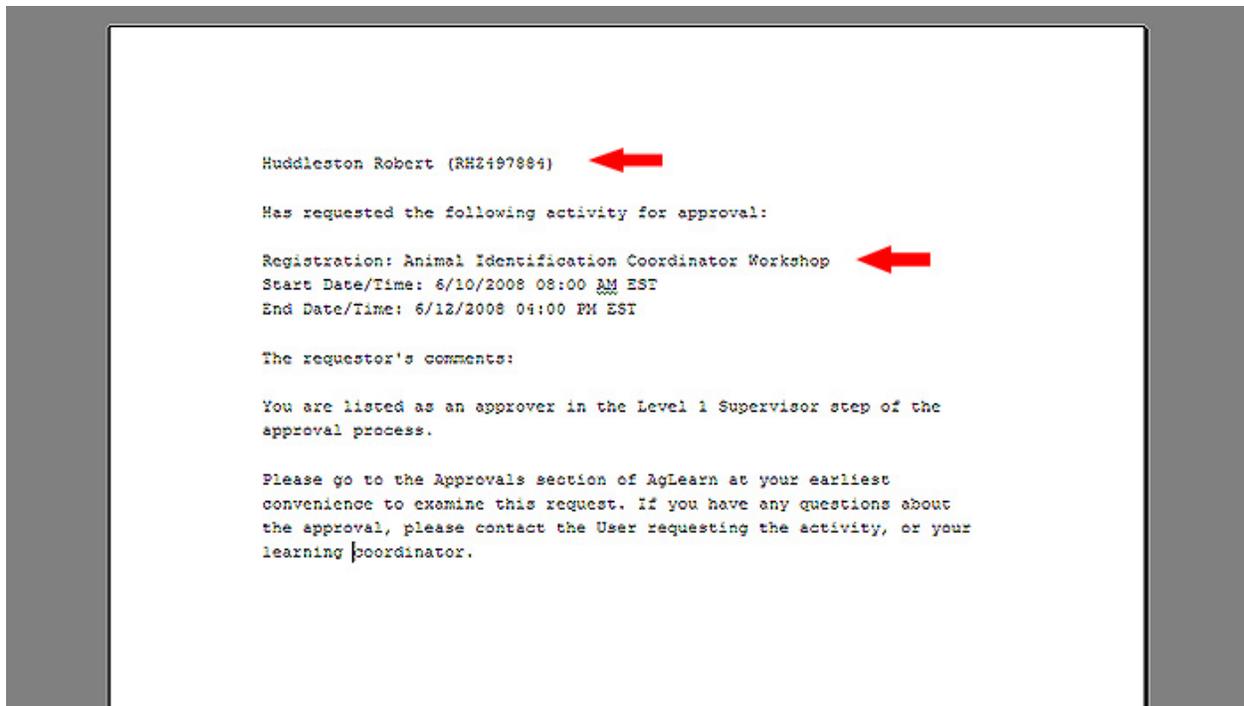


Approving an Employee's Request to take a Training Course in AgLearn *Supervisor Job Aid*

Introduction: Veterinary Services employees can now register for instructor-led PDS courses in AgLearn. The registration process for these courses requires approval of the employee's supervisor, and then the group's training coordinator*. Below are instructions for approving these requests.

Instructions:

1. When an employee has submitted a training request, AgLearn will send you an email giving the employee's name, and information about the training. The email instructs you to log in to AgLearn, review and approve or deny the training request.



** The Training Coordinator does not decide whether or not to approve the training request. The role of the Training Coordinator is to facilitate the decision between the Associate Regional Director or other second-level supervisor, the Regional Epidemiologist, the National Program Staff and the PDS course facilitator on participant selections. Depending on the course, one or more of these stakeholders may play a role in the final selection of participants. The Training Coordinator then acts on their behalf in AgLearn, approving or denying the request. Appendix 1 is a list of Training Coordinators.*

2. Log in to AgLearn at www.aglearn.usda.gov. You will be brought to your welcome screen. If you have a training approval pending, you will see a red alert along the right-hand side of the screen. Click on this link.

The screenshot shows the AgLearn web application interface. At the top, there is a navigation bar with the USDA logo and the text "United States Department of Agriculture AgLearn". Below this is a secondary navigation bar with links for "Welcome Howard Huddleston", "About AgLearn", "Contact Us", "Home", "Search Catalog", "Go", "? Help", and "Log Out". A main navigation bar contains tabs for "Personal", "Learning", "Career", "Catalog", "Reports", and "My Employees".

