
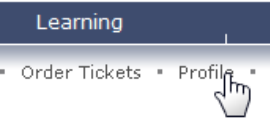


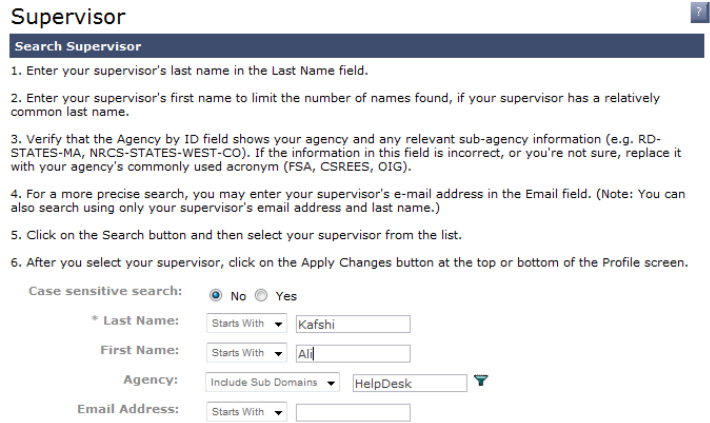
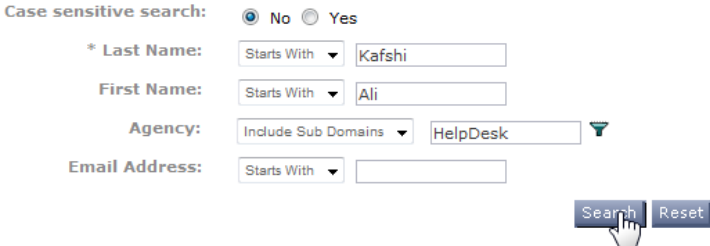



## Updating Your AgLearn Profile

Many functions within AgLearn such as notifications and approvals cannot operate properly without specific identification data about you. AgLearn must have your email address as well as your current supervisor's name properly recorded in order to send you email and to approve your training requests. The following procedure illustrates how to select your current supervisor and how to enter or update your email address in AgLearn.

Step	Activity	View
1.	From the AgLearn student home page, click the <b>Personal</b> menu.	 <p>USDA United States Department of Agriculture AgLearn</p> <p>Personal • Home • Approvals • Order Status</p>
2.	Click <b>Profile</b> .	 <p>Learning • Order Tickets • Profile</p>
3.	In the Employment and Account Information section, locate the Supervisor field.	 <p><b>Employment &amp; Account Information</b></p> <p>First Name: Kathy Last Name: Fallow Middle Initial: T User ID: KD998289 Job Position: Job Location: Organization: Employee Type: Contract Employee Status: Supervisor: <input type="text"/> <a href="#">Select Clear</a></p>
4.	If the field is empty, or an incorrect name is identified, click <b>Select</b> .	 <p>Supervisor: <input type="text"/> <a href="#">Select Clear</a></p>
5.	In the Search Supervisor window, read the instructions that help you enter data (last name, first name, agency, email address), to create a precise search.	 <p><b>Supervisor</b> <span style="float: right;">?</span></p> <p><b>Search Supervisor</b></p> <ol style="list-style-type: none"> <li>Enter your supervisor's last name in the Last Name field.</li> <li>Enter your supervisor's first name to limit the number of names found, if your supervisor has a relatively common last name.</li> <li>Verify that the Agency by ID field shows your agency and any relevant sub-agency information (e.g. RD-STATES-MA, NRCS-STATES-WEST-CO). If the information in this field is incorrect, or you're not sure, replace it with your agency's commonly used acronym (FSA, CSREES, OIG).</li> <li>For a more precise search, you may enter your supervisor's e-mail address in the Email field. (Note: You can also search using only your supervisor's email address and last name.)</li> <li>Click on the Search button and then select your supervisor from the list.</li> <li>After you select your supervisor, click on the Apply Changes button at the top or bottom of the Profile screen.</li> </ol> <p>Case sensitive search: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>* Last Name: Starts With <input type="text" value="Kafshi"/></p> <p>First Name: Starts With <input type="text" value="Ali"/></p> <p>Agency: Include Sub Domains <input type="text" value="HelpDesk"/> <input type="button" value="v"/></p> <p>Email Address: Starts With <input type="text"/></p>
6.	When you have entered data to create an effective search, click <b>Search</b> .	 <p>Case sensitive search: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>* Last Name: Starts With <input type="text" value="Kafshi"/></p> <p>First Name: Starts With <input type="text" value="Ali"/></p> <p>Agency: Include Sub Domains <input type="text" value="HelpDesk"/> <input type="button" value="v"/></p> <p>Email Address: Starts With <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset"/></p>


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- 7. Locate your supervisor and click the corresponding **Select** link.

Supervisor 

— Refine Search

View Supervisor Results

User ID	User Name	Email Address	Duty Station Description	
AK997373	Kafshi, Ali A	ali.kafshi@usda.gov		Select 

- 8. You are returned to the profile screen. Observe that your supervisor's name is now displayed in the Supervisor field.

Employment & Account Information

First Name:

Last Name:

Middle Initial:

User ID: KD998289

Job Position:

Job Location:

Organization:

Employee Type: Contract

Employee Status:

Supervisor:  [Select Clear](#)

- 9. Scroll down to the **Contact Information** section.

Contact Information

Address:

City:

State / Province:

Postal Code:

Country:  

Email Address:

- 10. Enter your current address in the **Email Address** field.

Email Address:

- 11. Scroll to the bottom of the screen and click **Apply Changes**.

