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*ONLINE*

Course 3

FGIS Official License Program Request a Test

Objectives

- This course will demonstrate the steps needed in to request a test through the FGIS Official License (FOL) program.

- It will lead you through the areas of the FOL program that pertain to testing and it 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.

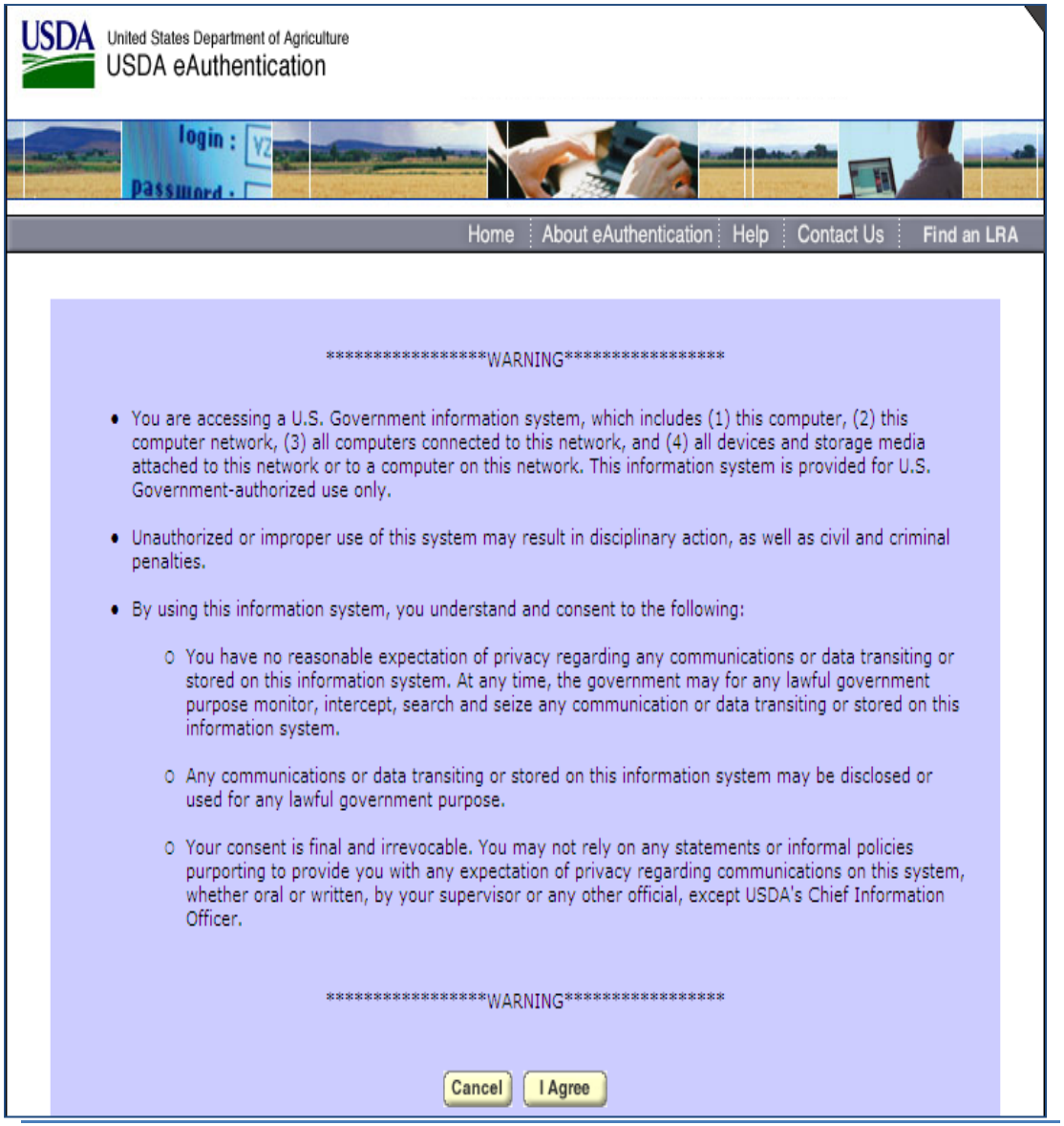
- This URL leads to a training site.
- No information that needs to be saved should be entered into this site.
- All information entered into this site is subject to being erased.
- Information on this site may be fictional.

Staging Server Menu

- Click on *FGIS Official Service Provider Licensing (FOL)* to enter the FOL program in the Staging environment.
- 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.

