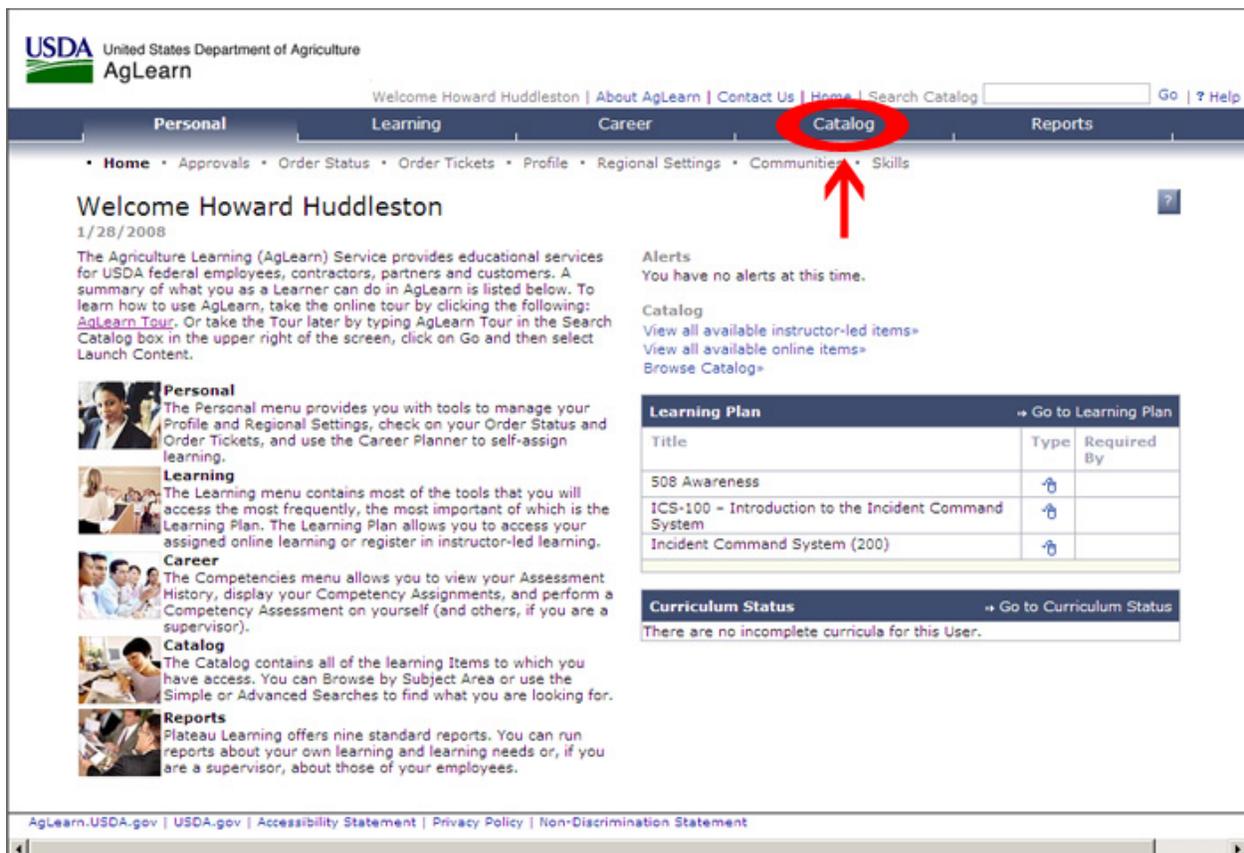


## Registering for a Veterinary Services Course in AgLearn *Job Aid*

**Introduction:** Veterinary Services employees and external partners (Users) can view all scheduled offerings for courses facilitated by the VS Professional Development Staff in the AgLearn catalog. If the course allows for on-line registration, Users can register, or sign-up for the waitlist, for the course in AgLearn. Below are instructions for locating and registering for a VS-PDS course through AgLearn.

**Instructions:**

1. Log in to AgLearn at [www.aglearn.usda.gov](http://www.aglearn.usda.gov). You will be brought to your welcome screen. Along the top menu bar is a selection for “Catalog”. Click on this tab.



