

USDA Mentoring Portal Instructions & Certification

Per USDA Departmental Regulation 4740-001, each Agency is required to have a formal mentoring program. New Supervisors (individuals who have never been a federal supervisor before) are required to have a mentor.

New Supervisors are required to take the USDA Mentoring Program Training as a part of their NRCS New Supervisor Training curriculum. It is recommended that a New Supervisor be paired with a mentor within 60 days of appointment into a supervisory position. The New Supervisor must request access to the USDA Mentoring Portal and submit a protégé application in order to be paired with a mentor. Follow the instructions below.

1. Requesting Initial Access – USDA Mentoring Portal

NOTE – If you have previously requested access to the USDA Mentoring Portal, you will be able to go straight to the application (skip forward to step 2 at the bottom).

On the Portal Home page, select the “**Login**” link from the left access menu on the home page. You will be taken to the USDA eAuthentication login page. After successful login you will be taken back to the Mentoring Portal home page. You will then follow the steps below to request the required initial access.

1. Access the USDA Mentoring Portal by navigating to the following link:
<http://www.eservices.usda.gov/usdamentoring/>.
2. Select the “**Request Access to Portal**” link.
3. Enter your **Name**.
4. Enter your **email address** and reenter the email address to confirm.
5. Enter (optional) your **phone number**.
6. Scroll to **select and highlight** your respective agency from the choice list.
7. Scroll to **select and highlight** your organizational unit.
8. Select the role of “**User [Mentor/Protégé]**.”
9. Click the “**Submit Request**” button.

2. Submitting a Protégé Application – USDA Mentoring Portal

Once you receive email confirmation that your access is approved, you will return to the Portal <http://www.eservices.usda.gov/usdamentoring/> to enter an application. You can select the ‘**Protégé**’ tab at the top of the webpage, or the ‘**Be a Protégé**’ link on the left, vertical menu. You will login via your eAuthentication credentials and be taken to the applications.

Important:

By completing the certification for this Item in AgLearn, you are certifying that you have requested initial access to the USDA Mentoring Portal and that you have submitted an application in the Portal.

Please contact your Local Mentoring Coordinator with questions. A list of Local Mentoring Coordinators is available on the USDA Connect [NRCS Mentoring Connect Community](#). You must be logged-in to eAuthentication to access this link.