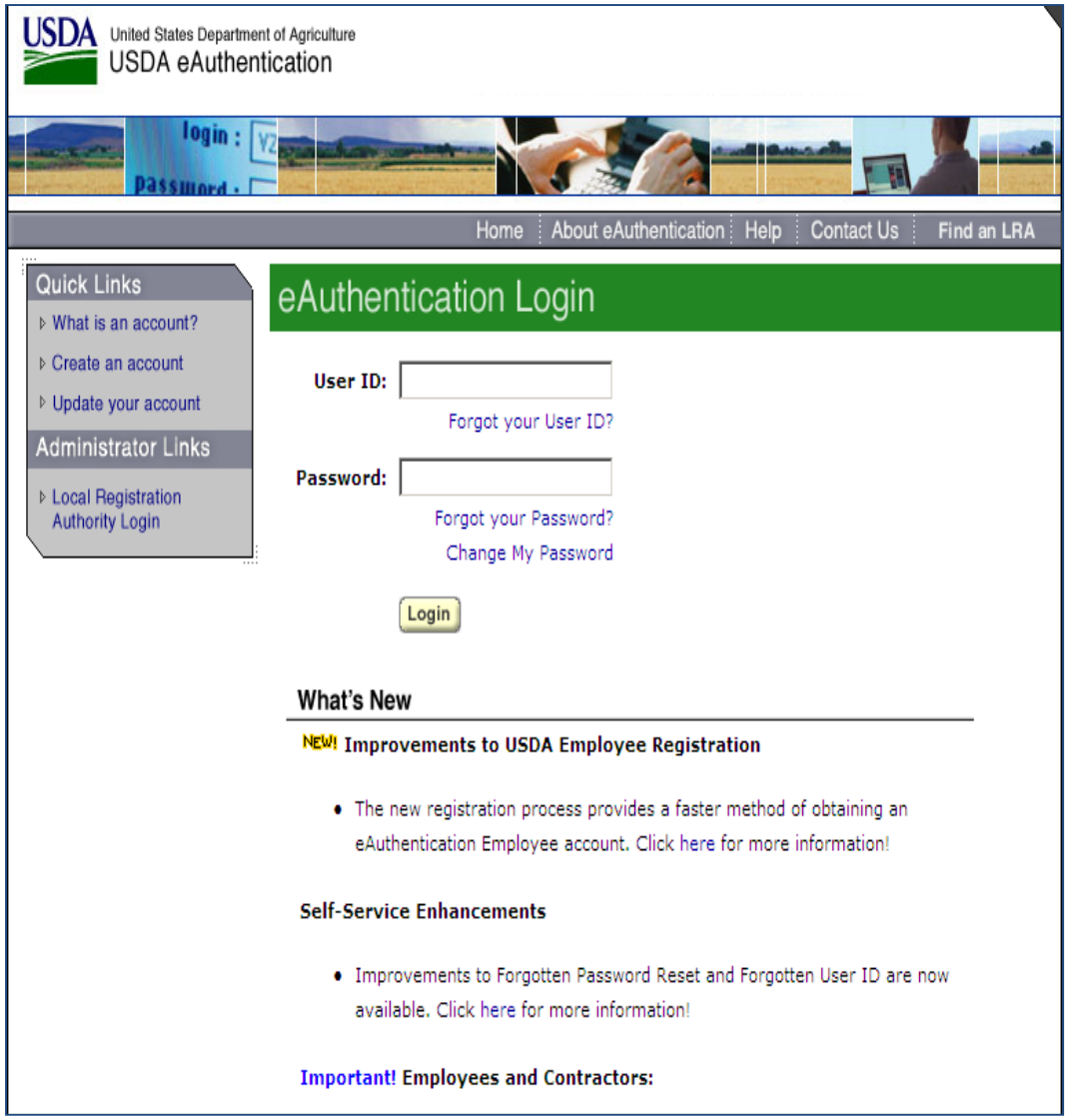
Consent Agreement

- Click on *I Agree* to proceed.
- Click on *Cancel* to exit.



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.



FOL Home Page

- The first screen that appears after entering the FOL program is the *FOL Home Page.*
- *To continue to the area where a test can be requested, Licensed Personnel* is selected.

Test Scenario

- A new employee, John Adams, is about to apply for an initial exam in order to gain a license within the *USGSA Sampler Type* set of licenses.

- The license-request will be for a Mechanical Sampler device.

- John Adams has been entered into the system but does not have an active license.

- To begin, John Adams' name must be located 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 <u>*Selection Criteria*</u> must be used.