The screenshot shows the AgLearn user interface for a user named Howard Huddleston. The top navigation bar includes tabs for Personal, Learning, Career, **Catalog** (highlighted with a red circle and an arrow), and Reports. Below the navigation bar, there is a welcome message and a sidebar with links to Home, Approvals, Order Status, Order Tickets, Profile, Regional Settings, Communities, and Skills. The main content area displays a 'Welcome Howard Huddleston' message with a date of 1/28/2008. Below this, there are sections for Alerts, Catalog, Learning Plan, and Curriculum Status. The Learning Plan section contains a table with the following data:

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

The Curriculum Status section indicates: "There are no incomplete curricula for this User."

- The first screen you are taken to under the “Catalog” tab is the “Browse Catalog” screen. This screen has a table with two columns. In the left-hand column is a list of Subject Area Menus. The right-hand column will show the courses listed under a given subject area menu. All PDS-facilitated courses are found in the “APHIS Veterinary Services submenu of the “AgLearn Original Courseware Structure” Subject Area. To access the APHIS Veterinary Services menu of courses, you must first expand the “AgLearn Original Courseware Structure” Subject Area. **To do this, click on the small blue arrow directly to the left of the Subject Area Menu entry (indicated by the red arrow in the example below).**

USDA United States Department of Agriculture  
AgLearn

Welcome Howard Huddleston | About AgLearn | Contact Us | Home | Search Catalog [ ] Go | Help

Personal Learning Career **Catalog** Reports

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

### Browse Catalog

**PLEASE NOTE:** This page is used to browse the catalog by Subject Area. Click the Expand icon ▶ located at the beginning of the Subject Area title to view the Subject Areas nested beneath it.

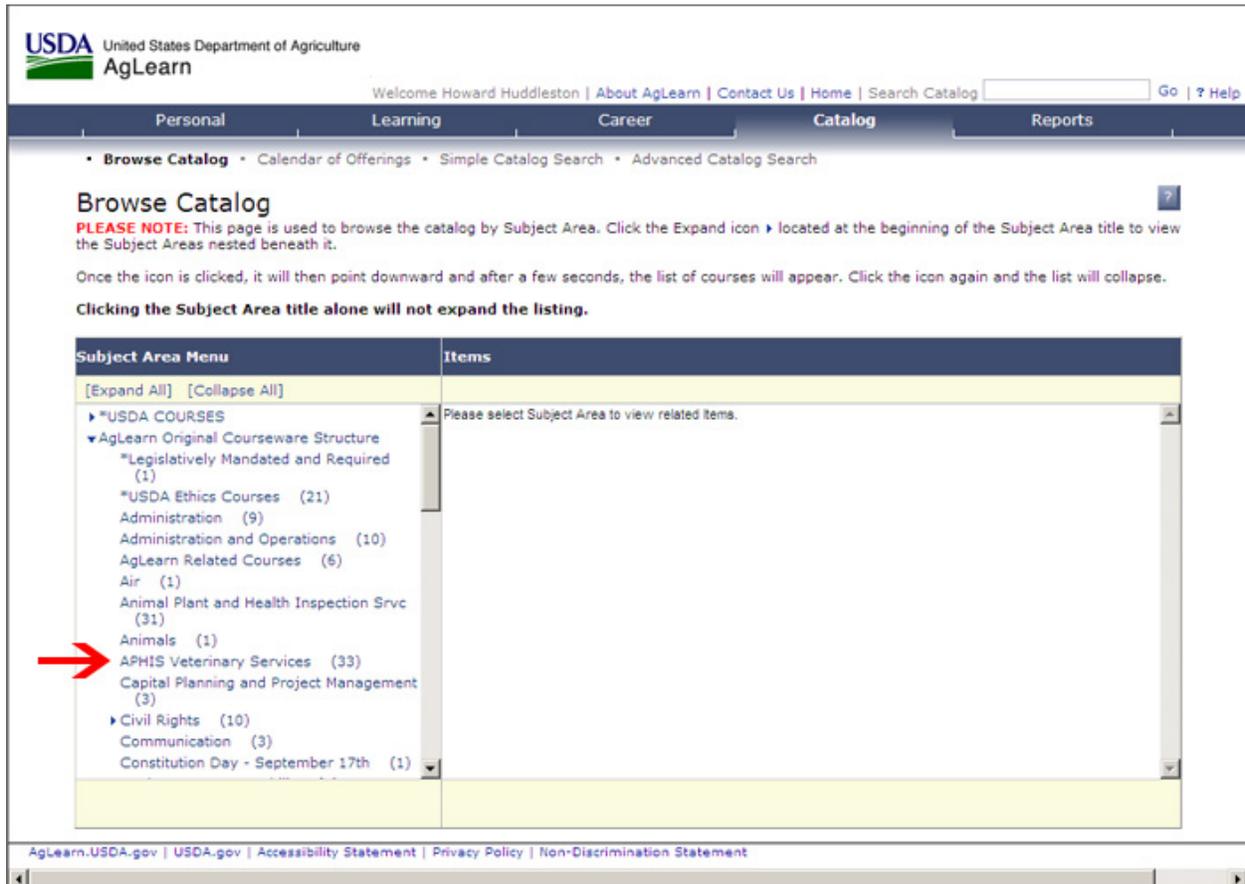
Once the icon is clicked, it will then point downward and after a few seconds, the list of courses will appear. Click the icon again and the list will collapse.

