

## AgLearn Electronic SF-182 – Supervisor/Approver/Reviewer

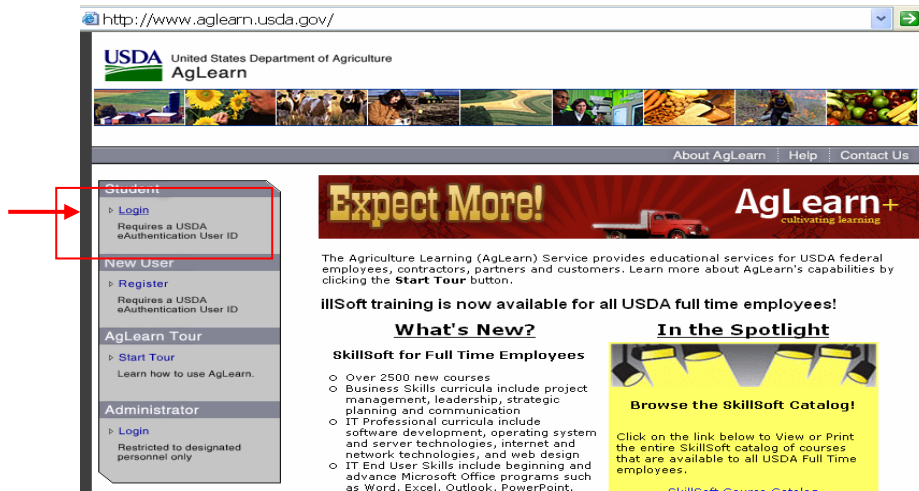
To authorize training using the SF-182 in AgLearn, approvals are required by the supervisor, fund holder, and the person responsible for reviewing the SF-182 for completeness and ordering the training (Reviewer). Employees identify their supervisor in their AgLearn profile. When the SF-182 is prepared, the supervisor is pre-populated from the employee's profile. The person preparing the SF-182 must identify the fund holder and reviewer. The supervisor and fund holder can be the same person and so designated when the SF-182 is prepared. As the SF-182 moves through AgLearn, each person identified will receive an e-mail telling them that they have a document in AgLearn that requires their attention.

This quick start guide is designed to help approvers do the following:

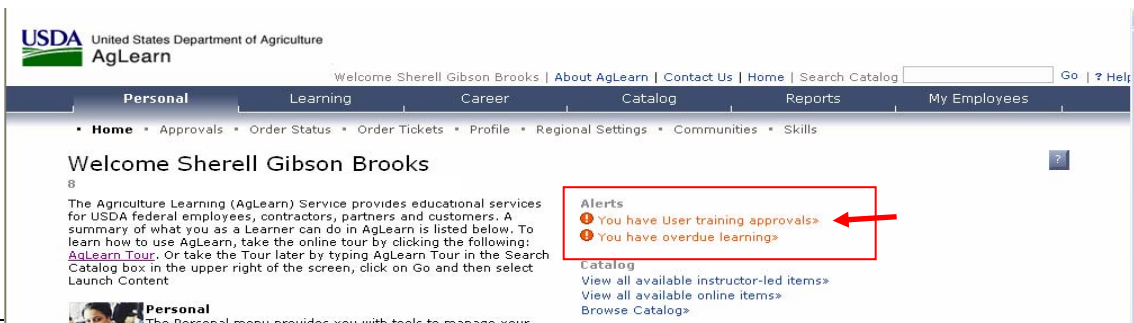
- Navigate to the Pending Reviews and Approvals page
- Review and edit the pending SF-182
- Approve or deny the SF-182

**Note:** Approvers are determined by your office policies and business practices.

1. Go to [www.aglearn.usda.gov](http://www.aglearn.usda.gov).
2. Log in under the **Student** login.



4. From the welcome page, click on the link under **Alerts**, **“You have user training approvals”**



5. The “Pending Reviews and Approvals” screen will appear.
6. To view the training request, click on the title of the training course.

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### 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 (0)

No items were found using this search criteria.  All  Direct Reports Only

External Training (1)

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

| User Name        | Title                  | Price (\$) | Type                      | Action   |
|------------------|------------------------|------------|---------------------------|--|
| Magill, Ashley B | Punctuating with Skill | 1,500.00   | EXTERNAL LEARNING REQUEST | <input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip |

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7. Scroll through the form to review. The designated approvers are listed at the bottom of the SF-182. Click on the “Show Details” button to see who the approvers are. If you are listed more than once, then you will have to repeat the approval process again. If you are the next approver, click on the Start Over button to return and authorize the SF-182 again.

The AgLearn SF-182 is designed to allow for up to 6 approval levels. Because we only use 3 levels - Supervisor, Step 2 and Step 6 (usually the secretary or training designee), 3 of the approval levels are “auto approved”, the SF-182 will flow uninhibited through these “auto” approval levels.

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### External Learning Request Details

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Training Request ID: 18348  
Course Title: Learning Power Point  
Vendor Name: Graduate School, USDA (ITT)  
Training Start Date: 9/20/2007 EST  
Training Complete Date: 9/20/2007 EST

Request Status: Submitted

**External Learning Request Details**

[View Actual Request](#)

[Printable Version](#) [Edit this Request](#)

SF-182 Requests

| 1. Applicant's Name |            |                | 2. Social Security Number | 3. Date   |
|---------------------|------------|----------------|---------------------------|-----------|
| Last Name           | First Name | Middle Initial |                           |           |
| MAGIL               |            |                | 000/00/0000               | 04/19/196 |
| Magill              | Ashley     | B              |                           |           |

4. Home Address 5. Home Phone \* 6. Position Level

### Approval Submission

**Submit for Approval**

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The item/request selected requires approval using the steps listed below.