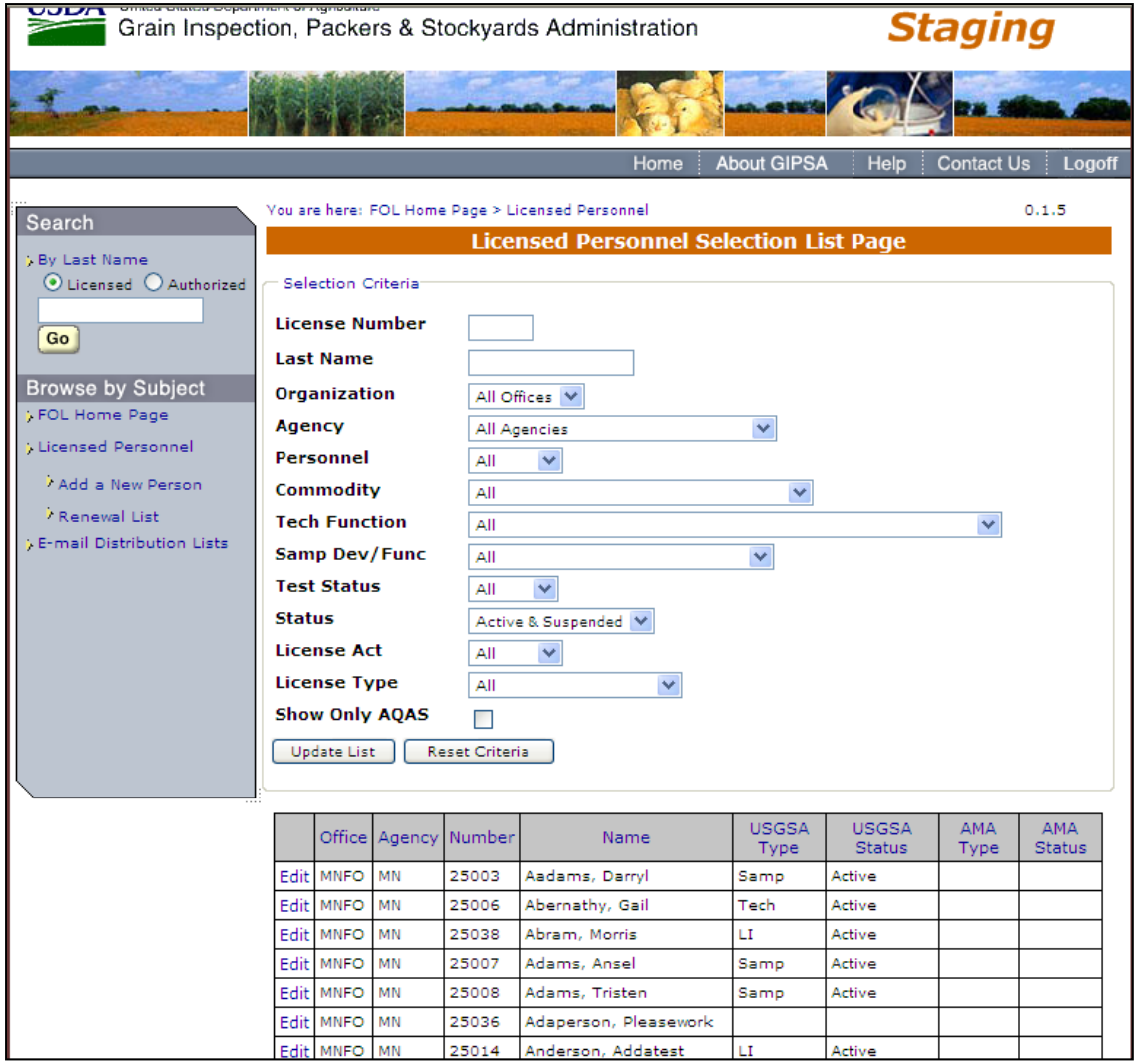
Search Criteria Page

- In *Search Criteria* the default setting for *Status* is set as *Active and Suspended.* Only a license with this status will appear in the personnel database.

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

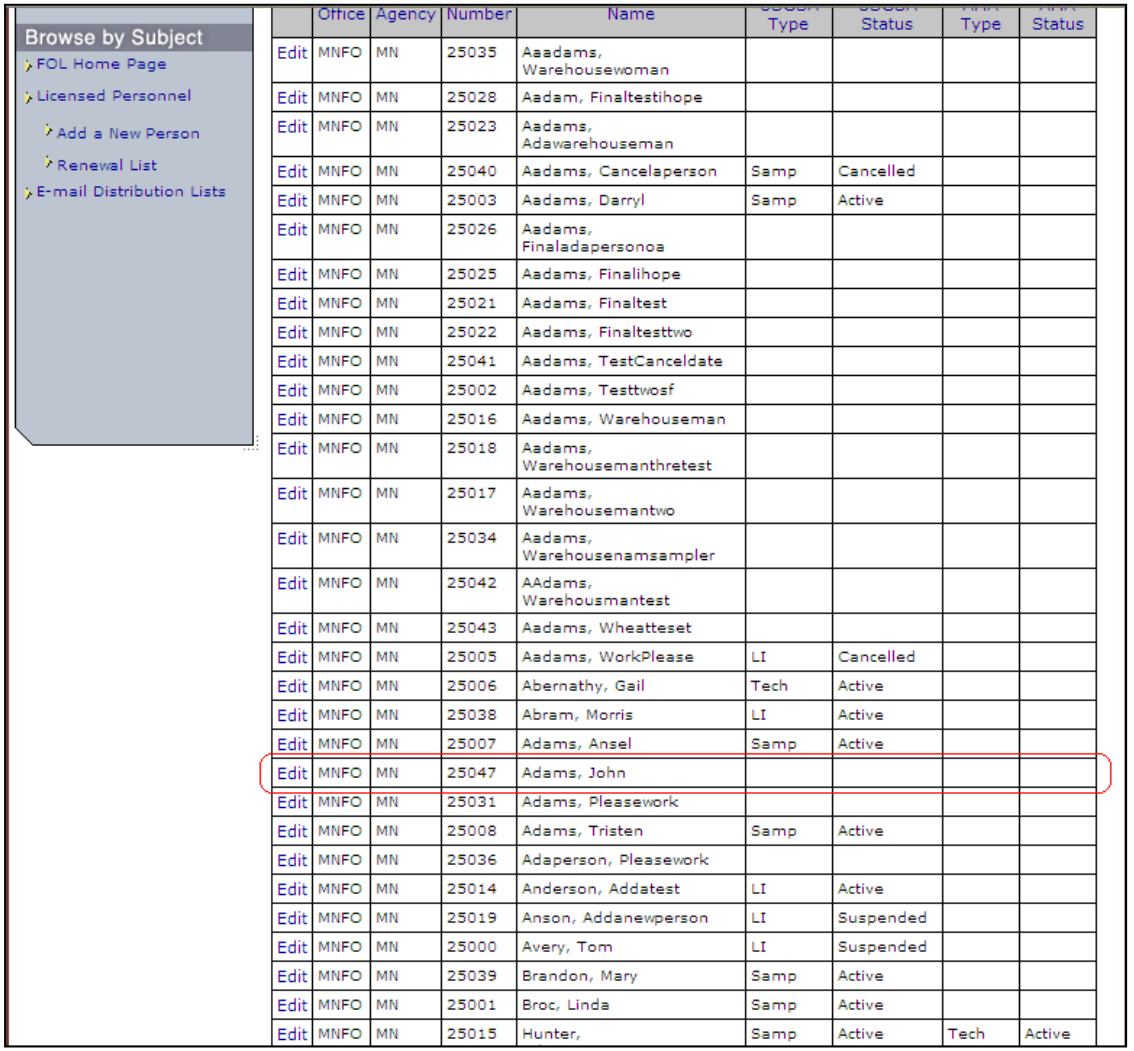
- This will allow names of all licensed agency personnel to appear in the personnel database.

- *Selection Criteria* is clicked to hide the Selection Criteria screen.



Search Criteria Page

- All of the licensed personnel now appear in the database.
- John Adams is identified in the database.
- John Adams has been assigned a license number but he does not hold a license for a function, device or grain. The license will not be active until he takes and passes his first license test.
- To proceed, select *Edit*, which is located to the left of John Adams' name.