**Clicking the Subject Area title alone will not expand the listing.**

Subject Area Menu	Items
[Expand All] [Collapse All]	
▶ *USDA COURSES	Please select Subject Area to view related items.
▶ AgLearn Original Courseware Structure	
▶ Business Skills Curricula	
▶ Environmental, Safety and Health, and Transportation Curricula	
▶ Federal Government Curricula	
▶ IT Professional Curricula	
▶ Personal Financial Education (9)	
▶ The Graduate School, USDA (fee Based)	

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

- The “AgLearn Original Courseware Structure” submenu will appear. On this submenu is “APHIS Veterinary Services”. Click on this line to view the courses in the APHIS Veterinary Services catalog.



USDA United States Department of Agriculture  
AgLearn

Welcome Howard Huddleston | About AgLearn | Contact Us | Home | Search Catalog  Go | ? Help

Personal Learning Career **Catalog** Reports

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

### Browse Catalog

**PLEASE NOTE:** This page is used to browse the catalog by Subject Area. Click the Expand icon ▶ located at the beginning of the Subject Area title to view the Subject Areas nested beneath it.

Once the icon is clicked, it will then point downward and after a few seconds, the list of courses will appear. Click the icon again and the list will collapse.

**Clicking the Subject Area title alone will not expand the listing.**

Subject Area Menu	Items
[Expand All] [Collapse All]	
▶ *USDA COURSES	Please select Subject Area to view related items.
▼ AgLearn Original Courseware Structure	
*Legislatively Mandated and Required (1)	
*USDA Ethics Courses (21)	
Administration (9)	
Administration and Operations (10)	
AgLearn Related Courses (6)	
Air (1)	
Animal Plant and Health Inspection Svc (31)	
Animals (1)	
▶ APHIS Veterinary Services (33)	
Capital Planning and Project Management (3)	
▶ Civil Rights (10)	
Communication (3)	
Constitution Day - September 17th (1)	

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

- The menu of courses in the APHIS Veterinary Services catalog will appear in the right-hand column.

USDA United States Department of Agriculture  
AgLearn

Welcome Howard Huddleston | About AgLearn | Contact Us | Home | Search Catalog  Go | ? Help

