

Updating Your AgLearn Profile

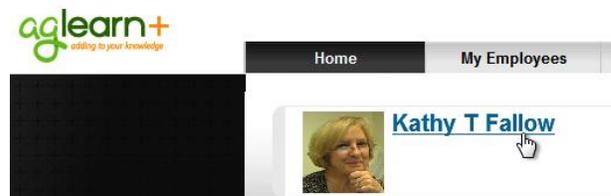
Many functions within AgLearn—such as notifications and approvals—cannot operate properly without specific identification data about you. AgLearn must have your current supervisor’s name properly recorded in order to approve your IDP and your training requests. The following procedure illustrates how to select your current supervisor in AgLearn.

Please Note: As of October 2013, your email address is received as part of the EEMS data feed. Any attempt at modifying your email address in AgLearn will simply be overwritten by the EEMS feed. The only data field in AgLearn that can and must be updated by you is your current supervisor. If you do need to change your email address, it must be done by modifying your eAuthentication profile. Select the link below, then select **Home> Modify My Profile**

<https://identitymanager.eems.usda.gov/iam/im/eems/>

Step	Activity	View
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1. From the AgLearn Home Page, click your name to enter the Talent Profile area.



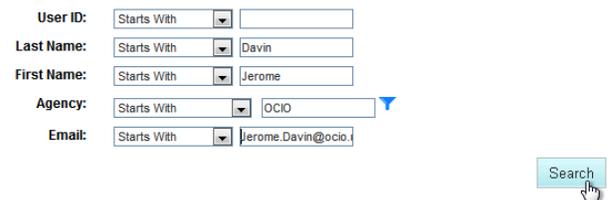
2. Scroll down to the Employee Information section, and then click the **Edit** icon to enter your supervisor.



3. Click the **Supervisor Selector** icon to launch the search window.



4. Enter your supervisor’s last name, first name and/or email address, and then click **Search** to view the results window.



5. Locate your supervisor in the window and then click the corresponding **Select** link.



6. Click Save.



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7. Review the Contact Information and Employee Information to be sure you've entered data correctly.

Note: If you see that your email address is incorrect, you'll need to modify your eAuthentication profile. Select the link below, then select **Home > Modify My Profile**.

<https://identitymanager.eems.usda.gov/iam/im/eems/>

This update will be processed within 24 hours to AgLearn.



Kathy T Fallow
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(Edit Photo)

Employee Information

User ID:	KD998289
Employee Type:	Contract
Employee Status:	Contractor
Supervisor:	Jerome P Davin
Number of Direct Reports:	1
Domain:	Office of the Chief Information Officer

[More Employee Information](#)

8. Click the **Home** tab to return to your AgLearn Home Page.