The main content area is titled "Welcome Howard Huddleston" with the date "2/7/2008". Below the title is a paragraph of introductory text. To the right of this text, under the "Alerts" section, there is a red notification icon and the text "You have User training approvals>". A red arrow points to this notification. Below the alerts, there is a "Catalog" section with links to "View all available instructor-led items" and "View all available online items".

On the left side of the main content area, there are several menu items with icons and brief descriptions:

- Personal**: The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.
- Learning**: The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.
- Career**: The Competencies menu allows you to view your Assessment History, display your Competency Assignments, and perform a Competency Assessment on yourself (and others, if you are a supervisor).
- Catalog**: The Catalog contains all of the learning Items to which you have access. You can Browse by Subject Area or use the Simple or Advanced Searches to find what you are looking for.
- Reports**: Plateau Learning offers nine standard reports. You can run reports about your own learning and learning needs or, if you are a supervisor, about those of your employees.
- My Employees**: The My Employees menu provides supervisors with functions to manage the learning Activities of their employees.

On the right side, there are two tables:

Learning Plan -> Go to Learning Plan

Title	Type	Required By
508 Awareness	↑	
ICS-100 - Introduction to the Incident Command System	↓	
Incident Command System (200)	↑	

Curriculum Status -> Go to Curriculum Status

There are no incomplete curricula for this User.

At the bottom of the page, there is a footer with links for "AgLearn.USDA.gov", "USDA.gov", "Accessibility Statement", "Privacy Policy", and "Non-Discrimination Statement".

- You are taken to your Approvals page. A list of employees and courses for which they are seeking approval will appear. You can review the course title, and dates, and determine if the employee can or cannot attend the training. You can select “Approve” or “Deny”. Then click “Next”.

USDA United States Department of Agriculture
AgLearn

Welcome Howard Huddleston | [About AgLearn](#) | [Contact Us](#) | [Home](#) | Search Catalog Go | [? Help](#) | [6](#)

Personal Learning Career Catalog Reports My Employees

• Home • **Approvals** • Order Status • Order Tickets • Profile • Regional Settings • Communities • Skills

Pending Reviews and Approvals ?

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Performance Management (0) **Training (1)**

Training

▼ Internal Training (1)

Enter Reasons for Approvals or Denials All Direct Reports Only [Next](#)

User Name	Title	Price (\$)	Type	Action [Approve All/Deny All]
Huddleston, Robert A	Animal Identification Coordinator Workshop	0.00	ENROLLMENT	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

▼ External Training (0)

All Direct Reports Only

No items were found using this search criteria.

AgLearn.USDA.gov | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

4. In the next screen, you can enter comments that will be emailed back to the employee along with your decision (approve or deny). Then click “Next”.

The screenshot displays the 'Pending Reviews and Approvals' interface in the AgLearn system. At the top, the USDA logo and 'United States Department of Agriculture AgLearn' are visible. A navigation bar includes links for 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. Below this, a breadcrumb trail shows 'Home > Approvals > Order Status > Order Tickets > Profile > Regional Settings > Communities > Skills'. The main heading is 'Pending Reviews and Approvals' with a help icon. Below the heading, instructions state 'Approve or Deny - Approval Reasons' and 'Enter a reason for approving your employee's training request below.' There are 'Previous' and 'Next' buttons. A table titled 'Approval Reasons' contains the following data:

User Name and Schedule	Approval Reason (optional)
Huddleston, Robert A Animal Identification Coordinator Workshop	

At the bottom of the page, there are links for 'AgLearn.USDA.gov', 'USDA.gov', 'Accessibility Statement', 'Privacy Policy', and 'Non-Discrimination Statement'.

5. You will be brought to a confirmation page, Click on “Confirm”.

The screenshot shows the AgLearn user interface. At the top left is the USDA logo and the text 'United States Department of Agriculture AgLearn'. A navigation bar contains links for 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. Below this is a breadcrumb trail: 'Home > Approvals > Order Status > Order Tickets > Profile > Regional Settings > Communities > Skills'. The main heading is 'Pending Reviews and Approvals' with a help icon. Below the heading are links for 'Approve or Deny', 'Approval Reasons', and 'Confirm'. A table with the following data is displayed:

Approve		
User Name	Title	Price (\$)
Huddleston, Robert A	Animal Identification Coordinator Workshop	0.00

At the bottom of the page, there are links for 'AgLearn.USDA.gov', 'USDA.gov', 'Accessibility Statement', 'Privacy Policy', and 'Non-Discrimination Statement'. A 'Previous' button and a 'Confirm' button are located to the right of the table.

6. You will see a summary screen, indicating you have successfully approved or denied the training request. You can either log out of AgLearn, or click “Start Over” to review additional requests.