Personal Learning Career **Catalog** Reports

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

## Browse Catalog

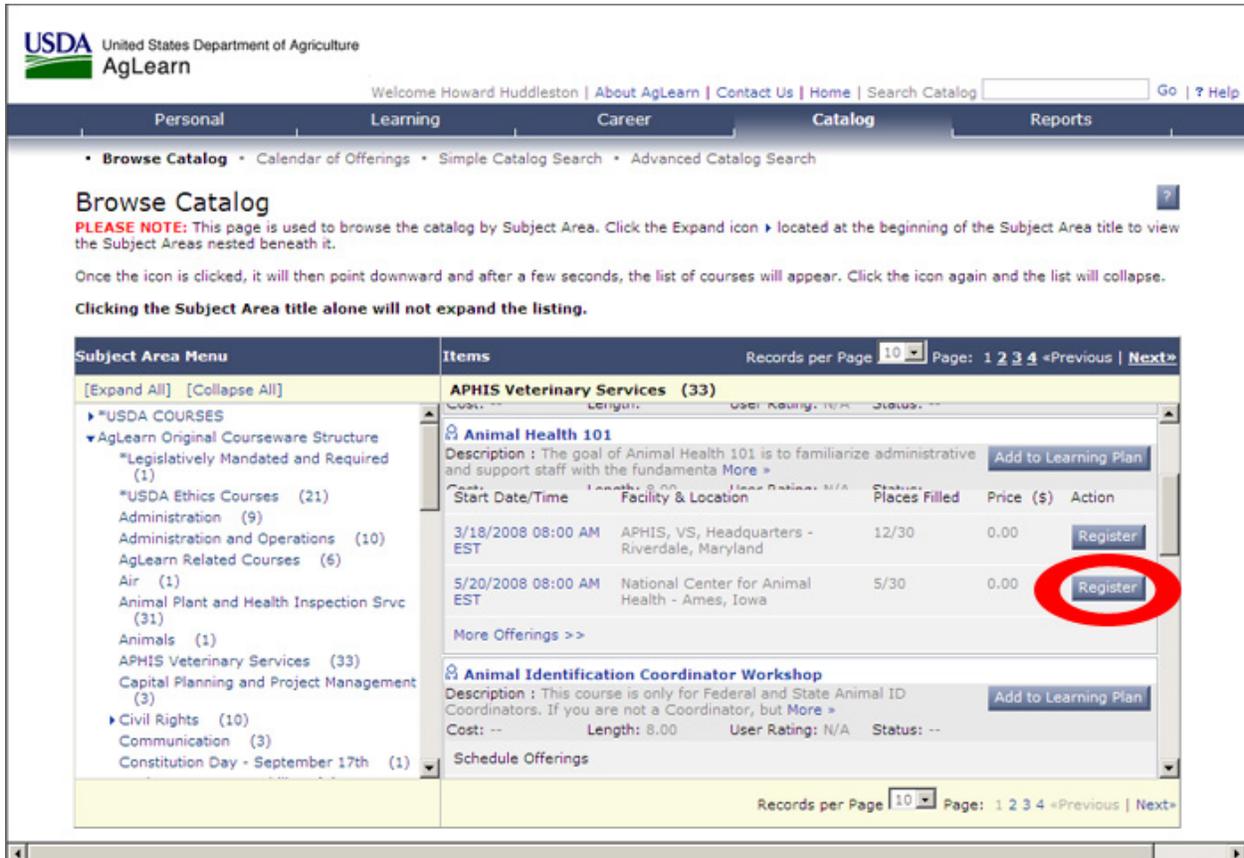
**PLEASE NOTE:** This page is used to browse the catalog by Subject Area. Click the Expand icon located at the beginning of the Subject Area title to view the Subject Areas nested beneath it.

Once the icon is clicked, it will then point downward and after a few seconds, the list of courses will appear. Click the icon again and the list will collapse.

Clicking the Subject Area title alone will not expand the listing.