	Office	Agency	Number	Name	Type	Status	Type	Status
Edit	MNFO	MN	25035	Aaadams, Warehousewoman				
Edit	MNFO	MN	25028	Aadam, Finaltestihope				
Edit	MNFO	MN	25023	Aadams, Adawarehouseman				
Edit	MNFO	MN	25040	Aadams, Cancelaperson	Samp	Cancelled		
Edit	MNFO	MN	25003	Aadams, Darryl	Samp	Active		
Edit	MNFO	MN	25026	Aadams, 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	Aadams, Warehousemanthretest				
Edit	MNFO	MN	25017	Aadams, Warehousemantwo				
Edit	MNFO	MN	25034	Aadams, Warehousenamsampler				
Edit	MNFO	MN	25042	AAdams, Warehousmantest				
Edit	MNFO	MN	25043	Aadams, Wheatteset				
Edit	MNFO	MN	25005	Aadams, 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

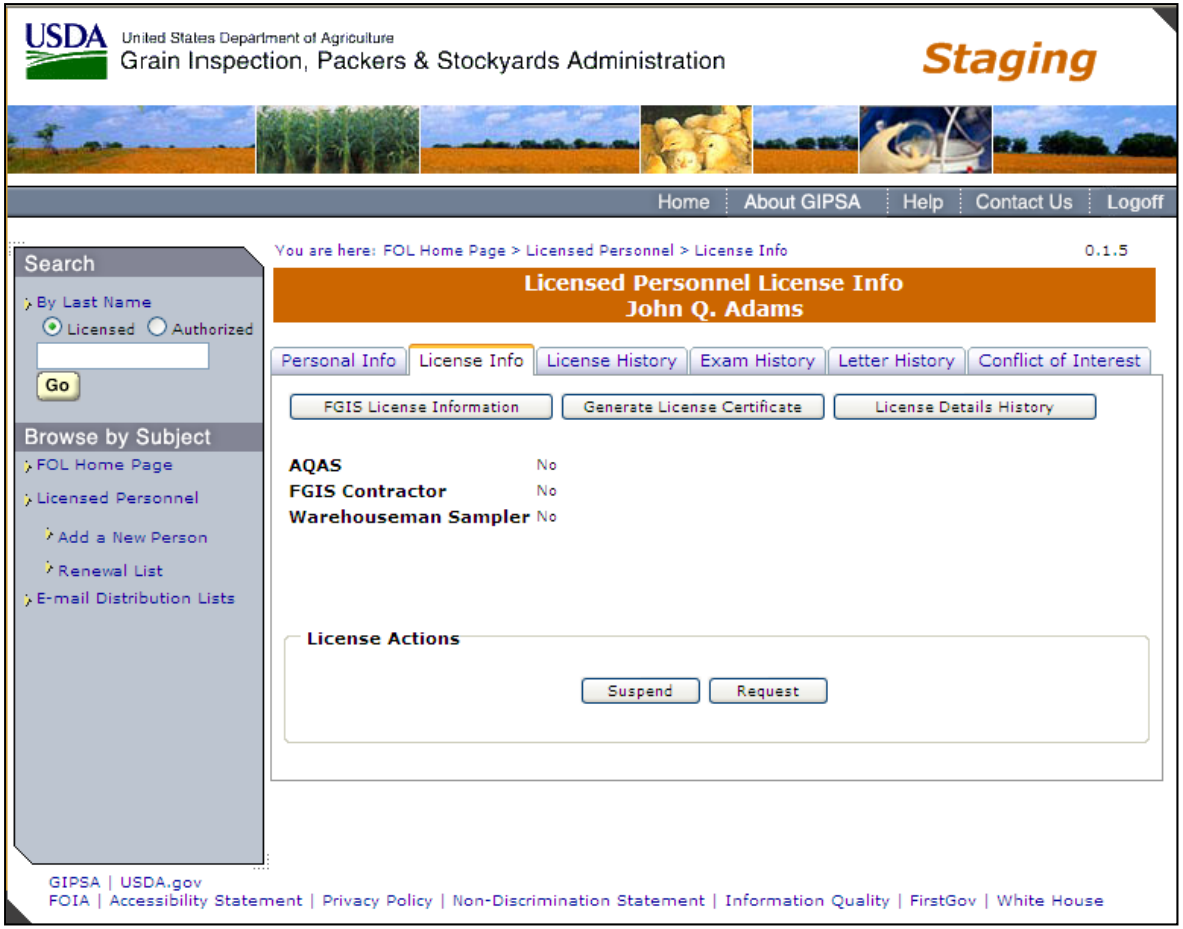
Licensed Personnel License Info Tab

- 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.

- A test can be requested through both the License Info tab and the Personal Info tab.

- Select *Request* to continue to the area where a test can be requested.



License Application

- A drill down selection menu is used to search for the tests needed.

- Tests are grouped in three categories.

1. License Type - narrows the list by listing functions under different license Types.
2. Association Type – further groups the tests.
3. Association narrows down the list of tests to a specific function or association.

License Application - continued

- *License Type* is the first selection to be made.
- All license types are made available in the pull-down list.
- John Adams submitted an initial application for a USGSA license only so he does not have access to the AMA license tests.
- The license needed is a Mechanical Sampler license so *USGSA - Sampler* is selected.

