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Subject:

AgriLife Learn Storefront (formerly AgriLife Bookstore) New Account Set up

AgriLife Learn Storefront Users (New Internal Staff)

Below is the process for new internal staff to log in to the storefront (AgriLife Learn) and search for products (including envelopes). You will need to create an account with AgriLife Learn if you only had an account with the AgriLife Bookstore.

- 1. Go to https://agrilifelearn.tamu.edu/s/
- 2. Click "Log in" in the top, right of the page.
- 3. Click "Create an Account".
- 4. Fill out the registration form and click "Sign Up".

5. Once you have completed account creation, notify <u>learnonline@ag.tamu.edu</u> so we can mark you as staff. (YOU MUST DO THIS STEP BEFORE YOU WILL SEE THE AGENT RESOURCES AND OFFICE SUPPLIES)

6. Log in on the storefront homepage.

7. Using the menu bar at the top of the page, click the "Extension Staff Only" tab. If you are not logged in, this tab will not appear in the menu bar.

Soil Sample Bags and Demonstration Signs will be found under Office Supplies