Subject Area Menu	Items										
[Expand All] [Collapse All]	Records per Page <input type="text" value="10"/> Page: 1 2 3 4 «Previous   Next»										
<ul style="list-style-type: none"> <li>▶ **USDA COURSES</li> <li>▼ AgLearn Original Courseware Structure               <ul style="list-style-type: none"> <li>*Legislatively Mandated and Required (1)</li> <li>*USDA Ethics Courses (21)                   <ul style="list-style-type: none"> <li>Administration (9)</li> <li>Administration and Operations (10)</li> <li>AgLearn Related Courses (6)</li> <li>Air (1)</li> <li>Animal Plant and Health Inspection Svc (31)</li> <li>Animals (1)</li> <li>APHIS Veterinary Services (33)</li> <li>Capital Planning and Project Management (3)</li> </ul> </li> <li>▶ Civil Rights (10)                   <ul style="list-style-type: none"> <li>Communication (3)</li> <li>Constitution Day - September 17th (1)</li> </ul> </li> </ul> </li> </ul>	<p><b>APHIS Veterinary Services (33)</b></p> <p> <b>Advanced Johnes Disease Coordinator Workshop</b>            Description : The training provides Designated Johnes Disease Coordinators (DJD's) with a deep understanding of cu More »  <a href="#">Request Schedule</a>  <a href="#">Add to Learning Plan</a></p> <p> <b>Agriculture Emergency Response Training (AgERT)</b>            Description : AgERT is a 4-day all-hazards, agriculture-oriented emergency response course. Sponsored by the USDA More »  <a href="#">Request Schedule</a>  <a href="#">Add to Learning Plan</a>  <a href="#">Access Community</a></p> <p>Cost: -- Length: User Rating: N/A Status: --</p> <p> <b>Animal Health 101</b>            Description : The goal of Animal Health 101 is to familiarize administrative and support staff with the fundamenta More »  <a href="#">Add to Learning Plan</a></p> <p>Cost: -- Length: 8.00 User Rating: N/A Status: --</p> <p>Schedule Offerings</p> <table border="1"> <thead> <tr> <th>Start Date/Time</th> <th>Facility &amp; Location</th> <th>Places Filled</th> <th>Price (\$)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: right;">Records per Page <input type="text" value="10"/> Page: 1 2 3 4 «Previous   Next»</td> </tr> </tbody> </table>	Start Date/Time	Facility & Location	Places Filled	Price (\$)	Action	Records per Page <input type="text" value="10"/> Page: 1 2 3 4 «Previous   Next»				
Start Date/Time	Facility & Location	Places Filled	Price (\$)	Action							
Records per Page <input type="text" value="10"/> Page: 1 2 3 4 «Previous   Next»											

- Scroll down this list of courses to find the course you for which you are registering. The courses are listed alphabetically by title. For example, if you wanted to take “Animal Health 101,” you would scroll down until you found this listing. Note that in this example, the course is offered multiple times. If you wanted to take the session offered May 20-21, 2008 in Ames, IA, you would click on the register button for this session, as shown below.



USDA United States Department of Agriculture  
AgLearn

Welcome Howard Huddleston | About AgLearn | Contact Us | Home | Search Catalog  Go | ? Help

Personal Learning Career Catalog Reports

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

### Browse Catalog

**PLEASE NOTE:** This page is used to browse the catalog by Subject Area. Click the Expand icon  located at the beginning of the Subject Area title to view the Subject Areas nested beneath it.

Once the icon is clicked, it will then point downward and after a few seconds, the list of courses will appear. Click the icon again and the list will collapse.