Any steps that do not have a user listed must have a name filled in before the request can be submitted.

| Approval Step | Approvers                      |
|---------------|--------------------------------|
| Step 1        | Casandra Butler (Close View) ← |
| Step 2        | Katherine Hoyle (Close View) ← |
| Step 3        | Approver 2                     |
| Step 4        | Approver 3                     |
| Step 5        | Approver 4                     |
| Step 6        | Emily Schuck (Close View) ←    |

8. To return to the “Pending Review and Approvals page, scroll to the top of the page and click the [← Back](#) link to return to the “Pending Review and Approvals” page.

9. Click on the **blue arrow** next to the user’s name to see the dates of the training.

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

**Training**

Internal Training (0)

No items were found using this search criteria.  All  Direct Reports Only

External Training (1)

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

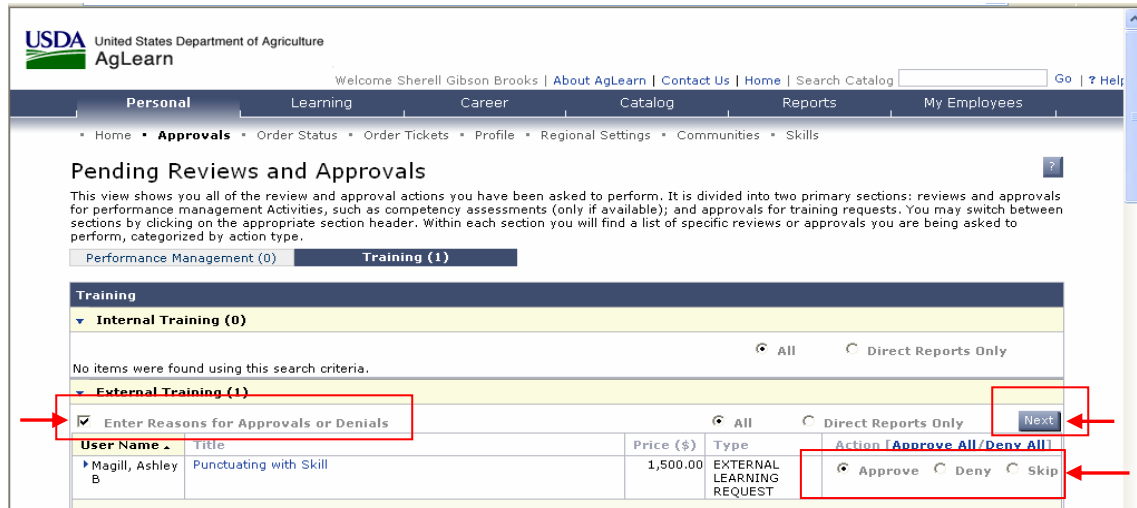
| User Name             | Title                  | Price (\$) | Type                      | Action <a href="#">[Approve All/Deny All]</a>  |
|-----------------------|------------------------|------------|---------------------------|--|
| ▶ Magill, Ashley<br>B | Punctuating with Skill | 1,500.00   | EXTERNAL LEARNING REQUEST | <input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip |

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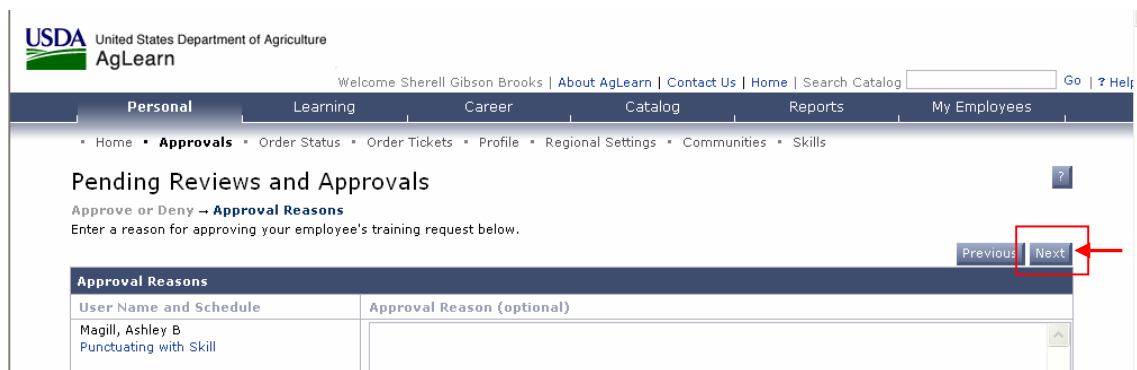
10. On the right side of the screen, you can select “approve” or “deny” the request without opening the form.

**Tip:** To by pass the “approval reason” screen, uncheck the box next to “Enter Reasons for Approvals or Denials”.

11. Click the “next” button.



12. Provide a “reason for approving or denying” the request (optional), click “next”.



13. Click the blue “confirm” button.

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### Pending Reviews and Approvals

Approve or Deny → Approval Reasons → **Confirm**

Previous Confirm

| User Name        | Title                | Price (\$) |
|------------------|----------------------|------------|
| Magill, Ashley B | Learning Power Point | 1,500.00   |

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14. The “Pending Reviews and Approvals page will appear showing the action was “successful”.

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### Pending Reviews and Approvals

Approve or Deny → Approval Reasons → Denial Reasons → Confirm → **Success**

Start Over...

**Success**

You have successfully completed the employee approval and denial process. E-mail notifications have been sent to all affected Users.

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15. If you are listed more than one time as an approver, and you are the next approver to receive the SF-182, click on the “Start Over” button to return to the main approval screen and repeat the approval process.