

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.
3. Log in under the **Learner login**.
4. If you are the Learner: Follow Steps 5 – 12. If you are the Supervisor: Follow Steps 13-17.

aglearn+
adding to your knowledge

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!

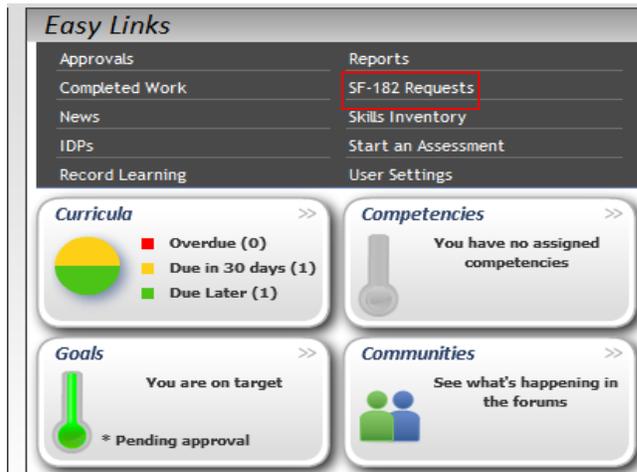
Books 24x7 on the Go
Books 24x7 on the Go is optimized for viewing on the Blackberry and iPhone, and other web-enabled mobile devices. The On the Go mobile site enables access to full functionality of the Books 24x7 platform, including search and browse capabilities as well as site navigation.

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 Requests**.



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.

Request, Authorization, Agreement & Certification of Training Help

Below is a list of all of your SF-182 Request. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click Go to Copy or Withdraw from an SF-182 Request. Click the **New Request** button to initiate a new request.

SF-182 Requests Viewing Options: All requests

Request ID	Title	Status	Pending Approval Actions	Action
97215	Measuring Government Performance	Withdrawn	None	Copy Request
92227	Clear Writing through Critical Thinking	Approved	Pending Verification	Copy Request Verify
69771	Measuring Government Performance	Denied	None	Copy Request Resubmit

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
Verification
Training Request ID : 92227

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

V.1. Course was completed
 Yes
 No

V.2. Comments/Explanation

V.3. Actual Course Dates (MM/DD/YYYY)
 a. Commenced: 1/15/2011
 b. Complete: 1/17/2011

V.4. Actual Course Hours
 a. During Duty: 24
 b. Non Duty: 0

V.5. Academic Score

V.6. All sessions were attended
 Yes
 No

V.7. Comments/Explanation

V.8. Direct Cost and appropriation/fund chargeable

	Amount	Appropriation Fund
a. Tuition	\$25.00	
b. Books or Materials	\$0.00	
c. Total	\$25.00	

V.9. Indirect Cost and appropriation/fund chargeable

	Amount	Appropriation Fund
a. Travel	\$0.00	
b. Per Diem	\$0.00	
c. Total	\$0.00	

V.10. Total Training Non-Government Contribution Cost
\$0.00

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

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.

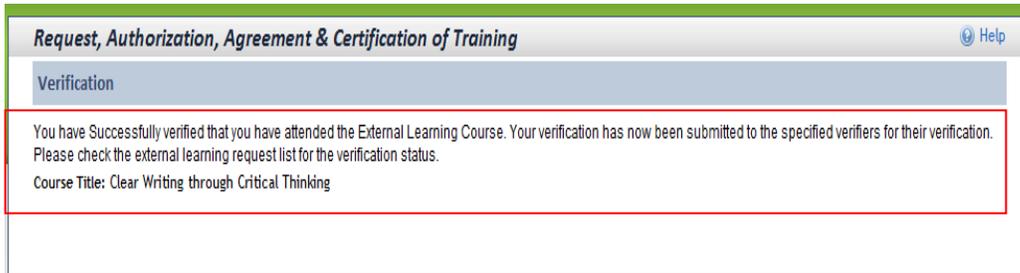
Approval Submission

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	Supervisor Level 1 (Show All)

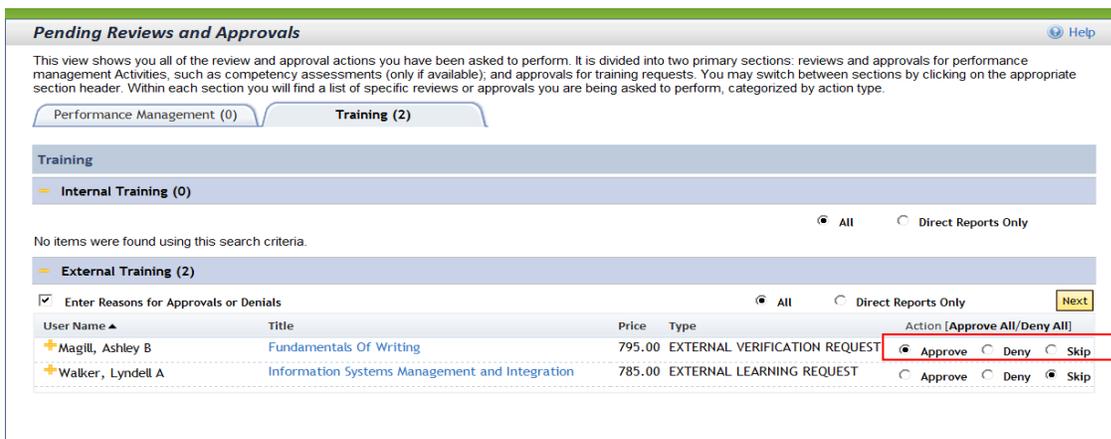
12. You will receive this message: “You have successfully verified that you have attended the External Learning Course. Your verification has now been submitted to the specified verifiers for their verification. Please check the external learning request list for the verification status.” You will receive 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.



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

Pending Reviews and Approvals [Help](#)

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

Approve

User Name	Title	Price
Magill, Ashley B	Fundamentals Of Writing	795.00 US Dollar (USD)