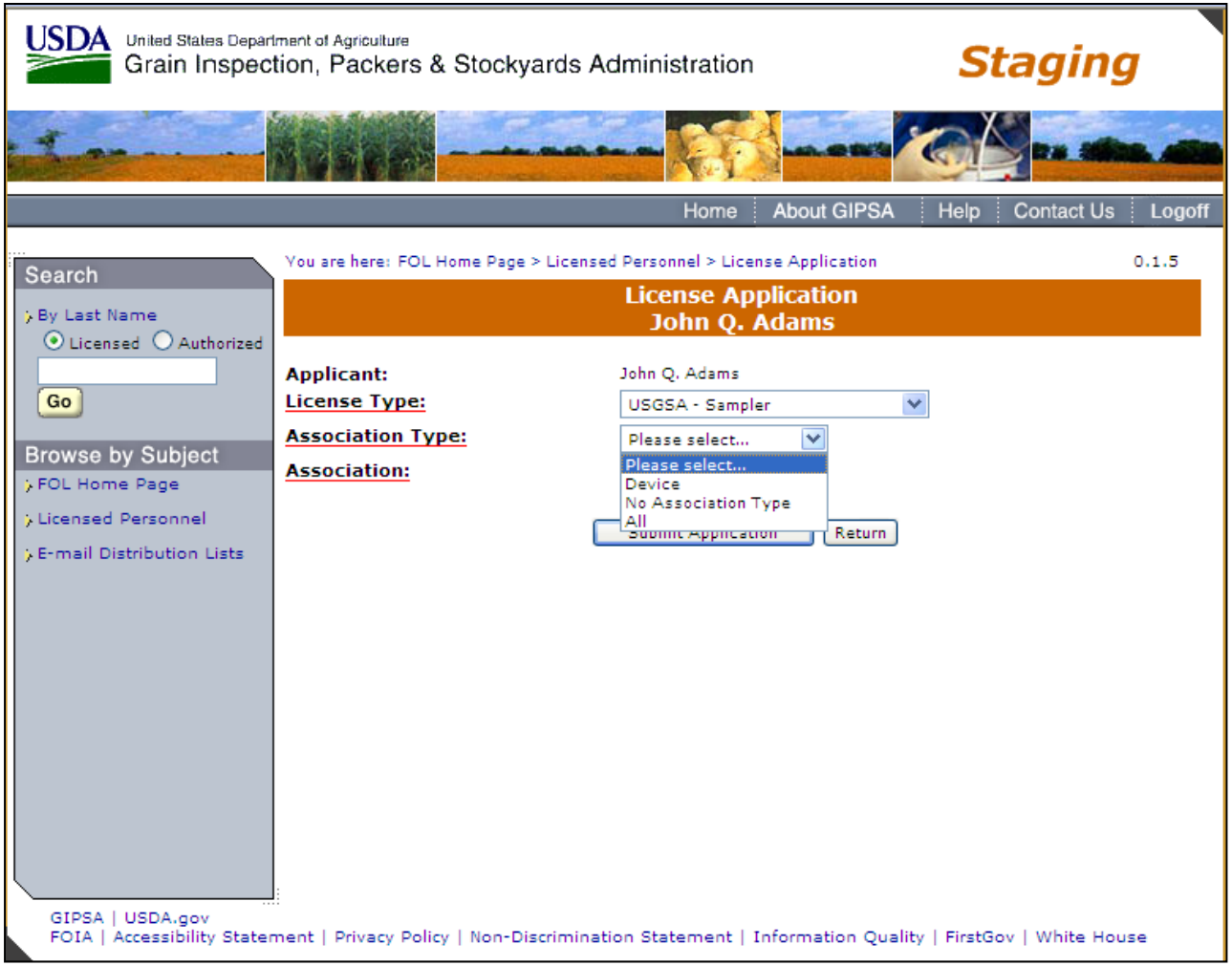
License Application - continued

- The *Association Type* is the next choice. For a Sampler license, the choices are *Device*, *No Association Type* or All.

- Device includes all licenses under the Sampler Type.

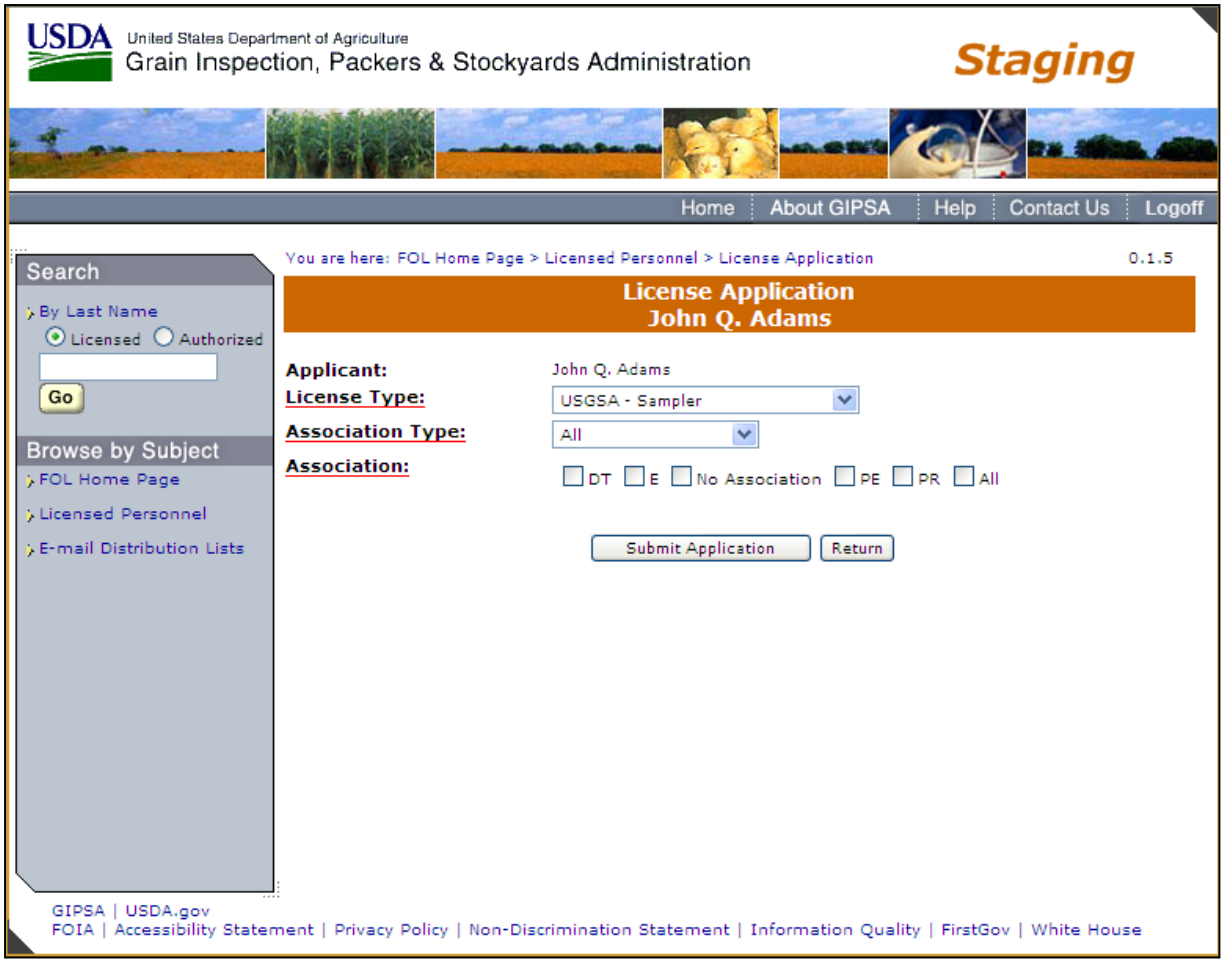
- *No Association Type* includes all of the tests that are not associated with a specific license but must be taken.

