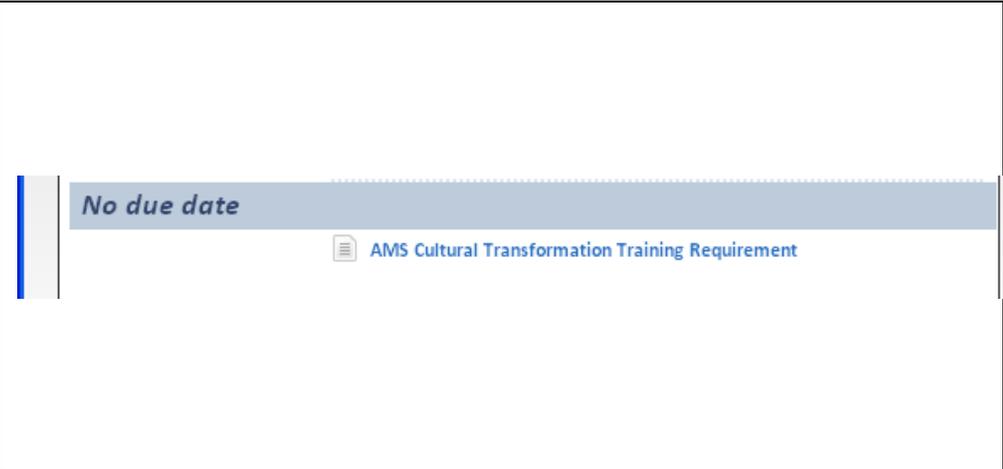
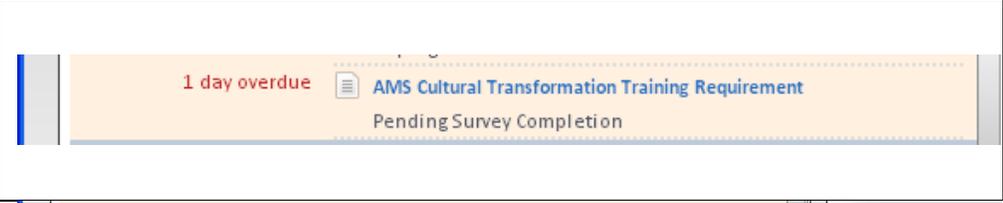


# Completing the Cultural Transformation Survey

The AMS Cultural Transformation Training Requirement is being validated using a self-certification survey in AgLearn. This Job Aid will help you complete the survey properly. You should complete the survey after you have met the requirement. The survey will ask for you to enter the activity you completed, including a title, short description, date you completed the activity and the amount of time you spent completing the item. Please have this information handy before you begin.

First, login to AgLearn using your E-Authentication User ID and Password.

