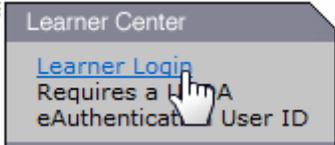
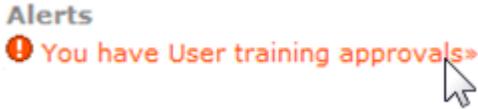


Supervisor Actions on SF-182 Requests

The AgLearn SF-182's are to be used for external training requests (e.g. individual college study, traditional classroom courses, workshops, correspondence courses, programmed instruction, etc.) that have been pre-approved by your supervisor.

Step	Activity	View
1.	Access the AgLearn website at www.aglearn.usda.gov .	
2.	Click the AgLearn Learner Login .	
3.	Click I Agree .	
4.	Enter your eAuthentication User ID and Password.	
5.	Click Login .	
6.	Click the You have User training approvals link.	
7.	Click the Title link of the request you wish to view.	

Supervisor Actions on SF-182 Requests

8. Click the **Printable Version** link to view a printer version of the request.

Training Request ID: 16505
 Course Title: TEST II-To check workflow
 Vendor Name: Federally Employed Women, NTP
 Training Start Date: 7/31/2007 EST
 Training Complete Date: 8/2/2007 EST

Request Status: Submitted

External Learning Request Details


[View Actual Request](#)


[Printable Version](#)
[Edit this Request](#)

9. In the upper left hand corner, click **Print this request** if you wish to print the request.

[Print this request](#)

SF-182 Requests

10. Click **Approvals** to return to the Pending Reviews and Approvals page.

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[Home](#)
[Approvals](#)
[Order Status](#)
[Order Tickets](#)

11. Click the option button for **Approve, Deny** or **Skip**.
Note: The Skip button takes no action and keeps the request in queue for future action.

Direct Reports Only [Next](#)

Action [Approve All](#) / [Deny All](#)

Approve
 Deny
 Skip

12. Click **Next**.

[Next](#)

13. Enter a comment regarding the approval or rejection if you wish.

Approval Reasons

User Name and Schedule

Approval Reason (optional)

Thorpe, Caroline C
TEST II-To check workflow

You can comment here.

14. Click **Next**.

[Next](#)

15. Click **Confirm**.

[Confirm](#)

16. Click the **Approvals** link to view additional pending requests.


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Pending Reviews and Approvals