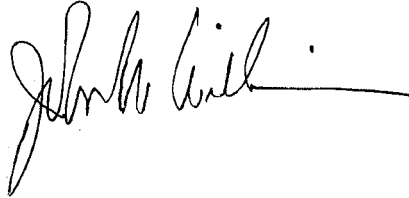


For: FFAS Employees

Updating Information and Using the Supervisor Selection Tool in AgLearn

Approved by: Deputy Administrator, Management



1 Overview

A Background

USDA has requested that agencies ensure that each employee has accurate supervisor information, updated e-mail addresses, and updated time zone information in AgLearn. This is imperative if the automated training approval processes are to work properly. Agencies can use AgLearn to route external training requests through the approval process without having to transmit paper copies of SF-182's. Using this process in the future will reduce or eliminate delays caused by misplaced paperwork; improper, illegible, or incomplete forms; and the absence of a required approver.

B Purpose

This notice provides instructions for:

- using the AgLearn Supervisor Selection Tool to document supervisor information
- updating e-mail addresses and time zones.

C Labor-Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

| | |
|---|---|
| Disposal Date January 1, 2008 | Distribution All FAS, FSA, and RMA Employees; State Offices relay to County Offices |
|---|---|

Notice PM-2572

2 Verifying AgLearn Information

A Verifying E-mail Address and Time Zone

Employees shall access AgLearn to verify their e-mail address and time zone according to this table.

| Step | Action |
|------|---|
| 1 | Access AgLearn at http://www.aglearn.usda.gov and click the “ Student Login ” button. On the Warning Screen, click “ Continue ” to access the eAuthentication Login Screen. Enter user ID and password , then click “ Login ”. |
| 2 | At the AgLearn Welcome Screen, click the “ Profile ” link under the top menu bar. Scroll down to the “ Email Address ” Section and verify the e-mail address. If: <ul style="list-style-type: none"> • correct, go to step 3 • blank or incorrect, update the field with the correct information, then click “Apply Changes” at the top or bottom of the Profile Screen. |
| 3 | Click the “ Regional Settings ” link under the top menu bar. |
| 4 | Under the “ Select a Locale and Time Zone ” section, locate the “ Time Zone ID ” field. If the time zone is: <ul style="list-style-type: none"> • correct, go to step 5 • incorrect, update the field with "EST", "CST", "MST, or "PST", as applicable, or click the select link and locate the correct time zone, then click "Apply Changes" on the Regional Settings Screen. |
| 5 | Under the " Select a Locale and Time Zone " section, locate the “ Always display Schedule Offerings in this Time Zone ” box. If the box is: <ul style="list-style-type: none"> • unchecked, go to subparagraph B • checked, update the field by removing the check from the box, then click "Apply Changes" on the Regional Settings Screen. <p>Note: Leaving this box unchecked allows the user to view all the training offerings that are in different time zones.</p> |

Notice PM-2572

2 Verifying AgLearn Information (Continued)

B Verifying Supervisor Information

It is now possible for employees to modify supervisor information in AgLearn. Follow the instructions in this table to verify or modify supervisor information.

| Step | Action |
|------|--|
| 1 | Login into AgLearn according to subparagraph A. |
| 2 | Click the “ Profile ” link under the top menu bar. Locate the “ Supervisor ” field. |
| 3 | If supervisor’s name is: <ul style="list-style-type: none"> • correct, go to subparagraph C • not displayed or incorrect, continue to step 4. |
| 4 | To select the supervisor, click on “ Select ” on the right of the “ Supervisor ” field name. Another window will be displayed. |
| 5 | Enter supervisor's last name in the “ Last Name ” field. Note: This is critical. Users cannot advance to the selection screen unless this field is complete. |
| 6 | Enter supervisor’s first name to limit the number of names found, if the user’s supervisor has a relatively common last name. |
| 7 | Verify that the “ Agency ” field shows user’s agency and any relevant sub-agency information (such as FSA-STATES-VA, FSA-HQ). If the information in this field is incorrect, or user is not sure, replace information with your agency’s commonly used acronym (FAS, FSA, RMA). |
| 8 | For a more precise search, enter supervisor's e-mail address in the “ Email ” field. Note: Users can also search using only the supervisor’s e-mail address and last name. |
| 9 | Click the “ Search ” button, then select supervisor from the list. Note: Information such as e-mail address and duty station will be included to help when choosing between similar names. |
| 10 | After selecting supervisor, click “ Apply Changes ” at the top or bottom of the Profile Screen. |

The user’s supervisor’s name is now part of AgLearn’s database and in the future (when further instructions are provided) the user will be able to use the online approval process.

Note: These instructions are also included on the web screens as the user moves through the process and may be updated in AgLearn.

2 Verifying AgLearn Information (Continued)

C Employee and Supervisor Action

Employees shall:

- verify or update e-mail addresses and time zones
- verify or use the Supervisor Selection Tool to ensure that their supervisor is in their AgLearn profile
- contact the AgLearn Help Desk if they have any problems with this process.

Supervisors shall:

- verify that all their employees have completed this process by logging into AgLearn and clicking the “**My Employees**” tab to see if all of their employees are listed
- contact the AgLearn Help Desk if they have any problems with this process.

3 Contacts

A AgLearn Contacts

Contact eAuthentication Help Desk for issues about account passwords, account usage, and account maintenance by either of the following:

- e-mail at eAuthHelpDesk@usda.gov
- telephone at 800-457-3642.

Contact AgLearn Help Desk for issues concerning AgLearn courses and accounts by either of the following:

- e-mail at AgLearnHelp@genphysics.com
- telephone at 866-633-9394.