## 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.
- 2. Log in under the **Student** login.



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5. The "I	Pending Reviews and Approvals" screen will appear.	
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	• Home • Approvals • Order Status • Order Tickets • Profile • Regional Settings • Communities • Skills	
	Pending 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.	
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	Any steps that do not have a user list	ted must have a name filled in hefore 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)
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11. Clic	k the "next" button.
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