="radio"/> Yes <input type="radio"/> No
5	COFO	<input checked="" type="radio"/> Yes <input type="radio"/> No

License Application Exams

❑ The chart now indicates that all of the test have been taken.

❑ The *Mechanical Sampler – Practical* test has been taken but a passing score was not obtained.

❑ This test can be retaken. The drop-down menu in the *Action* column identifies that one attempt has been made and it allows the applicant to take the exam again.

❑ Take Exam is selected. The test is then passed.

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License Application Exams John Q. Adams

Written Exam	Proctor	Passed	Waived	Status Date	Action
Act & Regulations - Sampler/Tech	Aadams, Carol	Yes		1/3/2010 12:02:02 PM	Please select...
Sampling General - USGSA	Aadams, Carol	Yes		1/3/2010 12:08:08 PM	Please select...
Mechanical Sampler	Aadams, Carol	Yes		1/3/2010 12:09:55 PM	Please select...

Practical Manual Exam	Proctor	Passed	Waived	Status Date	Action
Sampler/Tech - Odor	Aadams, Carol	Yes		1/3/2010 12:20:14 PM	Please select...
Mechanical Sampler - Practical	Aadams, Carol	No		1/3/2010 12:21:44 PM	Please select... Please select... Attempt 1 Take Exam

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License Application Exams

- All tests required for an initial *Sampler Type* license for a mechanical sampler device have been completed and passed.
- The license request is sent to the Administrator.
- An initial license plus a change in a license *Type* must be approved by the Administrator.
- For additional non-interpretive licenses the FOL program will automatically issue a license and add the license code to the applicant's profile when all required tests have been passed.
- Return is selected.

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You are here: FOL Home Page > Licensed Personnel > License Request History > Exams 0.1.5

License Application Exams John Q. Adams

Written Exam	Proctor	Passed	Waived	Status Date	Action
Act & Regulations - Sampler/Tech	Aadams, Carol	Yes		1/3/2010 12:02:02 PM	Please select...
Sampling General - USGSA	Aadams, Carol	Yes		1/3/2010 12:08:08 PM	Please select...
Mechanical Sampler	Aadams, Carol	Yes		1/3/2010 12:09:55 PM	Please select...

Practical Manual Exam	Proctor	Passed	Waived	Status Date	Action
Sampler/Tech - Odor	Aadams, Carol	Yes		1/3/2010 12:20:14 PM	Please select...
Mechanical Sampler - Practical	Aadams, Carol	Yes		1/3/2010 12:28:05 PM	Please select...

Go to Scorecard.

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License Info Tab

❑ When all tests are passed for an *Initial License* or a *License Type* change, a request for approval is sent by the program to the Administrator. The approval has not yet processed.

❑ For subsequent, non-interpretive licenses under the same *license Type*, the program is set to automatically and immediately award a new license gained.

The screenshot shows 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. The breadcrumb trail reads: 'You are here: FOL Home Page > Licensed Personnel > License Info'. The page title is 'Licensed Personnel License Info John Q. Adams'. A search bar on the left allows filtering by 'By Last Name' and 'Licensed' (selected) or 'Authorized'. Below the search bar is a 'Browse by Subject' menu with options like 'FOL Home Page', 'Licensed Personnel', 'Add a New Person', 'Renewal List', and 'E-mail Distribution Lists'. The main content area features a 'License Info' tab selected among others like 'Personal Info', 'License History', 'Exam History', 'Letter History', and 'Conflict of Interest'. Two red error messages are displayed: 'This license has a license type change that is awaiting approval.' and 'This license has a license change that is awaiting approval.'. Below these are buttons for 'FGIS License Information', 'Generate License Certificate', and 'License Details History'. A table lists license types: 'AQAS' (No), 'FGIS Contractor' (No), and 'Warehouseman Sampler' (No). At the bottom, a 'License Actions' section contains 'Suspend' and 'Request' buttons. The footer includes links for GIPSA | USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

License Application Exams

The license has been approved. The program automatically issues the license and fills in the profile.

A license number has been recorded.

A *Date Issued* and *Expiration Date* has been recorded.

DT is recorded under the *Sampler Type*.

To create a License Certificate *Generate License Certificate* is selected.

