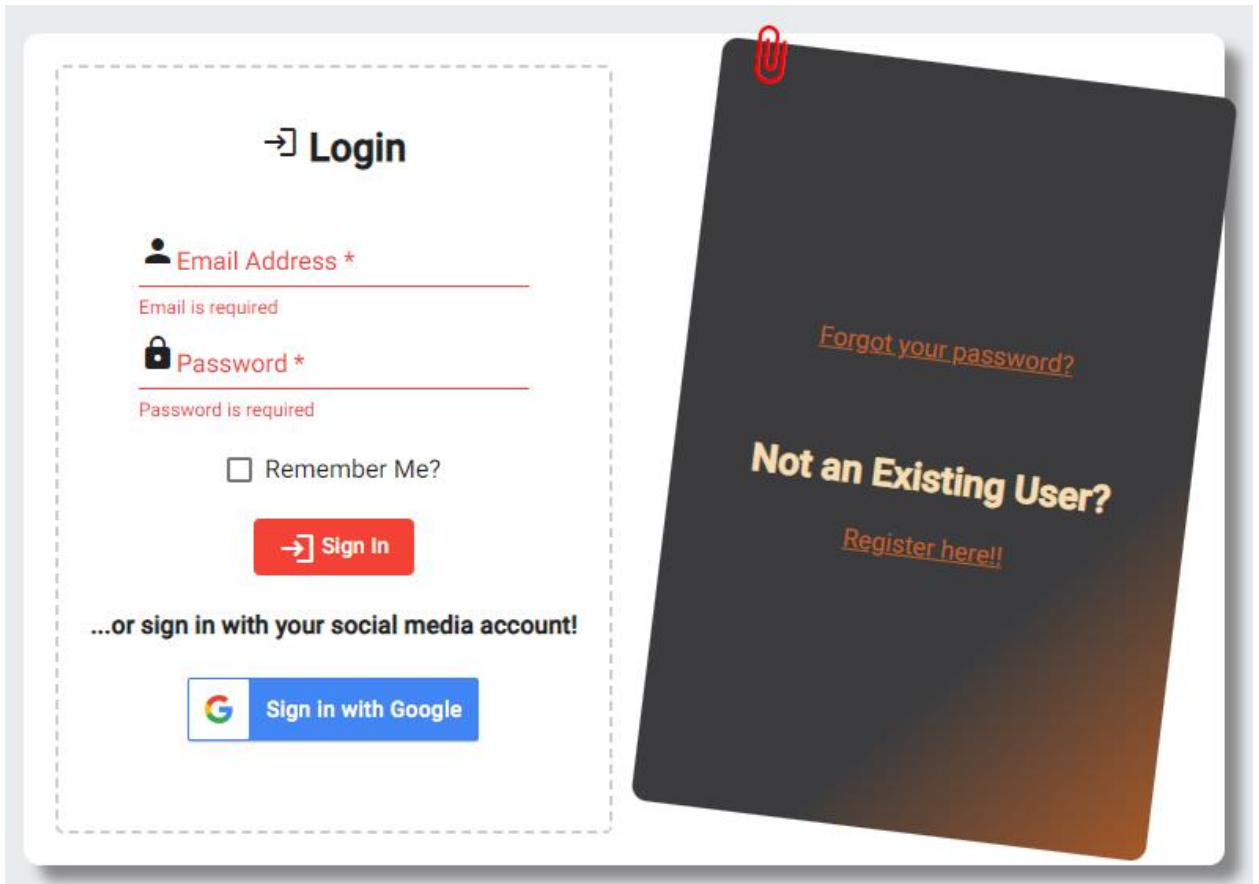**STEP BY STEP: ROSTER SUBMISISON**

1. To submit a roster, click on the following link
   https://apps.ncagr.gov/AgRSysPortalV2/user/login?returnUrl=%2Fcourse%2Fsubmission
   You will need to log in using the e-mail address and password it was used to submit the course
   originally.
   If you do not remember the password, click on **Forgot your password?**

