

USDA Employees Outside APHIS-Veterinary Services (VS): Registering For A VS Course Through AgLearn

Purpose of This Job Aid:

USDA employees who do not work for APHIS Veterinary Services have AgLearn accounts. However, because of the 2-tier approval process used by Veterinary Services for course registration, USDA employees outside VS cannot submit their nominations through AgLearn.

What follows is a work-around that will place non-VS USDA course nominees onto a “Request” list for a course, from which a PDS Training Specialist can “grab” them and directly enroll them in the course.

Step One: Obtain your supervisor’s permission to take the course by filling out the SF-182 request

Please note: The SF-182 will NOT register you for a VS course. It is confirmation that your supervisor approves you taking the course. Additionally, if you will have to travel to the course it is a required document for USDA employees traveling to training events.

- 1) Complete the SF-182 in AgLearn.

If you are unfamiliar with how to complete an SF-182 in AgLearn, there is an on-line training course in AgLearn that will teach you how to do it. Log in to AgLearn at www.aglearn.usda.gov. Click on the “? Help” link in the upper right hand corner of the screen. A pop-up window will appear with a list of AgLearn Help Courses. Click on “How to Complete and Submit an SF-182 Through AgLearn.”

- 2) When your SF-182 has been approved, please print out a copy and scan/email or fax it to:
 - a. Nancy Platter (nancy.k.platter@aphis.usda.gov), 515-663-7366; and
 - b. Leon White (leon.white@aphis.usda.gov), 301-734-4964.
- 3) Then move on to Step Two below.

Step Two: Place Yourself on the “Request” List

- 1) Log in to AgLearn at www.aglearn.usda.gov

2) Click on "Catalog"

The screenshot shows the AgLearn website home page. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, Reports, and My Employees. The 'Catalog' tab is highlighted. A red arrow points to this tab with the text "CLICK ON 'CATALOG' TAB". Below the navigation bar, there is a welcome message for Robert Huddleston and several resource boxes for BusinessPro, ITPro, and Offline Essentials. On the right side, there is a 'Catalog' section with a table of learning plans.

Title	Type	Required By
Action-Script, Sound, and Video in Flash 8	->	4/30/2008
Animation in Flash 8	->	4/30/2008
Introduction to the features of Flash 8	->	4/30/2008
Using Text and Components in Flash 8	->	4/30/2008
Workflow, Navigation, and Publishing in Flash 8	->	4/30/2008

3) Click on "Simple Catalog Search"

The screenshot shows the 'Browse Catalog' page. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, Reports, and My Employees. The 'Catalog' tab is highlighted. Below the navigation bar, there is a breadcrumb trail: Browse Catalog > Calendar of Offerings > Simple Catalog Search > Advanced Catalog Search. A red arrow points to the 'Simple Catalog Search' link with the text "CLICK ON SIMPLE CATALOG SEARCH". Below the breadcrumb trail, there is a 'Subject Area Menu' section with a list of subject areas and a table of items.

Subject Area Menu	Items
[Expand All] [Collapse All]	
*USDA COURSES	Please select Subject Area to view related items.
AgLearn Original Courseware Structure	
Business Certifications	
Business Skills Curricula	
Desktop Certifications	
Desktop Curricula	
Environmental, Safety and Health, and Transportation Curricula	
Federal Government Curricula	
IT Professional Certifications	
IT Professional Curricula	
Leadership Development Channel	
Legal Compliance Curricula	
NETg Curricula (English - US)	
North House Courseware (22)	
Personal Financial Education (9)	
SkillsSoft Knowledge Centers (12)	
Test Prep View (92)	
The Graduate School, USDA (Fee Based)	

4) In Title, type in the course name, and then click on "Search."

USDA United States Department of Agriculture
AgLearn

Welcome Robert Huddleston | About AgLearn | Contact Us | Home | Search Catalog | Go | Help | Logout

Personal Learning Career Catalog Reports My Employees

Browse Catalog • Calendar of Offerings • **Simple Catalog Search** • Advanced Catalog Search

Simple Catalog Search

The Simple Catalog Search page allows you to search Learning Item, Curriculum title and description by keyword. You can also filter your search by Item Classification.

Keyword Search

Enter Keywords to search Item, Curriculum title and Description fields.
Keywords: Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

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TYPE IN THE COURSE NAME

THEN CLICK ON "SEARCH"

5) The course should appear in a box below. To the right, there will be three buttons. One is "Request Schedule." Click on this.

USDA United States Department of Agriculture
AgLearn

Welcome Robert Huddleston | About AgLearn | Contact Us | Home | Search Catalog | Go | Help | Logout

Personal Learning Career Catalog Reports My Employees

Browse Catalog • Calendar of Offerings • **Simple Catalog Search** • Advanced Catalog Search

Search Results

Enter Keywords to search Item, Curriculum title and Description fields.
Keywords: Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search using the search form above.

Title	Type	Price (4)	Status	Action
Animal Health 101				<input type="button" value="Request Schedule"/> <input type="button" value="Add to Learning Plan"/> <input type="button" value="Add to Community"/>

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CLICK ON "REQUEST SCHEDULE"

6) The request box will pop up. You do not have to put in a "Needed By" date or a "Comment," although you can. Then click on "Request."

The screenshot shows the USDA AgLearn registration page for 'Animal Health 101'. The page includes a navigation menu with options like 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. The main content area is titled 'Registration' and contains details about the course, including its description and a 'Request Schedule' section. In the 'Request Schedule' section, there are input fields for 'Need By Date' and 'Comments'. A red arrow points to a blue 'Request' button located at the bottom right of the form area.

CLICK ON "REQUEST"

7) The next screen will show that you have a request. It will seem like you still have another step, but you don't.

The screenshot shows the same USDA AgLearn registration page, but now with a table of requests. The table has columns for 'Request Date', 'Need By Date', 'Reason/Comments', and 'Remove'. There is one entry in the table with a 'Request Date' of '2/4/2009'. A 'Remove' button is visible at the bottom right of the table.

Request Date	Need By Date	Reason/Comments	Remove
2/4/2009			<input type="checkbox"/>

Step Three: Advise Nancy Platter and Leon White that you have placed yourself on the "Request" list.

They will pull you from the "Request" list and directly enroll you in the course in AgLearn.

Note: Please make certain that in AgLearn you have the following information updated in your profile:

- 1) Your work email address.**
- 2) Your supervisor**
- 3) Your office phone and fax numbers (if available)**

If you do not know how to update your AgLearn profile, please contact your Agency AgLearn Administrator for assistance.