

## AgLearn Electronic SF-182 – Supervisor/Approver

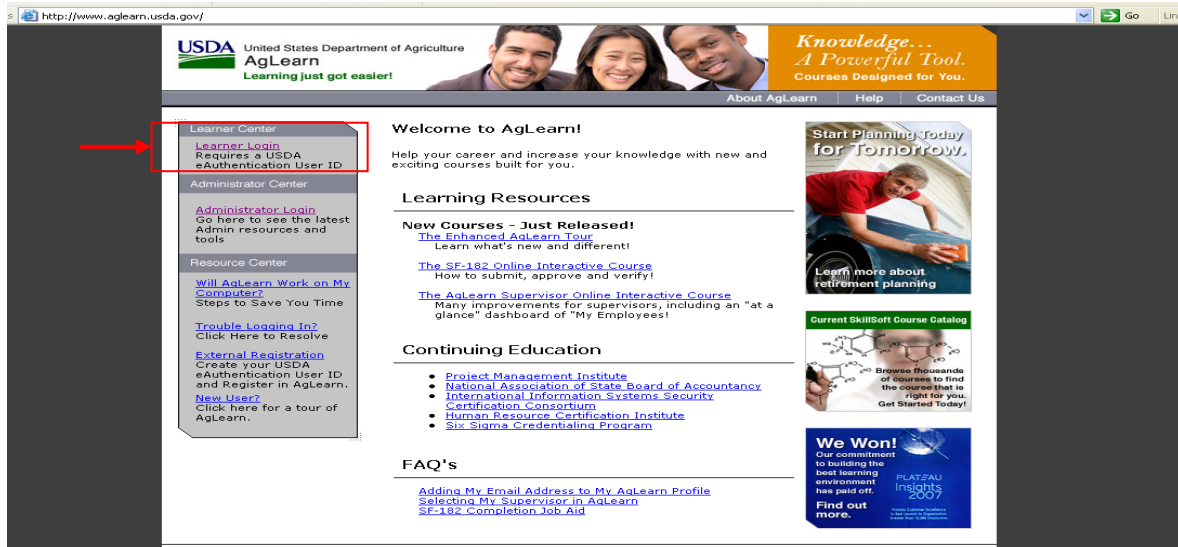
To authorize training using the SF-182 in AgLearn, approvals are required by the supervisor, fund holder, and the person responsible for reviewing the SF-182 for completeness and ordering the training. Employees identify their supervisor in their AgLearn profile. When the SF-182 is prepared, the supervisor is pre-populated from the employee’s profile. The person preparing the SF-182 must identify the **Step 5 approver** (fund holder), and the **Step 6 approver** (person responsible for reviewing the form for accuracy, add accounting and billing info, and print the form before submission). 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:

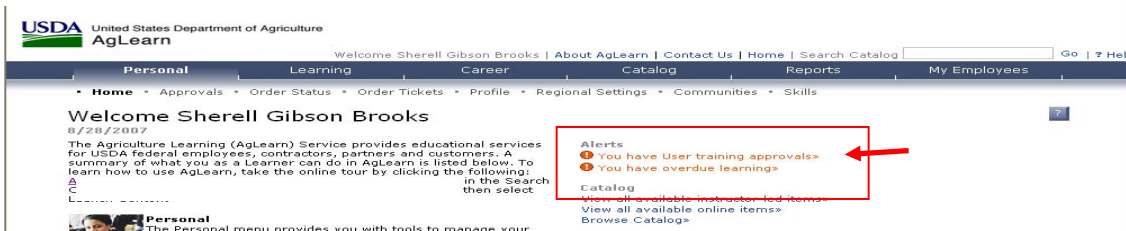
- Navigate to the Pending Reviews and Approvals page
- Review and edit the pending SF-182
- Approve or deny the SF-182

**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.



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



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



6. 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.

The AgLearn SF-182 is designed to allow for up to 6 approval levels. Because we only use 3, Supervisor, Step 5 (fund holder) and Step 6 (person responsible for reviewing the form for accuracy, add accounting, billing info, and printing the form before submission), 3 of the approval levels are “auto approved”, SF-182’s flow uninhibited through these “auto” approval levels.



### Approval Submission

[Submit for Approval](#)

[– Back](#)

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	Approver 2

Step 3	Approver 3
Step 4	Approver 4
Step 5	Katherine Hoyle (Close View) ←
Step 6	Emily Schuck (Close View) ←

- If you clicked on the “title” to view the form, scroll to the top of the page and click the ← [Back](#) link to return to the “Pending Review and Approvals” page.
- Click on the **blue arrow** next to the user’s name to see the dates of the training.



- 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”.
- Click the “next” button.



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

12. Click the blue “confirm” button.

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

14. 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.  
**Note:** Depending on the activity on the system, it could take up to 5 minutes to receive your next request for user approvals.