

Withdrawing From a Registration in AgLearn *Job Aid*

Introduction: Veterinary Services employees and external partners can withdraw from courses for which they have registered. *Please note that if a user has been placed directly on the class roster by an AgLearn Administrator, he or she will not be able to withdraw from the course without an Administrator's assistance.*

Instructions:

1. Log in to AgLearn at www.aglearn.usda.gov. You will be brought to your welcome screen. Along the top menu bar is a selection for "Learning". Click on this tab and you will come to your Learning Plan screen.

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AgLearn

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Personal Learning Career Catalog Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning • SF-182 Requests

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser

[Expand All] [Collapse All]

Learning Plan		Items:	Required:		
Title	Type	Required By	Status	Action	Remove
▶ 508 Awareness	🔗		In progress	Launch content Access Community	🗑️
▶ Animal Health 101	🔗		Enrolled	View registration	
▶ ICS-100 - Introduction to the Incident Command System	🔗		Available	Launch content	
▶ Incident Command System (200)	🔗		Available	Launch content	

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2. Locate the course you wish to withdraw from, and click on “View Registration”.

The screenshot shows the USDA AgLearn Learning Plan interface. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, and Reports. Below this, there is a breadcrumb trail: Learning Plan > Learning Calendar > Current Registrations > Curriculum Status > Learning History > Record Learning > SF-102 Requests. The main heading is "Learning Plan" with a help icon. Below the heading, there is a description: "This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well." There are two dropdown menus: "Group Plan by: None" and "Field Chooser". Below these are links for "[Expand All]" and "[Collapse All]". The main content is a table with the following columns: Title, Type, Required By, Status, Action, and Remove. The table contains four rows of course information. A red arrow points to the "View registration" button in the Action column for the "Animal Health 101" course.

Title	Type	Required By	Status	Action	Remove
508 Awareness			In progress	Launch content Access Community	
Animal Health 101			Enrolled	View registration	
ICS-100 - Introduction to the Incident Command System			Available	Launch content	
Incident Command System (200)			Available	Launch content	

- You will be taken to a summary of your registration. Click on the “Withdraw” button in the lower right hand corner.

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Registration

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Animal Health 101
Classroom APHIS-VS-1031
Revision: 6/14/2007 09:38 AM EST
Item Description: The goal of Animal Health 101 is to familiarize administrative and support staff with the fundamental concepts of animal classification, animal husbandry, disease agents and transmission, program and foreign animal diseases, and how these concepts affect economic health and public health.
The course is comprised of eight one-hour interactive classroom sessions.
This course requires approval for registration. Please review the PDS FY2008 Training Catalog (Page 1) for nomination instructions using AgLearn at the following URL: http://www.aphis.usda.gov/animal_health/prof_development

Assignment Information

Required Date:	Completion Date:	Days Remaining:
Assignment Type:	Assignment Date: 5/28/2008	Assigned By: User (RHZ497884a)

Current Registration

Day (s)	Start	End	Location	Status	Action
2	6/11/2008 10:00 AM EST	6/12/2008 02:00 PM EST	APHIS, VS, Western Region Office - Ft. Collins, Colorado	Enrolled	View Details Withdraw

Available Scheduled Offerings

Request Schedule

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4. A pop-up screen will ask you if you wish to withdraw. Click “Yes”.

The screenshot shows the AgLearn website interface. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, and Reports. Below this, a breadcrumb trail indicates the current location: Learning Plan > Learning Calendar > Current Registrations > Curriculum Status > Learning History > Record Learning > SF-102 Requests. The main content area is titled 'Registration' and includes a 'Back' link and course details for 'Animal Health 101'. A red arrow points to the 'Withdraw' button in the 'Current Registration' table. A Microsoft Internet Explorer pop-up dialog box is displayed over the 'Withdraw' button, asking 'Are you sure you want to Withdraw?' with 'OK' and 'Cancel' buttons.

