

# AgLearn Registration using PCIT

The PCIT system provides online accreditation training using AgLearn. For those ACO's that need to register for AgLearn and currently do not have an AgLearn account, you use the eLearning link in PCIT to start the process.

1. While logged into PCIT, you can register for eLearning by selecting the eLearning link located on the left side of the screen.

\*\*\*PCIT T1 System\*\*\*

Welcome pcit admin of Headquarters.  
[Manage Account](#) [Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome to PCIT

Need Help ?

PCIT Home  
My Workload  
My Duty Station Workload  
Create Application  
    With Template  
    Without Template  
View Applications  
Manage Template Data  
Financial Management  
Manage Processed Applications  
Print Wizard  
View Reports  
**eLearning**  
ACO Training Data  
Manage Authorizations  
PCIT Administration  
View Incoming Certificates  
Phytosanitary Export Database (PExD)

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to quickly create and submit applications for Phytosanitary Certificates for the purpose of exporting agricultural commodities.

**New to PCIT?** If you need help getting started, it is highly recommended that you view the [Quick Reference Guides](#) for information on how to create Phytosanitary applications, navigate PCIT, and add funds to your organization account. Help is available by clicking [Need Help?](#) located toward the top right corner of any page or by hovering the mouse pointer over a tooltip ?

[Refresh Messages](#)

Workload	Accreditation	General <b>new</b>	What's New
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You currently have no messages in your Workload message tab.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)



# AgLearn Registration using PCIT

RESULT: The *eLearning* page displays.

\*\*\*PCIT T1 System\*\*\*

Welcome pcit admin of Headquarters. [Sign Out](#)

 **Phytosanitary Certificate Issuance & Tracking System (PCIT)**



**eLearning** [Need Help ?](#)

Select one of the links to open a new window to access USDA's AgLearn training system. Learners and Administrators will be automatically directed to their learning catalog or administrative screens based on the USDA eAuthentication credentials used to access PCIT. No additional login is required.

If you are a state or county employee and do not already have an AgLearn account, use the instructions under Resource Center to gain access to PCIT training. Registration is a two step process; first the learner completes the registration form, then the sponsor reviews the registration and accepts the learner into the PCIT learning environment.

**Please Note: If you Sign Out of AgLearn, you will be logged out of eAuthentication. If you access AgLearn again from PCIT after that, you will be required to login to eAuthentication.**

**Learning Center**

[Learner Access](#)  
Click this link to access the AgLearn training system to complete online courses.

**Administrator Center**

[Administrator Access](#)  
Click this link to access AgLearn to use the Admin resources and tools to manage AgLearn learners within your purview and run reports.

**Resource Center**

If you are a State or County employee and do not already have an AgLearn account, please follow these steps to register and activate an account.

1. Complete Information Security Awareness training.
  - a. [Open](#) the Information Security Awareness course (PDF format).
  - b. Once you have reviewed the course, [open](#) the Security Awareness exam.
  - c. Complete the exam and return it to Carl Remalia ([carl.remalia@aphis.usda.gov](mailto:carl.remalia@aphis.usda.gov)) for grading. In your email to Carl, let him know that you are a PCIT user. Send your completed exam and the signed Rules of Behavior form. Either scan the completed exam and send it by email or fax it to 301-734-8737. Carl will grade the exam and provide completion status to you and an AgLearn administrator who can activate your account. If you fail the exam, Carl will provide another version for you to complete. You do not need to wait for feedback from Carl before moving on to step 2.
2. Register for an AgLearn account by following the steps in the [Quick Reference Guide](#). It is critical that the steps in the guide are followed exactly to ensure your access to AgLearn is not delayed. Once you have the quick reference guide open, [click here](#) to begin the registration process. An AgLearn administrator will activate your account when confirmation is received from Carl that you passed the Security Awareness exam. The administrator will send you an email when your account has been activated.

**Follow these steps to register and activate an AgLearn account.**

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

## AgLearn Registration using PCIT

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2. If you are a state or county employee and do not already have an AgLearn account, use the instructions under Resource Center on the *eLearning* page to gain access to PCIT training. Registration is a two-step process; first the learner completes the registration form, then the sponsor reviews the registration and accepts the learner into the PCIT learning environment.