2. Once logged in, at the top bar click on **Continuing Education**, choose **My courses**. There might be
   a chance you will be re-directed to the course submission portion, you can ignore that, and click
   on **Continuing Education** tab at the top of the website, choose **My Courses**.
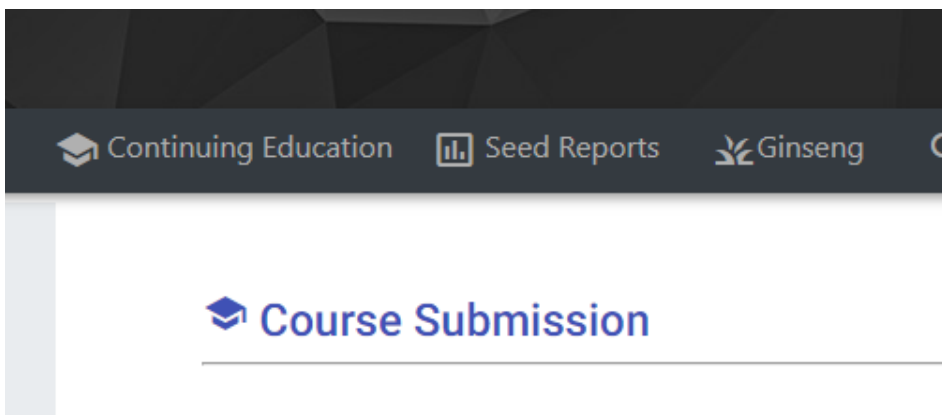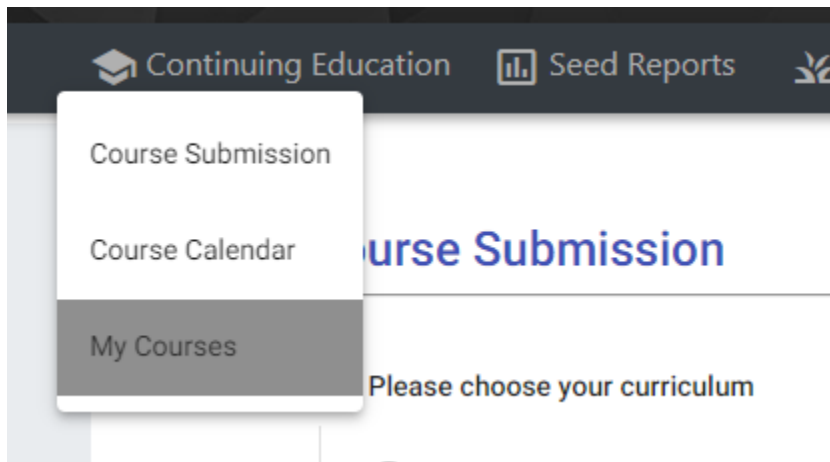
3. Once you're in My courses, look for the course you want to submit the roster.

If you have courses with the same or similar name, and not sure which is the correct course, you can click on the courses and choose the one that matches with the day. Once you've located the course, click on **Add Roster**

My Courses

Offerings	Name	Status
>	test course	Deleted
>	test course	Approved
>	test2	Deleted
>	test3	Deleted
>	course	Deleted
>	Test Course	Deleted
∨	Test Course	Approved

Id: 46380
Start Date/Time: 07/26/23 8:15 AM
End Date/Time: 07/26/23 9:15 AM
Address: 123 Go to be NC Dr.
County: WAKE
Status: Scheduled

Add Roster

4. Once you have clicked on "Add Roster", you will see the following picture on the screen.

Roster Submission

LType   Fnum
_____   _____

License Search   **Add Licensee**

Type   Num   Name   Action
_____

Submit

A pesticide license number has two parts, the license type and the file/license number, the license type is a 3-digit number (026, 031, 032, 038, etc.) and the file/license number is a 4-to-5-digit number, those are the numbers after the 3-digit number.

2023

NOT TRANSFERABLE
STATUTE GS 81.106.119

North Carolina Department of Agriculture & Consumer Services
Steve Troxler, Commissioner
License/Certificate

By Authority of the NC Pesticide Board

LICENSE/CERTIFICATE NO.
026-37449

License Type (Ltype) ➜ **026-37449**

File/License number
(Fnum)

CLASSIFICATION   026-Ground Pesticide Applicator

EXPIRATION DATE   12/31/2023

Categories: B, L, N, E

LICENSEE
OR
CERTIFICATOR

SAMPLE, JOHN DOE
NCDA&CS-SPCAP
2109 BLUE RIDGE RD
RALEIGH   NC   27699

STEVE TROXLER, COMMISSIONER

THIS LICENSE/CERTIFICATE MAY BE SUBJECT TO REVOCATION OR SUSPENSION AS PROVIDED BY LAW

If you have the pesticide license number of the attendees, type the license type on LType, and the file number on Fnum, and click Add Licensee.

