

Basic Instructions / Steps for Becoming an NRCS Technical Service Provider

Part A. EAUTHENTICATION

1. Go to http://www.eauth.egov.usda.gov/eauthCreateAccount.html
2. Select Level II Access
3. Complete the registration page. (You will make up your own User ID, Password, & 4-digit PIN.)
4. Select and complete your security questions and answers, then click CONTINUE.
5. Verify that all your information is correct, submit your registration, and check your email. (An email containing the link to account information is automatically sent. Click the link in the email.)
6. You will next need to visit your local USDA Service Center and present a form of Identification. After presenting your ID to the USDA office and you have been verified in the system, you are ready to complete your TSP Profile.

Part B. COMPLETING TECHREG PROFILE & AGLEARN

1. Go to http://techreg.usda.gov	
2. Along the left side of the page, click Login.	
3. Follow the instructions for applying online. (This involves completing your profile. The profile has two parts, part 1 and part 2.) Part 1 contains all your contact information, licenses, certification, education, work experience, and references. Part 2 contains the service categories and areas you wish to provide service.	
4. Click the boxes indicating that you have taken the required trainings.	
NOTE: If you need to take Training...See below	
AgLearn Instructions	TSPs are required to take two online trainings, at no cost, on the AgLearn website: aglearn.usda.gov Course #1: Conservation Planning Modules 1-5 Course #2: TSP Orientation Register for AgLearn, by completing the following steps. Additional courses may be required based on qualification criteria of the desired TSP category. See Categories and Criteria.
	1. Go to http://aglearn.usda.gov
	2. DO NOT click Login. Click the link for External Registration
	3. On the following page, click Register. (At this point, you will be asked to Login using your eAuthentication login and password.)
	4. Proceed past the Warning page, and enter your Login information.
	5. Complete the registration page. (Your selections should include the following: (NRCS External TSP)
	6. Enter your State TSP Coordinator as the contact.
	7. Submit your registration and await your account activation. You may check the status by emailing your TSP Coordinator (Once you're registered, you can search for the training in the course catalog and launch the content to begin the modules.)
5. Continue to Profile Part 2 and select the categories in which you would like to provide service.	
6. For each category you add/confirm your qualifications by checking boxes that correspond with how you meet the criteria.	
7. Select the States and Counties within those states in which you would like to provide service.	
8. Once you have confirmed all your category qualifications (the boxes are green), you will need to view and read your TSP agreement. This is located at the bottom of Profile Part II.	
9. Once you have read and understood the agreement, you will follow the link for electronic signature, and your application will be submitted.	
10. Once the certifying official reviews and approves your application, you will be certified and your name or business will appear on the public TechReg TSP list.	