The screenshot displays the AgLearn web interface. At the top left is the USDA logo and the text 'United States Department of Agriculture AgLearn'. A navigation bar includes links for 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. Below this is a breadcrumb trail: 'Home > Approvals > Order Status > Order Tickets > Profile > Regional Settings > Communities > Skills'. The main heading is 'Pending Reviews and Approvals' with a help icon. A progress bar shows 'Approve or Deny' as the active step, followed by 'Approval Reasons', 'Denial Reasons', 'Confirm', and 'Success'. A 'Start Over...' button is visible. A blue success banner reads 'Success' and contains the message: 'You have successfully completed the employee approval and denial process. E-mail notifications have been sent to all affected Users.' The footer contains links for 'AgLearn.USDA.gov', 'USDA.gov', 'Accessibility Statement', 'Privacy Policy', and 'Non-Discrimination Statement'.

7. Following are three examples of the emails employees receive from AgLearn, notifying them of their progress.
- Email confirming the employee has submitted the training request, and noting that both levels of approval – Supervisor and Training Coordinator – must be approved before the employee will be registered in the course.

Huddleston Robert (RH2497884)

This note is to confirm that you have requested to enroll in the following activity: 

Registration: Animal Identification Coordinator Workshop
Start Date/Time: 6/10/2008 08:00 AM EST
End Date/Time: 6/12/2008 04:00 PM EST

The requestor's comments:

Please note that this activity must be approved at the following steps before access to the activity is allowed. If you have any questions about the approval process, please contact your learning coordinator.

Level 1 Supervisor approval. 

Training Coordinator approval.

- Email confirming the employee's supervisor has approved the training request, and noting that the Training Coordinator must still approve the training before the employee will be registered for the course.

Huddleston Robert (RH2497884)

This note is to confirm that the following activity has progressed toward approval.

Registration: Animal Identification Coordinator Workshop
Start Date/Time: 6/10/2008 08:00 AM EST
End Date/Time: 6/12/2008 04:00 PM EST
Level 1 Supervisor approved by Huddleston, Howard 

Comments :

Please note that this activity must still be approved at the following steps before access to the activity is allowed. If you have any questions about the approval process, please contact your learning coordinator.

Training Coordinator approval 

- c. Email confirming the employee has been registered for the course.

This note confirms your registration in the following learning activity: 
Classroom APHIS-VS-1008 10/16/2006 03:11 PM EST
Animal Identification Coordinator Workshop

The schedule is as follows:

Start: 6/10/2008 08:00 AM EST
End: 6/10/2008 04:00 PM EST
Instructor: Dickens, Robert
Facility:
Location: New Orleans, Louisiana

Start: 6/11/2008 08:00 AM EST
End: 6/11/2008 04:00 PM EST
Instructor: Dickens, Robert
Facility:
Location: New Orleans, Louisiana

Start: 6/12/2008 08:00 AM EST
End: 6/12/2008 04:00 PM EST
Instructor: Dickens, Robert
Facility:
Location: New Orleans, Louisiana

If you have any questions about the registration, please contact your learning coordinator.



Approval Reason: sched.vcs

Appendix 1: VS Training Coordinators

Group	Training Coordinator	Contact Information
Office of the Deputy Administrator/MSS/Planning & Strategy	Patricia Davis	Patricia.L.Davis@aphis.usda.gov 4700 River Road, Unit 44 5D-03.12 Riverdale, MD 20737 (301) 734-0019
Office of the Chief Information Officer/OCIO Riverdale/OCIO Ft. Collins	Lelia Cruz	Lelia.Cruz@aphis.usda.gov 4700 River Road, Unit 58 4B-04.5 Riverdale, MD 20737 (301) 734-4344
NCAHEM	LaShaun Nelson	LaShaun.F.Nelson@aphis.usda.gov 4700 River Road, Unit 41 5B-03.3 Riverdale, MD 20737 (301) 734-8073
NAHPP	Lisa Fonville	Lisa.F.Fonville@aphis.usda.gov 4700 River Road Riverdale, MD 20737 (301) 734-4922
CEAH	Brenda Wright	Brenda.K.Wright@aphis.usda.gov 2150 Centre Avenue Bldg B, MS2E3 Ft. Collins, CO 80526 (970) 494-7207
NVSL/FADDL/CVB	Dan Grause	Daniel.J.Grause@aphis.usda.gov 1800 Dayton Road Ames, IA 50010 (515) 663-7300
Eastern Region	Jackie Principe	Jackie.Principe@aphis.usda.gov 920 Main Campus Drive, Suite 200 Raleigh, NC 27606 (919) 855-7250
Western Region	Rick Snyder	Richard.W.Snyder@aphis.usda.gov 2150 Centre Avenue Bldg B, MS3E13 Ft. Collins, CO 80526 (970) 494-7382