

## AgLearn Electronic SF-182 – Verifier Role

### Learner and Supervisor

At the completion of a training event, you must verify your attendance in all sessions. This verification allows you to update the SF-182 with new or changed information. After verification by you, your supervisor must also verify completion of all training sessions before it is added to your Completed Work.

This job aid will assist you to do the following:

- Complete the verification form.
- Approve or deny a subordinate's verification of training.
- View the event in the Completed Work page.

1. Once the date of training has passed, the AgLearn system will automatically send the learner and supervisor an email notification as a reminder to verify completion of the training requirement.

**Note:** Learner and Supervisor must verify completion in AgLearn in order to receive credit in the Completed Work.

2. Go to [www.aglearn.usda.gov](http://www.aglearn.usda.gov).
3. Log in under the **Learner login**.
4. If you are the Learner: Follow Steps 5 – 12. If you are the Supervisor: Follow Steps 13-18.

Admin Login

508 Accessibility | About AgLearn | Help | Contact Us

*"I found the new site very user-friendly. It seemed easier to figure out. Thanks for the improvement of the website!"*

--Alva C. Rawles  
Human Resources Manager,  
USDA Rural Development

Log in to AgLearn to get started!

**Login >**

Need an Account?  
Sign Up Now.

**Resource Center**

- + Key Resources
- + Certifications/Accreditations
- + cyberFEDS eLearning
- + IT Knowledge Centers
- + Business Knowledge Centers
- + Leadership Resources
- + Frequently Asked Questions

**Welcome to AgLearn!**  
Add to your knowledge with new and exciting courses built for you.

**New Resources** Updated 04/08/2011

**SkillSoft - Latest Additions**  
Check out all of the newest courses now available in AgLearn!

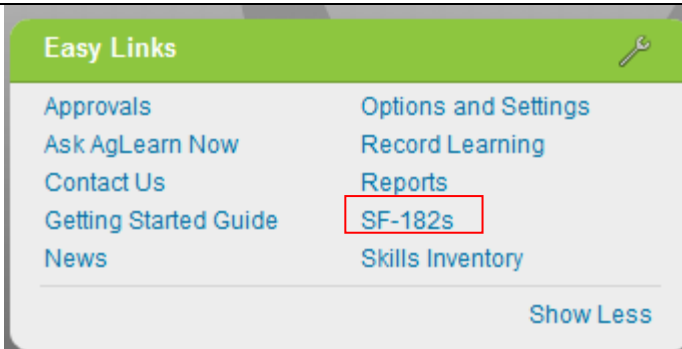
**Books 24x7 on the Go**  
Books 24x7 on the Go is optimized for viewing on the Blackberry and iPhone, and other web-enabled mobile devices. The On the Go mobile site enables access to full functionality of the Books 24x7 platform, including search and browse capabilities as well as site navigation.

**Creating an IDP in AgLearn**  
This job aid will take you through the steps for creating a new IDP, adding a goal, adding an activity to support a goal and submitting that plan to your supervisor for approval.

**Critical Thinking Essentials**  
This course defines critical thinking, describes the elements of critical thought, and outlines strategies for improving the quality of your thinking to help you to achieve your goals, make better decisions, and take charge of what you do.

**Early, Mid and Late Career Financial and TSP Planning for Federal Employees**  
Investing wisely in the Thrift Savings Plan (TSP) is key to Federal Financial and Retirement Planning and critical in these difficult economic times. Learn how to choose investments for your TSP and other savings, which types of investments to use for short-, intermediate- and long-term goals, and how different tax-saving accounts

5. To verify training, go to the **Easy Links**, and click on **SF-182**.



6. The Request, Authorization, Agreements & Certification of Training screen will appear.  
**Note:** (Optional) To view the actual Request, click the **blue Request ID** link.