Roster Submission

LType   Fnum
026   37449

License Search   **Add Licensee**   ⬅

Type   Num   Name   Action
_____

Submit

Roster Submission

LType		Fnum
026		37449

License Search **Add Licensee**

Type	Num	Name	Action
026	37449	SAMPLE, JOHN DOE	☒ Remove

Submit

Do the same with all the attendees. Do not click on "Submit" until you have added all the attendees. If you do not have a attendees pesticide license number, you can click on **License Search,** which is next to Add Licensee, and you will see the next picture on the screen.

License Quick Search

First name *   Last name *

Type	FNum	Name	Address	Phone

Cancel **Search** ⬅

Type their first name and last name on the corresponding spaces and click on **Search.**

License Quick Search

First name *   Last name *
John   Sample

Type	FNum	Name	Address	Phone
026	16788	SAMPLE, JOHN D.	NCDA&CS - AGSTAT ITS ADP PO BOX 277677 RALEIGH, NC 27611	(919) 733-6333x260
026	37449	SAMPLE, JOHN DOE	,	(919) 733-3556
031	10178	SAMPLE, JOHN DOE	,	(919) 733-3556
027	968	SAMPLE, JOHN DOE	,	(919) 733-3556

Cancel **Search**

Once you have recognized your attendee, remember the pesticide license number, click on **Cancel** or click anywhere outside the License Quick Search box and type the license type and file number on the corresponding spaces. For this example, we will use 031 10178.

If you added someone by mistake, you can remove them by clicking on **Remove**.
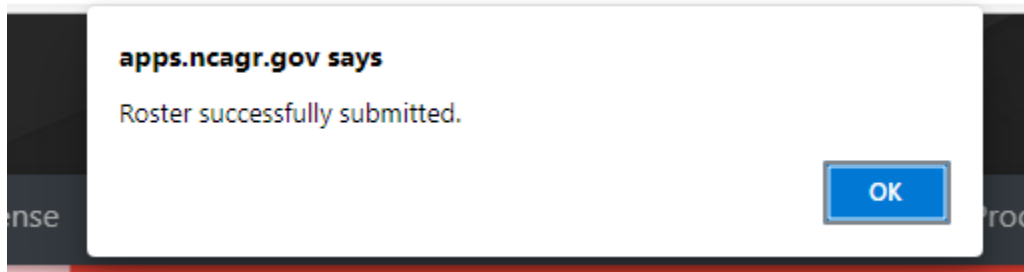
Roster Submission

LType
031

Fnum
10178

[License Search] [Add Licensee]

Type	Num	Name	Action
031	10178	SAMPLE, JOHN DOE	Remove
026	37449	SAMPLE, JOHN DOE	Remove

[Submit]

Once you added all the attendees you can click on **Submit**, and a message will appear at the top of the screen.

apps.ncagr.gov says

Roster successfully submitted.

[OK]

You will be re-directed to your list of My Courses. If you want to check the roster, click on the corresponding course, and click on Add Roster, you will see the roster.

If you see one of your attendee's names repeating multiple times, those other duplicates are the other licenses the person holds, the credits will go to all their licenses.

Roster Submission

LType   Fnum

[License Search] [Add Licensee]

Type	Num	Name	Action
027	968	SAMPLE, JOHN DOE	
038	88295	POPLIN, DARREN	
031	10178	SAMPLE, JOHN DOE	
026	37449	SAMPLE, JOHN DOE	
038	79374	SAMPLE, JOHN DOE	

[Submit]

At this point you cannot remove the attendees you already have submitted, but you can add another attendee in this step and remove it, and click submit, but you cannot remove the ones already submitted.

Roster Submission

LType
031

Fnum
10476

[License Search] [Add Licensee]

Type	Num	Name	Action
031	10476	CAMPOS, ANA P	[Remove]
027	968	SAMPLE, JOHN DOE	
038	88295	POPLIN, DARREN	
031	10178	SAMPLE, JOHN DOE	
026	37449	SAMPLE, JOHN DOE	
038	79374	SAMPLE, JOHN DOE	

[Submit]