### Step 1: Complete Information Security Awareness training.

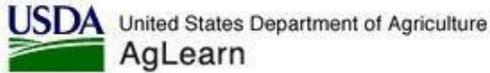
- a. Click the Open link to review the Information Security Awareness course. A separate PDF window will open. You will need to print the last page of the course, the Rules of Behavior form, and sign it.
- b. Once you have reviewed the course, click the open link to access the Security Awareness exam.
- c. Complete the exam and return it to Carl Remalia ([carl.remalia@aphis.usda.gov](mailto:carl.remalia@aphis.usda.gov)) for grading. In your email to Carl, let him know that you are a PCIT user. Send your completed exam and the signed Rules of Behavior form. The Rules of Behavior form is the last page of the Security Awareness course. You can access the course document by clicking the Open link in step 1a above. Either scan the completed documents and send them by email or fax them to 301-734-8737. Carl will grade the exam and provide completion status to you and an AgLearn administrator who can activate your account. If you fail the exam, Carl will provide another version for you to complete. You do not need to wait for feedback from Carl before moving on to step 2.

Step 2: Register for an AgLearn account by following the steps in the Quick Reference Guide (this document). It is critical that the steps in this guide are followed exactly to ensure your access to AgLearn is not delayed.

Once you have reviewed this quick reference guide, click the click here link on the *eLearning* page to begin the registration process. The following pages in this document show you the data to enter on the registration page. An AgLearn administrator will activate your account when confirmation is received from Carl that you passed the Security Awareness exam. The administrator will send you an email when your account has been activated.

3. Select the click here link on the *eLearning* page under Step 2. When you click Login, the *User Registration* page will display. Follow Steps 5-10 to complete the User Registration fields.

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## User Registration

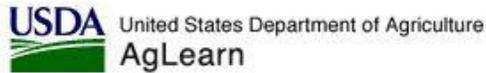
[Click Here](#) for help completing this form

Last Name	Agency
First Name	<input type="text" value="Please Select"/>
Middle Initial	USDA Organizational Unit (e.g. Division, State, or Domain)
Email	<input type="text" value="Please Select"/>
Phone	Name of USDA Official to Sponsor Access to AgLearn
Street	<input type="text" value="Please Select"/>
City	Are you a USDA Contractor, Partner or Student?
State	<input type="text" value="Please Select"/>
Postal Code	<input type="button" value="Submit Registration"/>

4. Select **APHIS** from the Agency drop-down list.
5. Select **APHIS-ES** from the USDA Organizational Unit drop-down list.
6. Select **Marcus McElvaine** from the Name of USDA Official to Sponsor Access to AgLearn drop-down list.
7. Select **Student** from the Are you a USDA Contractor, Partner or Student drop-down list.  
RESULT: Additional fields display.
8. Enter **Services** as the Last and **Export** as the First for the Name of Point of Contact (POC) fields.
9. Enter [ppgexportservices@aphis.usda.gov](mailto:ppgexportservices@aphis.usda.gov) in the Email for Point of Contact (POC) field.

## AgLearn Registration using PCIT

10. Enter **PCIT** as the name of your Company or Organization.



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### User Registration

[Click Here](#) for help completing this form

Last Name	Agency
First Name	APHIS (Animal and Plant Health Inspection Service) ▼
Middle Initial	USDA Organizational Unit (e.g. Division, State, or Domain)
Email	APHIS-ES ▼
Phone	Name of USDA Official to Sponsor Access to AgLearn
Street	Marcus McElvaine ▼
City	Are you a USDA Contractor, Partner or Student?
State	Student ▼
Postal Code	Name of Point of Contact (POC)*
	Last: Services First: Export
	Email for Point of Contact (POC)*
	ppqexportservices@aphis.usda.gov
	Enter the name of your Company or Organization
	PCIT x

\*USDA Employee who can verify your status

Submit Registration

11. Click **Submit Registration**.

12. The student, the sponsor and the POC will receive an email message notifying them of the student's registration.

13. Marcus McElvaine will activate the account and notify the ECS when the user is ready to access training.