

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 as the **Step 1 approver**. 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:
 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. Approvers will receive an email informing him/her that a learner has submitted an SF-182 and they are listed as an approver for the request.
2. Click the link provided in the email to approve the SF-182

From: AgLearn.System@ocio.usda.gov [mailto:AgLearn.System@ocio.usda.gov]
Sent: Wednesday, March 23, 2011 8:53 AM
To: Brooks, Sherell
Subject: SF-182 Request Approval Required for Lyndell Walker

Lyndell Walker has submitted an AgLearn SF-182 Request for the following activity:

SF-182 Request: Information Systems Management and Integration
 Start Date/Time: 3/25/2011
 End Date/Time: 4/8/2011

You are listed as an approver for this request per your agency's official training approval process.

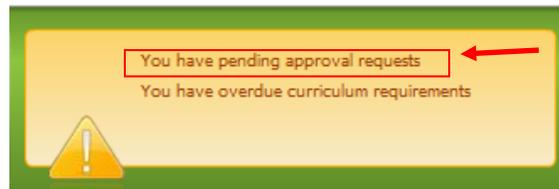
Action Required: Click [Here](#) to Approve this Request.

If you have any questions about the approval process, please contact your AgLearn training coordinator found here. (<http://www.aglearn.usda.gov/contactus.htm>)

If the SF-182 Request submitter entered any comments with the request they will be found below:

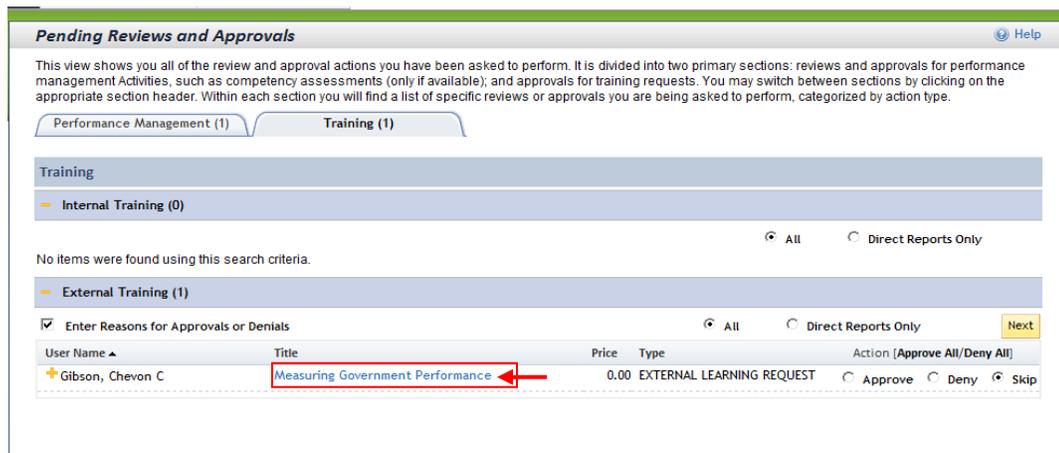
Want more information? Try the online AgLearn course, [USDA AgLearn SF-182 User Course](#). To view the course, click on the course name link and log in. Once logged in, you will be able to see the course details and launch the course.

3. The Here link will redirect the approver to the AgLearn e-Auth login. Once logged in, click the close button on the AgLearn News Page, click on the link **“You have pending approval request”**

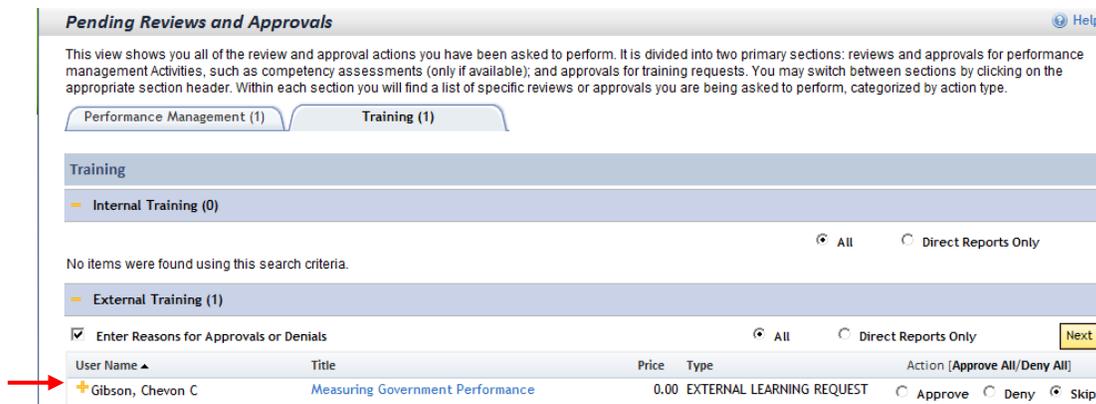


4. The “Pending Reviews and Approvals” screen will appear. Steps 5-8 are optional. To bypass these steps, proceed to Step 9.
5. **(Optional)** To view the training request, click on the title of the training course. Scroll through the form to review. The designated approvers are listed at the bottom of the SF-182. (Move up to 5) Click on the “Show Details” button to see who the approvers are. If you are listed more than once, 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



7. 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.
8. **(Optional)** Click on the **plus icon**  next to the learner’s name to see the dates of the training.



9. Click the appropriate radio button to “approve” or “deny” the request.
Tip: To bypass the “approval reason” screen, uncheck the box next to “Enter Reasons for Approvals or Denials”.
10. Click the “next” button.

Pending Reviews and Approvals Help

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: 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.

Performance Management (1) **Training (1)**

Training

Internal Training (0)

All Direct Reports Only

No items were found using this search criteria.

External Training (1)

Enter Reasons for Approvals or Denials All Direct Reports Only **Next**

User Name	Title	Price	Type	Action [Approve All/Deny All]
Gibson, Chevron C	Measuring Government Performance	0.00	EXTERNAL LEARNING REQUEST	Approve Deny Skip

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

Previous **Next**

Approval Reasons

User Name and Schedule	Approval Reason (optional)
Gibson, Chevron C Measuring Government Performance	

12. Click the “Confirm” button.

Previous **Confirm**

Approve

User Name	Title	Price
Gibson, Chevron C	Measuring Government Performance	0.00

- 13. The “Pending Reviews and Approvals page will appear showing the action was “successful”.
- 14. If you are listed more than once as an approver, and you are the next approver to receive the SF-182, click “Start Over” 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.