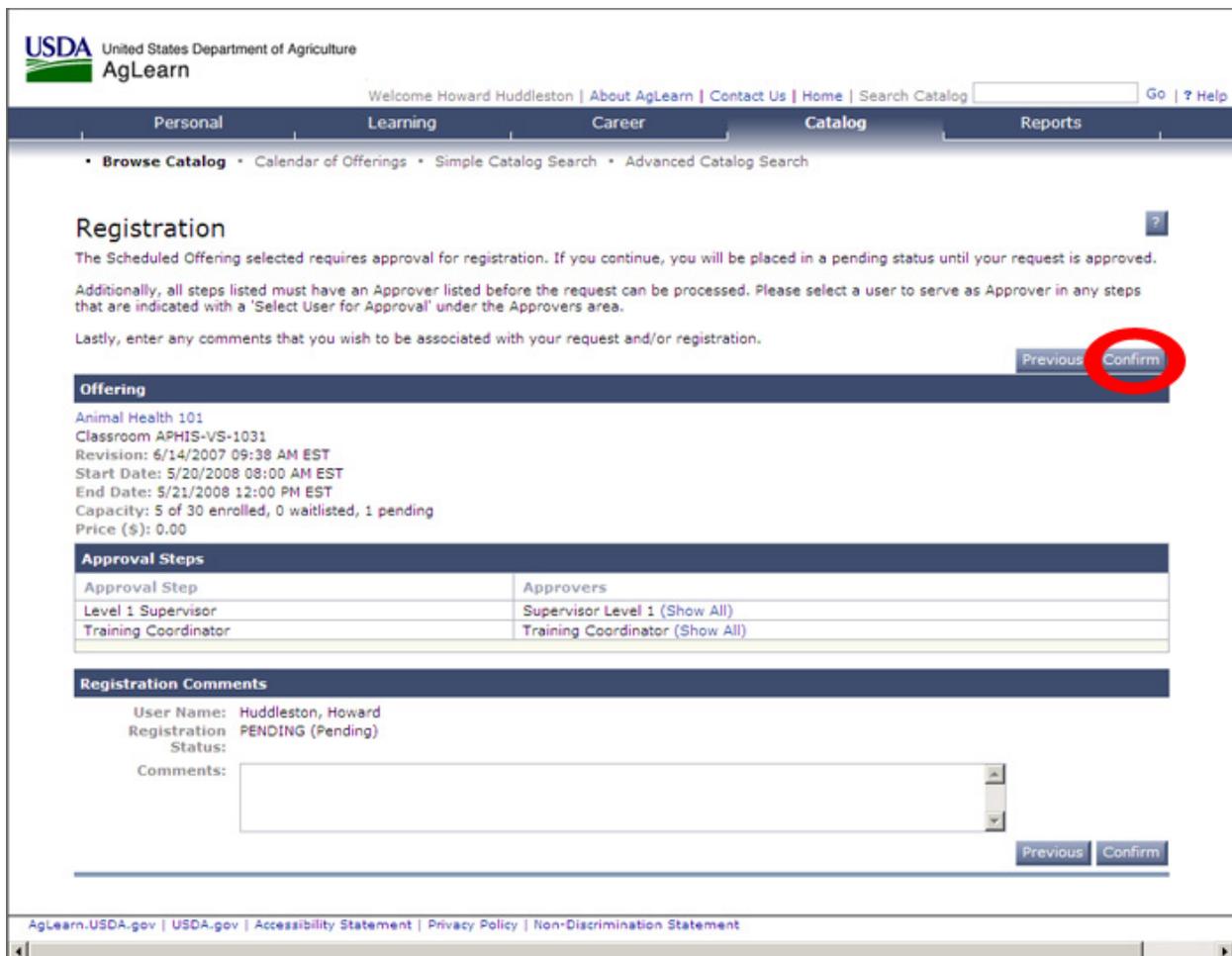
Clicking the Subject Area title alone will not expand the listing.

Subject Area Menu	Items															
[Expand All] [Collapse All]	Records per Page: 10 Page: 1 2 3 4 <Previous   Next>															
▶ *USDA COURSES	<b>APHIS Veterinary Services (33)</b>															
▼ AgLearn Original Courseware Structure	<p><b>Animal Health 101</b></p> <p>Description: The goal of Animal Health 101 is to familiarize administrative and support staff with the fundamentals <a href="#">More &gt;</a></p> <p><a href="#">Add to Learning Plan</a></p> <table border="1"> <thead> <tr> <th>Start Date/Time</th> <th>Facility &amp; Location</th> <th>Places Filled</th> <th>Price (\$)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>3/18/2008 08:00 AM EST</td> <td>APHIS, VS, Headquarters - Riverdale, Maryland</td> <td>12/30</td> <td>0.00</td> <td><a href="#">Register</a></td> </tr> <tr> <td>5/20/2008 08:00 AM EST</td> <td>National Center for Animal Health - Ames, Iowa</td> <td>5/30</td> <td>0.00</td> <td><a href="#">Register</a></td> </tr> </tbody> </table> <p>More Offerings &gt;&gt;</p>	Start Date/Time	Facility & Location	Places Filled	Price (\$)	Action	3/18/2008 08:00 AM EST	APHIS, VS, Headquarters - Riverdale, Maryland	12/30	0.00	<a href="#">Register</a>	5/20/2008 08:00 AM EST	National Center for Animal Health - Ames, Iowa	5/30	0.00	<a href="#">Register</a>
Start Date/Time	Facility & Location	Places Filled	Price (\$)	Action												
3/18/2008 08:00 AM EST	APHIS, VS, Headquarters - Riverdale, Maryland	12/30	0.00	<a href="#">Register</a>												
5/20/2008 08:00 AM EST	National Center for Animal Health - Ames, Iowa	5/30	0.00	<a href="#">Register</a>												
*Legislatively Mandated and Required (1)																
*USDA Ethics Courses (21)																
Administration (9)																
Administration and Operations (10)																
AgLearn Related Courses (6)																
Air (1)																
Animal Plant and Health Inspection Srv (31)																
Animals (1)																
APHIS Veterinary Services (33)																
Capital Planning and Project Management (3)																
▶ Civil Rights (10)																
Communication (3)																
Constitution Day - September 17th (1)																
	Records per Page: 10 Page: 1 2 3 4 <Previous   Next>															