The screenshot displays the USDA website interface for the Grain Inspection, Packers & Stockyards Administration. The page is titled "Licensed Personnel License Info" for John Q. Adams. The navigation bar includes links for Home, About GIPSA, Help, Contact Us, and Logoff. The breadcrumb trail shows the user is on the FOL Home Page > Licensed Personnel > License Info. The page version is 0.1.5.

The main content area is divided into several sections:

- Search:** A search box with options for "By Last Name", "Licensed", and "Authorized". A "Go" button is present.
- Browse by Subject:** A list of links including "FOL Home Page", "Licensed Personnel", "Add a New Person", "Renewal List", and "E-mail Distribution Lists".
- License Info:** A section with tabs for "Personal Info", "License Info", "License History", "Exam History", "Letter History", and "Conflict of Interest". Below these tabs are buttons for "FGIS License Information", "Generate License Certificate", and "License Details History".
- License Details:** A table of license information for John Q. Adams.
- License Actions:** A section with buttons for "Suspend" and "Request".

Field	Value	Field	Value
AQAS	No	Date Issued	1/3/2010
FGIS Contractor	No	Last Renewed Date	
Warehouseman Sampler	No	Expiration Date	1/31/2013
USGSA License No.	25047		
Type	Sampler		
Status	ACTIVE		
Sampling Devices/Functions	DT		

License Certificate

- ❑ A pop-up screen that contains the license certificate appears.
- ❑ Agency personnel will be responsible for creating the license certificates.
- ❑ There is no limit on the number of certificates created.
- ❑ There are no parameters on the type of paper used.
- ❑ The Field Office will still supply the agencies with Bribe Cards which are issued to new licensed employees.
- ❑ To continue, Licensed Personnel is now selected.

The screenshot displays a web browser window with the URL https://fgist.gipsa.usda.gov/F_FOL/LicenseCertificatePDF.aspx?licenseNo=2504.... The page content includes the USDA logo and the text "United States Department of Agriculture Grain Inspection, Baling and Storage Administration Federal Grain Inspection Service". A large watermark reads "EXAMPLE ONLY - NOT FOR OFFICIAL USE". The certificate details are as follows:

LICENSE NO.: 25047
ISSUED ON: 1/3/2010
RENEWED ON:
TERMINATES: 1/31/2013

This certifies that John Q. Adams is licensed as a Sampler under the United States Grain Standards Act (7 U.S.C. 71 et seq.).

Issued by: Susan H. Fall
License Program Manager
Signed: [Signature]

Location: Field Operations and Support Staff

FORM FGIS-002 (10-07)

At the bottom of the window, there are buttons for "Suspend", "Request", "Cancel", and "Edit". On the left side of the browser window, a sidebar menu is visible with the following options:

- Search
- By Last Name
- Licensed Authorized
- Go
- Browse by Subject
- FOL Home Page
- Authorized Personnel
- Licensed Personnel
- Add a New Person
- Renewal List
- Action Requests
- Reports
- E-mail Distribution Lists
- Exam Management
- Administration

Licensed Personnel Selection List

❑ John Adams is now listed in the personnel database with a default setting of *Active or Suspended*.

❑ His *USGSA Status* is identified as *Active*.

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 > Licensed Personnel 0.1.5

Licensed Personnel Selection List Page

Selection Criteria

	Office	Agency	Number	Name	USGSA Type	USGSA Status	AMA Type	AMA Status
Edit	MNFO	MN	25003	Adams, Darryl	Samp	Active		
Edit	MNFO	MN	25006	Abernathy, Gail	Tech	Active		
Edit	MNFO	MN	25038	Abram, Morris	LI	Active		
Edit	MNFO	MN	25007	Adams, Ansel	Samp	Active		
Edit	MNFO	MN	25047	Adams, John	Samp	Active		
Edit	MNFO	MN	25008	Adams, Tristen	Samp	Active		
Edit	MNFO	MN	25036	Adapers, Mark				
Edit	MNFO	MN	25014	Anderson, Adda	LI	Active		
Edit	MNFO	MN	25019	Anson, Addanewperson	LI	Suspended		
Edit	MNFO	MN	25000	Avery, Tom	LI	Suspended		

18 records in 2 Pages. Rows: Page: [Go](#)

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

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Conclusion

- ❑ This concludes Course #4 - *FGIS Official License Program – Take a Test.*
- ❑ To gain a detailed instruction on the use of additional functions within the FOL program, review the Power Point for the specific function.

Course Contact

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