

AgLearn Registration using PCIT

The PCIT system provides online accreditation training using AgLearn. ACOs that do not currently have an AgLearn account will need to register for one. 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.



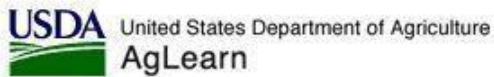
The screenshot shows the PCIT system interface. At the top, the USDA logo and "United States Department of Agriculture Animal and Plant Health Inspection Service" are visible on the left, and "Phytosanitary Certificate Issuance & Tracking System (PCIT)" is on the right. Below the header, a "Welcome to PCIT" banner includes a "Need Help" link. The left sidebar contains a list of navigation links: PCIT Home, My Duty Station Workload, Create Application (With/Without Template), View Applications, Manage Template Data, Financial Management, Manage Processed Applications, Print Wizard, View Reports, **eLearning** (highlighted with a red box and a red arrow pointing to it from a callout box that says "Select the eLearning Link"), ECS Review, ACO Training Data, Manage Authorizations, PCIT Administration, NNC/Held Shipment, View Incoming Certificates, and Phytosanitary Export Database (PEXD). The main content area displays a "Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System" message, a "New to PCIT?" section with links to "Quick Reference Guides" and "Need Help?", and a "Refresh Messages" button. Below this is a tabbed interface with "Workload", "Accreditation", "General" (marked as "new"), and "What's New". The "Workload" tab is active, showing the message: "You currently have no messages in your Workload message tab." At the bottom of the page, there are links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

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 in AgLearn. Registration is a two-step process for the learner: First the learner completes Information Security Awareness Training and submits the completed exam. Then the learner completes the User Registration form.

The sponsor reviews the user registration and accepts the learner into the PCIT learning environment. An AgLearn administrator will activate the learner's account when the Information Security Awareness exam is graded and passed. An AgLearn administrator will send an email to the learner that their account was 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 4-11 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 **Export Services** 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.
8. Enter **Services** as the Last and **Export** as the First for the Name of Point of Contact (POC) fields.
9. Enter ppqexportservices@aphis.usda.gov in the Email for Point of Contact (POC) field.
10. Enter **PCIT** as the name of your Company or Organization.
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. PCIT Helpdesk will activate the account when the user is ready to access training.