7. Select the SF-182 you need to verify by clicking the **blue verify** link.



8. Complete the verification process by answering blocks V.1-V.8.

**Note:** If there were changes to the dates, cost and/or credit hours please update before selecting submit.

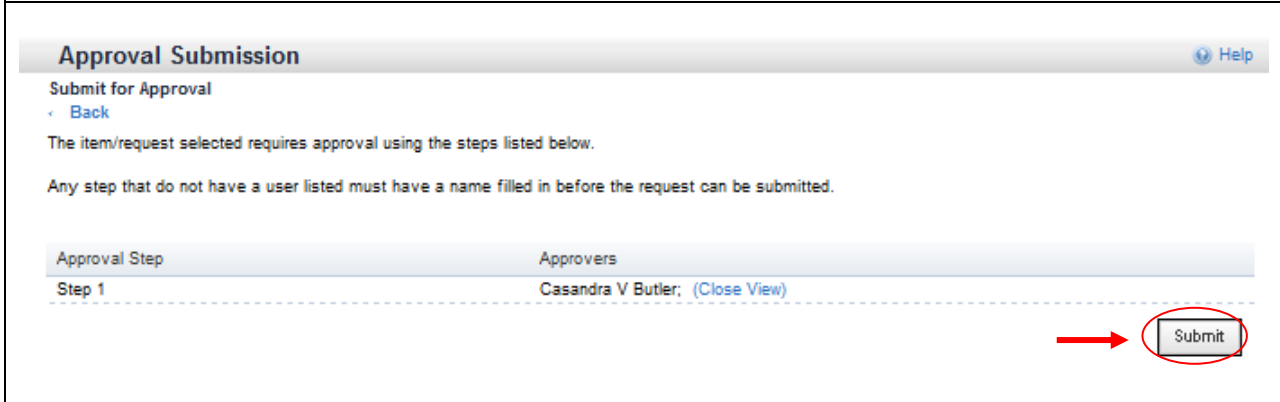
REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING																													
<p>* V.1. Course was completed</p> <p><input checked="" type="radio"/> Yes      V.2. Comments/Explanation</p> <p><input type="radio"/> No      <input style="width: 480px; height: 30px;" type="text"/></p>																													
<p>V.3. Actual Course Dates (MM/DD/YYYY)</p> <p>a. Commenced: <input type="text" value="12/3/2007"/> <input type="button" value="MM"/></p> <p>b. Complete: <input type="text" value="12/5/2007"/> <input type="button" value="MM"/></p>		<p>V.4. Actual Course Hours</p> <p>* a. During Duty: <input type="text" value="24"/></p> <p>* b. Non Duty: <input type="text" value="0"/></p>		<p>V.5. Academic Score</p> <p><input style="width: 100px; height: 20px;" type="text"/></p>																									
<p>V.6. All sessions were attended</p> <p><input checked="" type="radio"/> Yes      V.7. Comments/Explanation</p> <p><input type="radio"/> No      <input style="width: 480px; height: 30px;" type="text"/></p>																													
<p>V.8. Direct Cost and appropriation/fund chargeable</p> <table border="1"> <thead> <tr> <th></th> <th>* Amount</th> <th>Appropriation Fund</th> </tr> </thead> <tbody> <tr> <td>a. Tuition</td> <td><input type="text" value="\$ 895.00"/></td> <td><input type="text"/></td> </tr> <tr> <td>b. Books or Materials</td> <td><input type="text" value="\$ 0.00"/></td> <td><input type="text"/></td> </tr> <tr> <td>c. Total</td> <td><input type="text" value="\$ 895.00"/></td> <td></td> </tr> </tbody> </table>				* Amount	Appropriation Fund	a. Tuition	<input type="text" value="\$ 895.00"/>	<input type="text"/>	b. Books or Materials	<input type="text" value="\$ 0.00"/>	<input type="text"/>	c. Total	<input type="text" value="\$ 895.00"/>		<p>V.9. Indirect Cost and appropriation/fund chargeable</p> <table border="1"> <thead> <tr> <th></th> <th>* Amount</th> <th>Appropriation Fund</th> </tr> </thead> <tbody> <tr> <td>a. Travel</td> <td><input type="text" value="\$ 0.00"/></td> <td><input type="text"/></td> </tr> <tr> <td>b. Per Diem</td> <td><input type="text" value="\$ 0.00"/></td> <td><input type="text"/></td> </tr> <tr> <td>c. Total</td> <td><input type="text" value="\$"/></td> <td></td> </tr> </tbody> </table>				* Amount	Appropriation Fund	a. Travel	<input type="text" value="\$ 0.00"/>	<input type="text"/>	b. Per Diem	<input type="text" value="\$ 0.00"/>	<input type="text"/>	c. Total	<input type="text" value="\$"/>	
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<p>* V.10. Total Training Non-Government Contribution Cost</p> <p><input type="text" value="\$ 895.00"/></p>																													