- John needs tests from both groups so ***All*** is selected.



License Application - continued

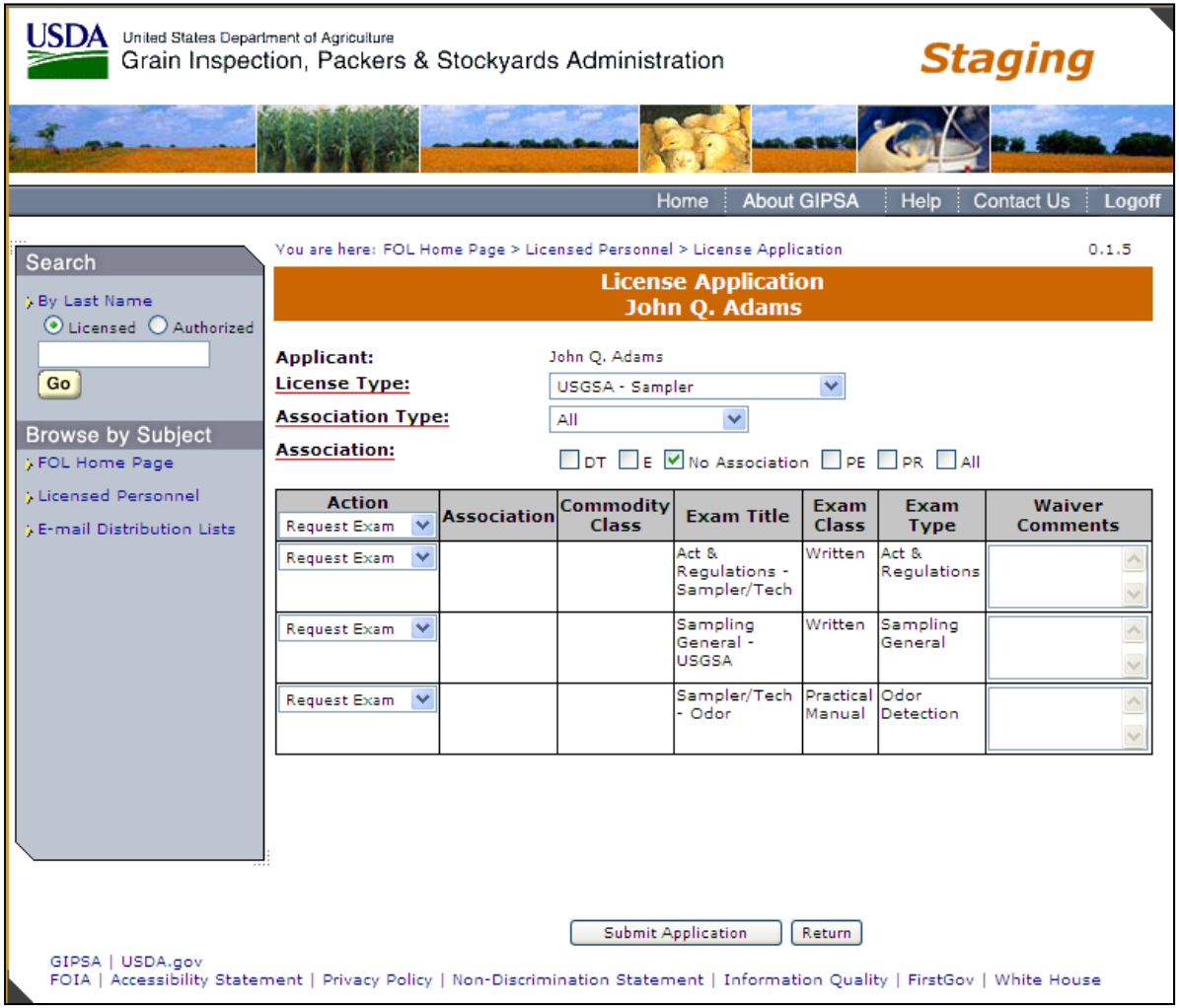
- ❑ When <u>All</u> is selected, all of the licenses that the tests are associated with appear in addition to *No Association*.
- ❑ Each license is identified by a license code.
- ❑ A list of codes and their meaning can be found on the Help page.
- ❑ *No Association Type* includes all of the tests that must be taken only once for an initial license Type.
- ❑ Because this is an initial test, *<u>No Association</u>* is selected.