6. In this example, Animal Health 101 requires the approval of your Supervisor, and the Training Coordinator for your Region or group. Once you submit your registration, you will not be enrolled in the course until both levels of approval have been completed by your supervisor, and then your training coordinator. Click on “Yes” to proceed.

The screenshot shows the AgLearn website interface. At the top left is the USDA logo with the text 'United States Department of Agriculture' and 'AgLearn'. A navigation bar contains links for 'Personal', 'Learning', 'Career', 'Catalog', and 'Reports'. Below the navigation bar, there are links for 'Browse Catalog', 'Calendar of Offerings', 'Simple Catalog Search', and 'Advanced Catalog Search'. A 'Warning Details' section contains a message: 'The scheduled offering (11146) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.' Below this message is the question 'Do you wish to proceed?' and two buttons: 'No' and 'Yes'. The 'Yes' button is circled in red. At the bottom of the page, there are links for 'AgLearn.USDA.gov', 'USDA.gov', 'Accessibility Statement', 'Privacy Policy', and 'Non-Discrimination Statement'.

7. You will be taken to the registration screen. Your supervisor\* and your training coordinator will be listed in the table. If you click on “Show All” next to the approval levels, you will see the name of your supervisor in Level 1, and the name(s) of the training coordinator(s) in level 2. *If your supervisor is not listed, you will need to update your AgLearn profile before registering for the course. If you do not, your request will not be submitted to your supervisor. If you need instruction on how to list your supervisor, click on the “Help” option in the upper right-hand corner of your screen, and click on “Selecting Your Supervisor – Tutorial”.* Click on “Confirm”.



USDA United States Department of Agriculture  
AgLearn

Welcome Howard Huddleston | About AgLearn | Contact Us | Home | Search Catalog  Go ? Help

Personal Learning Career Catalog Reports

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

### Registration

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a user to serve as Approver in any steps that are indicated with a 'Select User for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous **Confirm**

Offering	
Animal Health 101	
Classroom APHIS-VS-1031	
Revision: 6/14/2007 09:38 AM EST	
Start Date: 5/20/2008 08:00 AM EST	
End Date: 5/21/2008 12:00 PM EST	
Capacity: 5 of 30 enrolled, 0 waitlisted, 1 pending	
Price (\$): 0.00	

Approval Steps	
Approval Step	Approvers
Level 1 Supervisor	Supervisor Level 1 (Show All)
Training Coordinator	Training Coordinator (Show All)