9. Once verification is complete, click the blue **submit button** at the top or bottom of the screen.

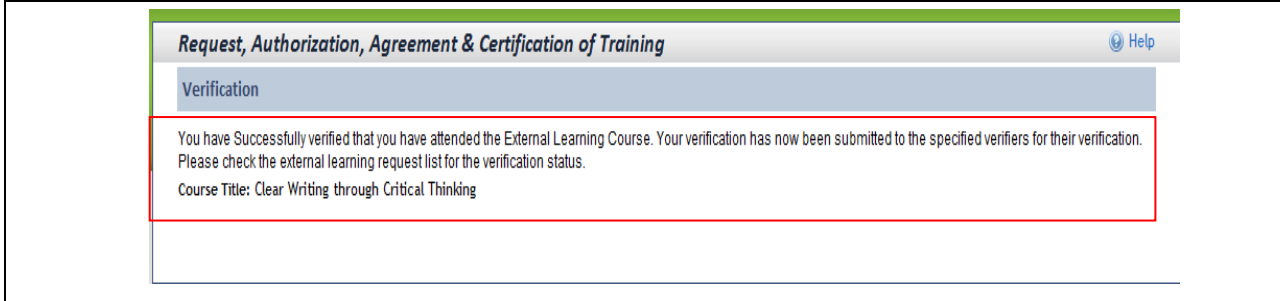
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a. Travel	<input type="text" value="\$ 0.00"/>	<input type="text"/>
b. Per Diem	<input type="text" value="\$ 0.00"/>	<input type="text"/>
c. Total	<input type="text" value="\$"/>	

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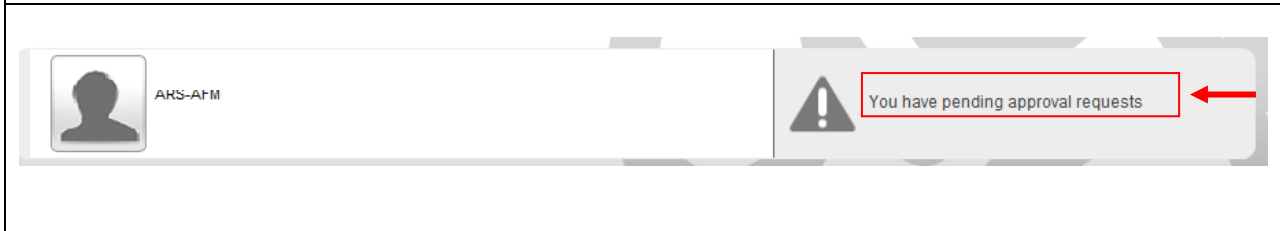
10. The **Approval Submission** screen will appear.  
 (Optional) Click the **(Show All)** link to show the supervisor's name that will approve the verification.
11. Click the **Submit** button.



12. You will receive this message: "You have successfully verified that you have attended the External Learning Course. Your verification has now been submitted to the specified verifiers for their verification. Please check the external learning request list for the verification status." You will receive an email notification explaining that your record of completion is contingent on your supervisor verifying your attendance in the training event. Once received, credit will be given in the completed work record



13. (Supervisor) you will receive an email informing you that you have user training to verify.
14. Follow Steps 2-3 from previous page and click on the Pending Approval link by your name



15. (Optional) To view the original request, click on the SF-182 Title.
16. Click the Approve or Deny radio button, then click Next.

Performance Management (0) Training (3)

**Training**

Internal Training (0)  All  Direct Reports Only

No items were found using this search criteria.

External Training (3)  Enter Reasons for Approvals or Denials  All  Direct Reports Only

User Name ▲	Title	Price	Type	Action [Approve All/Deny All]
Callender, Maya R	Personnel Security and Suitability Adjudication	895.00	EXTERNAL VERIFICATION REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
Risby, Keisha	Advanced Personnel Security and Suitability Adjudication	795.00	EXTERNAL VERIFICATION REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
Staley, Tamara C	Advanced Personnel Security and Suitability Adjudicatin	795.00	EXTERNAL VERIFICATION REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

E-Signature Verification (0)  All  Direct Reports Only

No items were found using this search criteria.

17. (Optional) Give Reason for approval, click Next.

**Approval Reasons**

User Name and Schedule	Approval Reason (optional)
Callender, Maya R <a href="#">Personnel Security and Suitability Adjudication</a>	<div style="border: 1px solid gray; height: 40px;"></div>

18. Click Confirm to verify the training.

**Approve**

User Name	Title	Price
Callender, Maya R	Personnel Security and Suitability Adjudication	895.00