License Application - continued

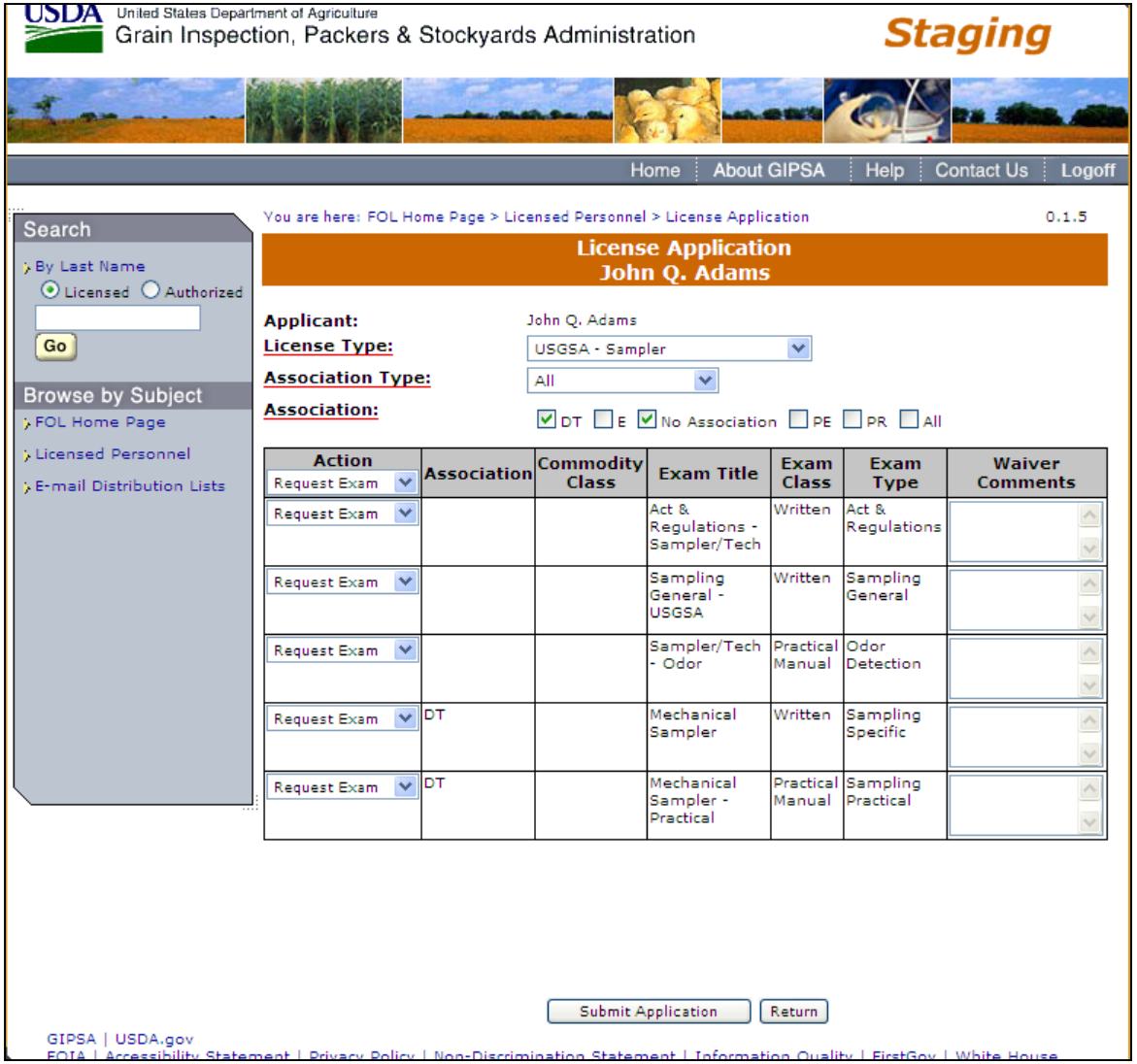
- When "No Association is selected all of the general tests that are needed for an initial *Sampler License Type* appear.

- The tests for the mechanical sampler device are also needed so *DT* is selected.



License Application - continued

- All written and practical tests needed for an initial license plus tests needed for a mechanical sampler *Device* license now appear in the list of tests.
- A list of tests needed for each license can be found on the HELP page.
- *Submit Application* is selected.