Registration Comments

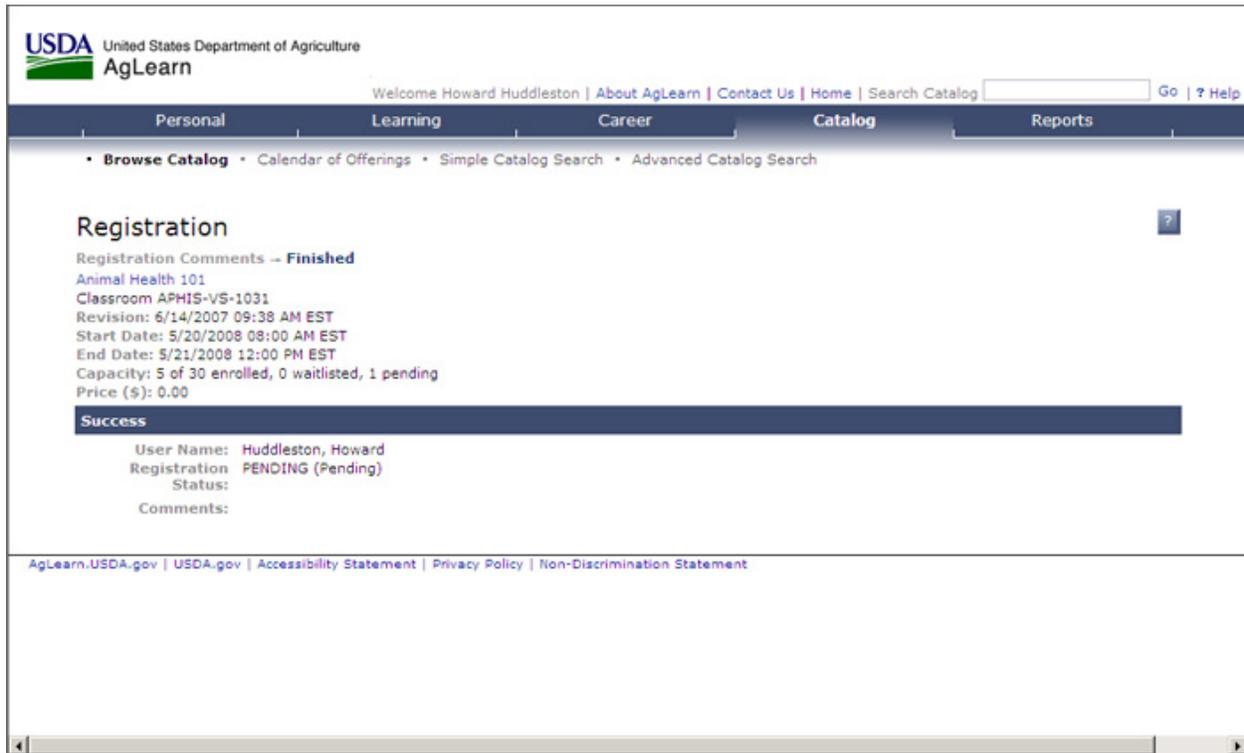
User Name: Huddleston, Howard  
Registration Status: PENDING (Pending)  
Comments:

Previous Confirm

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

\* External Partners: Your Supervisor is the VS Area-Veterinarian-In-Charge (AVIC) for your state. This person should have been added to your profile by the AgLearn Administrator who originally activated your account.

8. You will be taken to a screen confirming your request has been submitted, and you have a “pending” status in the course roster until your approvals have been completed.



USDA United States Department of Agriculture  
**AgLearn**

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

Personal Learning Career **Catalog** Reports

• [Browse Catalog](#) • [Calendar of Offerings](#) • [Simple Catalog Search](#) • [Advanced Catalog Search](#)

### Registration

Registration Comments → **Finished**

Animal Health 101  
 Classroom APHIS-VS-1031  
 Revision: 6/14/2007 09:38 AM EST  
 Start Date: 5/20/2008 08:00 AM EST  
 End Date: 5/21/2008 12:00 PM EST  
 Capacity: 5 of 30 enrolled, 0 waitlisted, 1 pending  
 Price (\$): 0.00

**Success**

User Name: Huddleston, Howard  
 Registration Status: **PENDING (Pending)**  
 Comments:

[AgLearn.USDA.gov](#) | [USDA.gov](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#)

9. Your request is submitted.
  - a. Your supervisor will receive an email within a few minutes, informing him or her that he or she has an approval request pending. Your supervisor must log in to AgLearn, review your request, and approve or deny your request. When he or she has taken this action, you will be informed by email of the decision.
  - b. If the request is approved by your supervisor, your Regional or group Training Coordinator(s) will then receive an email from AgLearn informing them that they have an approval request pending. Depending on the course and your group's/Region's protocol, the Training Coordinator will follow-up with the appropriate second level approval authority (Regional Epidemiologist, Associate Regional Director, Regional Director, etc.), and “approve” or “deny” your request based on that authority's decision.
  - c. If the second level of approval is approved, you will be enrolled in the class. You, your supervisor and the course facilitator will be automatically notified by email that you have been enrolled.
  - d. If your request is denied at either level 1 or level 2 of the process, you will be notified by email that your request was denied.