Registration

← Back
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Classroom APHIS-VS-1031
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URL: http://www.aphis.usda.gov/animal_health/prof_deve

Microsoft Internet Explorer
Are you sure you want to Withdraw?
OK Cancel

Assignment Information

Required Date: Completion Date: Days Remaining:
Assignment Type: Assignment Date: 5/13/2008 Assigned By: User (RHZ497884s)

Current Registration

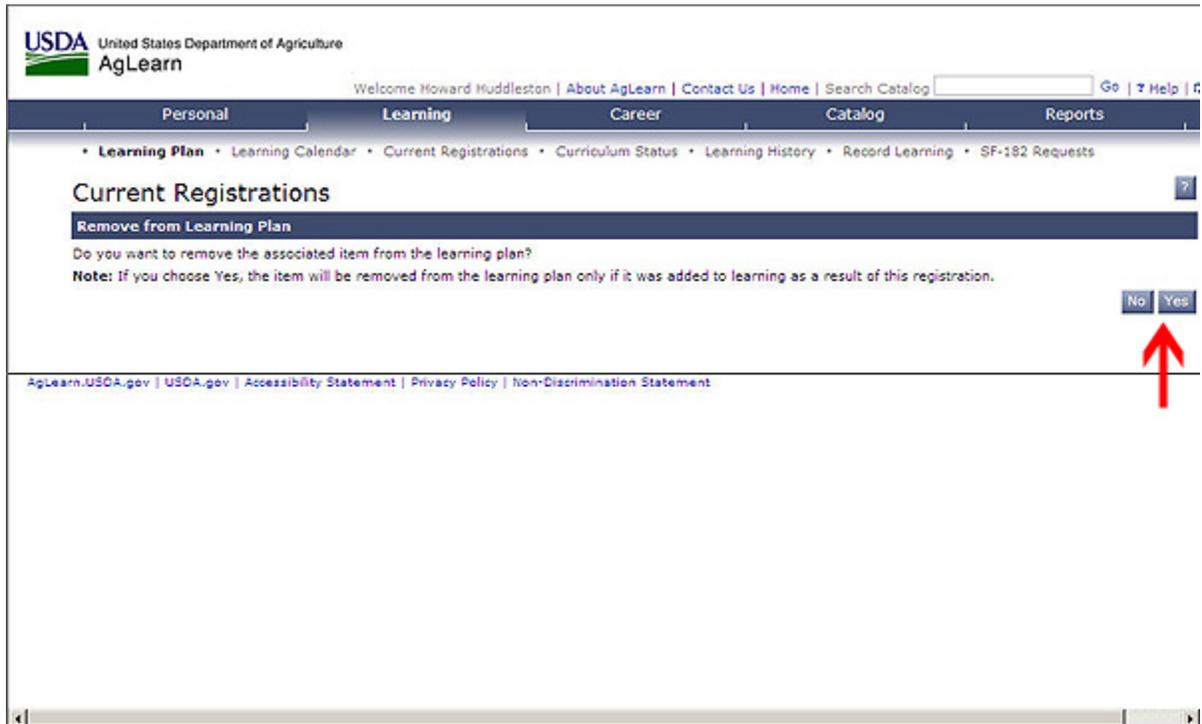
Day (s)	Start	End	Location	Status	Action
2	6/11/2008 10:00 AM EST	6/12/2008 02:00 PM EST	APHIS, VS, Western Region Office - Ft. Collins, Colorado	Enrolled	View Details Withdraw

Available Scheduled Offerings

Request Schedule

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5. You will be taken to a confirmation screen. Click on “Yes”.



6. Your registration will be withdrawn. You, your supervisor and the training instructor for the course will be notified by email by AgLearn that you have withdrawn. If you click back immediately to your Learning Plan, you will still see the course listed. Simply click on another tab, such as “Personal”, and then click back to “Learning Plan”. The course should then be gone from your plan.

The screenshot shows the AgLearn website 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", and "Reports". Below this is a breadcrumb trail: "Learning Plan" > "Learning Calendar" > "Current Registrations" > "Curriculum Status" > "Learning History" > "Record Learning" > "SF-182 Requests". The main content area is titled "Registration" and includes a "Back" link. It lists course details for "Animal Health 101", including the classroom ID "APHIS-VS-1031" and a revision date of "6/14/2007 09:38 AM EST". The item description states: "The goal of Animal Health 101 is to familiarize administrative and support staff with the fundamental concepts of animal classification, animal husbandry, disease agents and transmission, program and foreign animal diseases, and how these concepts affect economic health and public health." It also notes that the course consists of eight one-hour interactive classroom sessions. A note indicates that registration requires approval and provides a URL for nomination instructions: "http://www.aphis.usda.gov/animal_health/prof_development". Below this are three expandable sections: "Current Registration" (which shows "There are no current registrations for this item."), "Available Scheduled Offerings", and "Request Schedule". The footer contains links for "AgLearn.USDA.gov", "USDA.gov", "Accessibility Statement", "Privacy Policy", and "Non-Discrimination Statement".