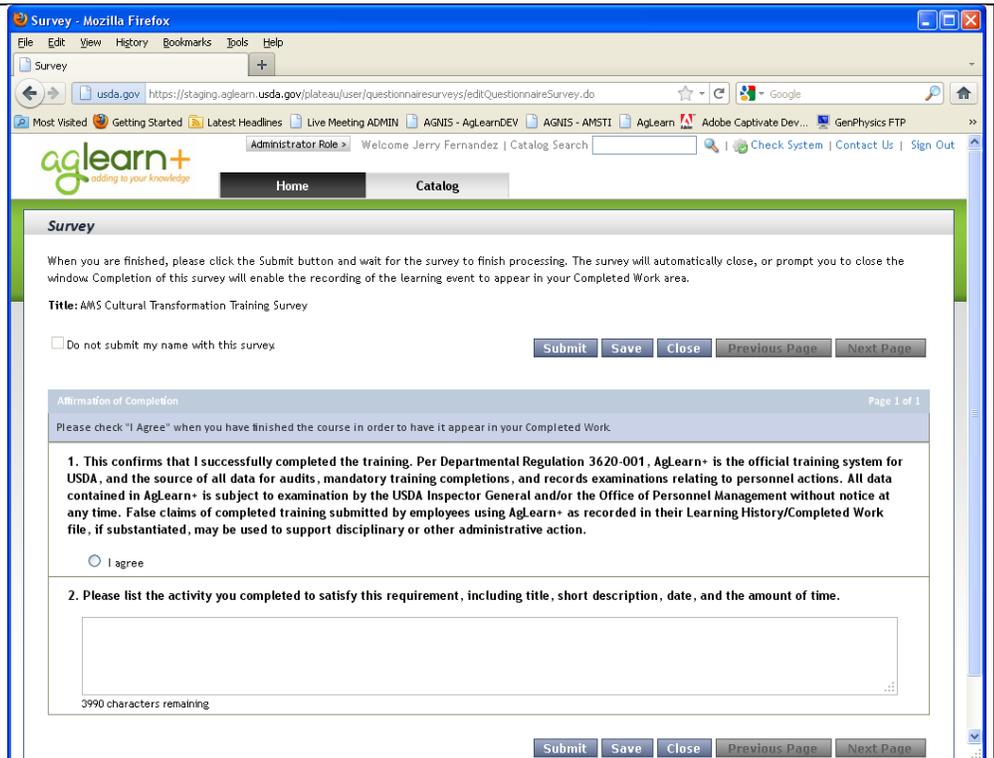
Then begin following instructions

<p>1. There are several different ways you may have received these instructions, so if the survey is not already listed in your To-Do List, find and click on the Item named <i>AMS Cultural Transformation Training Requirement</i>.</p> <p>a) Click the <b>LAUNCH</b> button. A new window will open with these PDF instructions displayed. b) Close the window</p>	
<p>2. Click on the HOME tab. In your <b>To-Do List</b> you should now see the <i>AMS Cultural Transformation Training Survey</i></p>	
<p>3. Also, please notice that the original Item (<i>AMS cultural Transformation Training Requirement</i>) has been updated with "Pending Survey Completion."</p>	
<p>4. Click on the link, or click on the <b>OPEN</b> button in the yellow box to launch the survey. A one-page survey will open in a new window.</p>	

5. The survey has several options.
- This survey is NOT anonymous because it is capturing information related to a required task; therefore, the “Do not submit my name with this survey” option is grayed out (you cannot click it).
  - You must click the “I agree” button in #1.
  - In #2, you must list the activity you completed to satisfy the requirement .

Click the **SUBMIT** button to close the survey.

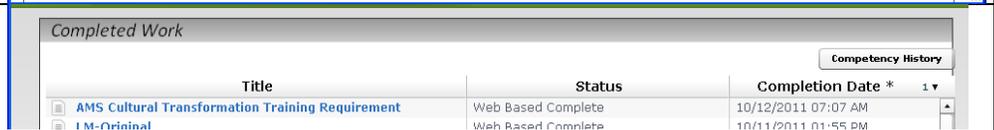
**NOTE:** Although **SAVE** and **CLOSE** are also options, the only way to mark this Item **COMPLETE** is by clicking the **SUBMIT** button.



### Checking your Completed Work

Once AgLearn has communicated with the server, both your Item and your survey will be moved to your **Completed Work**.

Clicking on the **Completed Work** link and the Item should appear in the list of completed work.

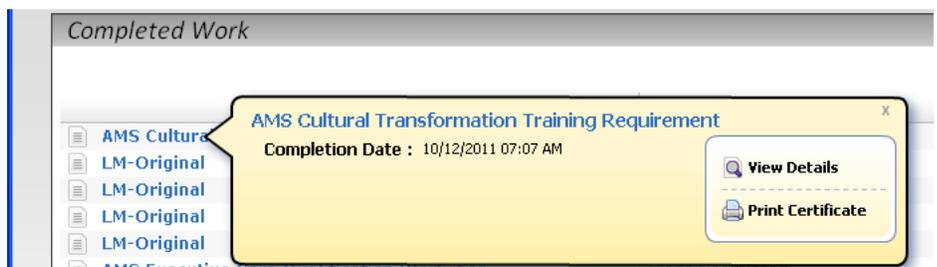


**NOTE:** Take a look at the column headings in the table that is displaying your data. The **Completion Date** column should have an asterisk beside it. The asterisk identifies the column that is being used to sort the data. You can single-left-click any column heading to make it the sorting priority. Each click toggles the sort order from ascending to descending or descending to ascending. It is usually best to sort by **Completion Date** so your most recent completions are listed at the top of the list.

### Printing A Certificate

Hover your mouse pointer (place the mouse pointer without clicking) over the Title, a yellow pop-up window will appear with an option to Print a certificate.

Single-left-click the **Print Certificate** button to print a certificate.



The End