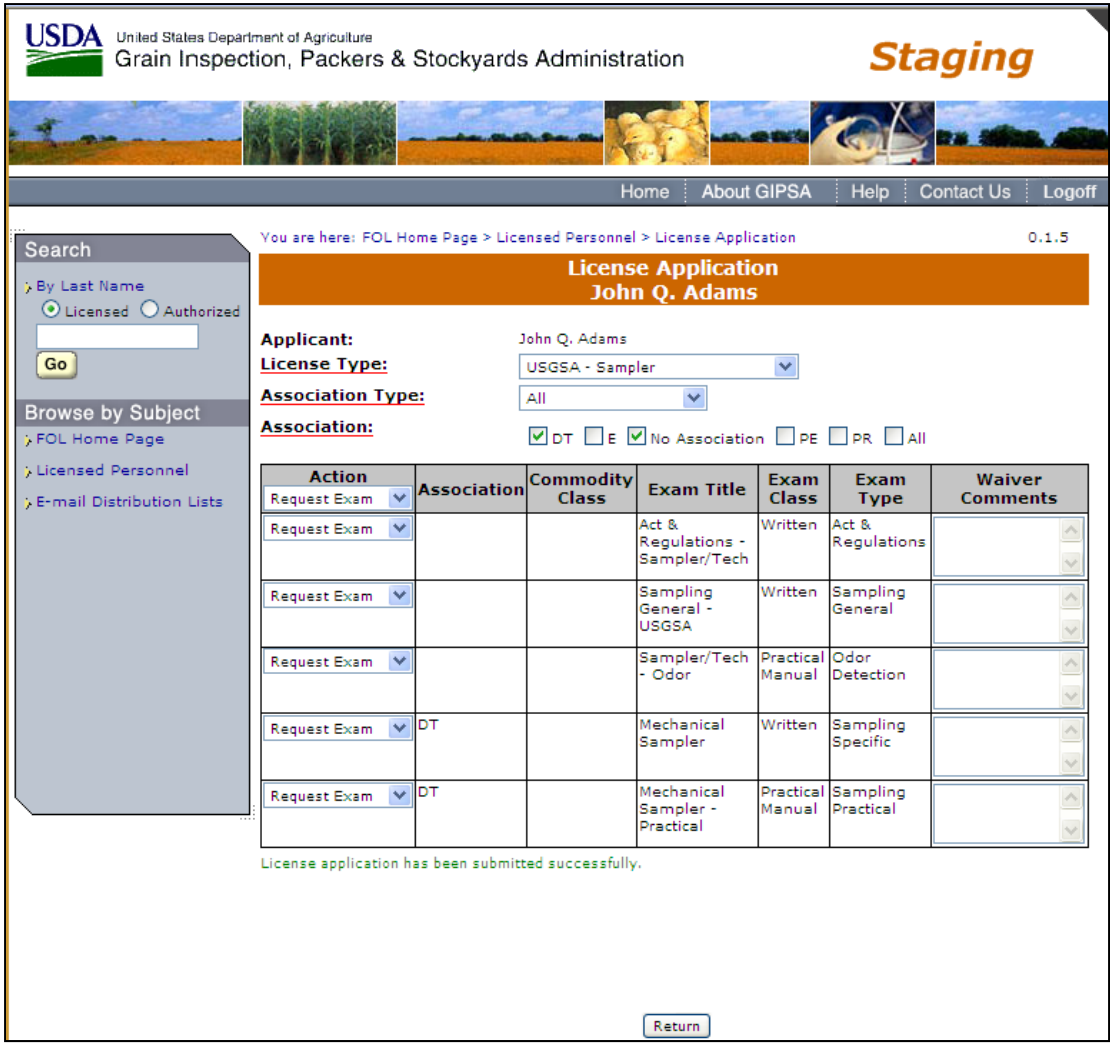
License Application - continued

- The *Submit Application* button has disappeared and the words, *License application has been submitted successfully* appears.

- Tests for non-interpretive licenses are downloaded immediately to the license history tab.

- Interpretive tests must be approved before they are downloaded.

- To continue, *Return* is selected.

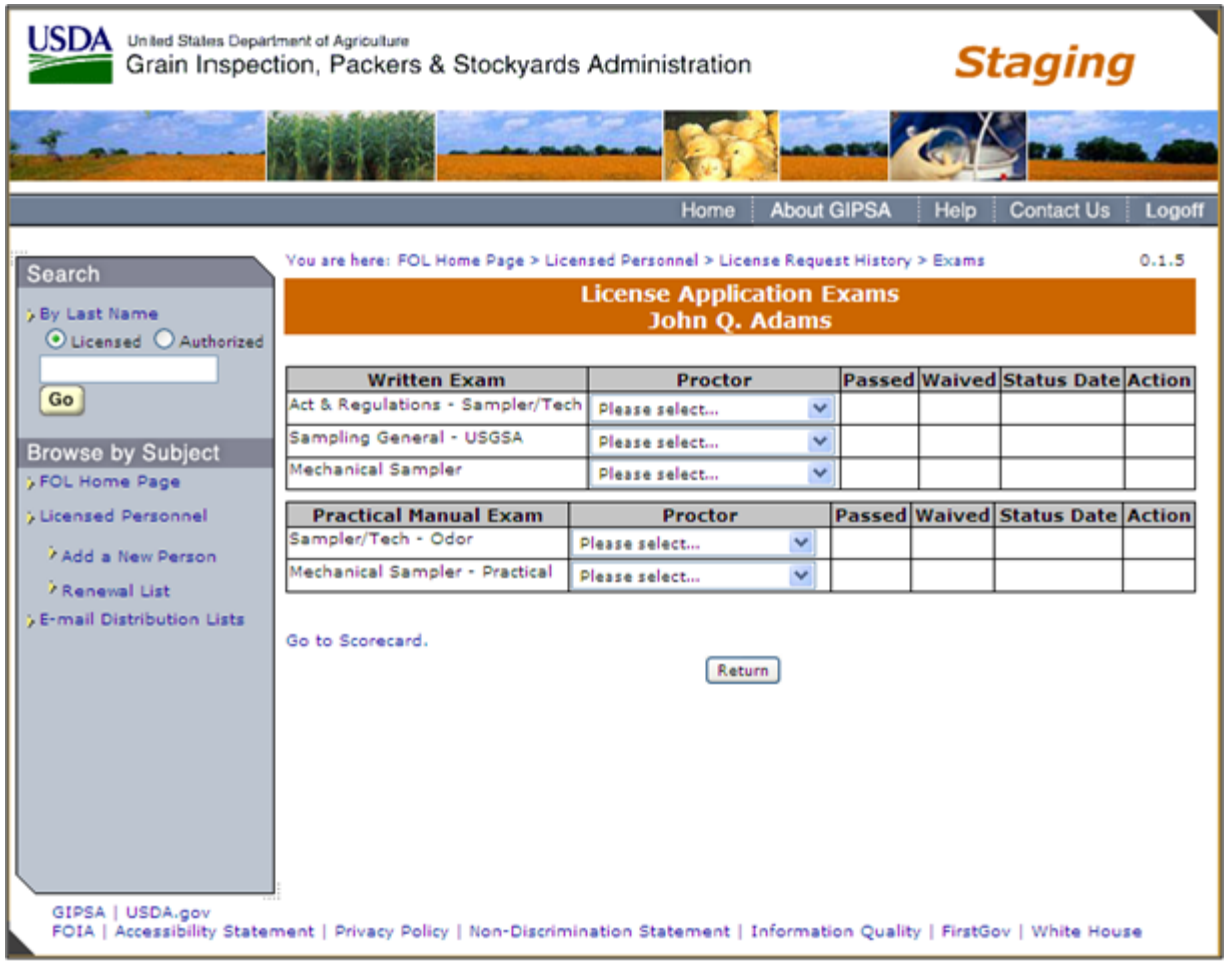


License History Tab

- The selection of ***Return*** takes the user to the License History tab.
- This is the area to which all tests that are requested are downloaded.
- The group of tests that have been requested can now be accessed with the selection of ***View*** which is located in the *Exams and Schedules* column.

License Application Exams

- When *View* is selected all of the tests that were downloaded appear.
- Tests requested at the same time are grouped together on the *License History* page.
- Non-interpretive license tests do not need approval and can be accessed at any time.
- Interpretive license tests must be approved and can only be opened by a FGIS proctor.



Conclusion

- This concludes Course #3 - *FGIS Official License Program – Request 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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