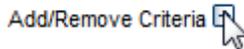
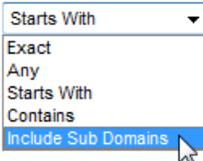


Notifying Users of Incomplete Mandatory Training

The deadline for mandatory training is approaching. You want to notify all of the users in your agency that have not yet completed their required training.

In AgLearn, the way to do this is to send an ad hoc notification to users who have the same item (the incomplete mandatory training) on their learning plan.

For the example in this job aid, we will search for users who still have either the Web-based, CD-ROM or paper-based version of the **USDA Computer Security Awareness Training** item on their learning plan -. (You may also want to repeat this procedure substituting the **USDA Privacy Basics** course). Since completed items move (or are moved) to the Learning History, items remaining on the Learning Plan are still considered “incomplete” in terms of this mandatory training.

Step	Activity	View
1.	Select the User Management menu.	
2.	Select the Add/Remove Criteria icon.	
3.	Add the Domains and Items Needs criteria. Note: These fields may already be available to you. If so, skip to line 5.	<input checked="" type="checkbox"/> Domains <input checked="" type="checkbox"/> Items Needs
4.	Click Submit Query .	
5.	Select Include Sub Domains from the Domains drop down list.	Domains: 
6.	Enter the domain name. Caution: For performance reasons, try to restrict your search to batches of less than 1500 users.	Domains: <input type="text" value="Include Sub Domains"/> <input type="text" value="OCIO-ITS"/> 
7.	In the Items Needs field, click the filter by criteria icon.	Items Needs: <input type="text" value="Exact"/> Type: <input type="text"/>  ID: <input type="text"/>
8.	In the Item ID field, enter the following text in ALL CAPS: USDA-CYBERSECURITY. Note: Be sure to enter the text exactly as presented above. This will search for all types of the Cybersecurity course – Web, CD-Rom and paper.	Item ID: <input type="text" value="Starts With"/> <input type="text" value="USDA-CYBERSECUR"/>
9.	Click Search .	

Notifying Users of Incomplete Mandatory Training

10. Select the following three Items:
CD-ROM USDA-CYBERSECURITYCD-FY08
Course USDA-CYBERSECURITYPAPER-FY08
Web Based USDA-CYBERSECURITY FY08
Note: If you are running the procedure to identify Privacy Basics "incompletes", select the following items - **USDA-PRIVACYBASICS-CD-FY08**, **USDA-PRIVACYBASICS-PAPER-FY08** and **USDA-PRIVACYBASICS-FY08**.

Item ID	Title	Select
CD-ROM USDA-CYBERSECURITYCD-FY08 (Rev 9/30/2007 10:54 AM EST)	USDA Security Literacy and Basics FY 2008 by CD	<input checked="" type="checkbox"/>
Course USDA-CYBERSECURITYPAPER-FY08 (Rev 9/30/2007 10:57 AM EST)	USDA Security Literacy and Basics FY 2008 Paper Based	<input checked="" type="checkbox"/>
Document USDA-CYBERSECURITYPAPER-FY08 (Rev 1 - 11/30/2007 12:00 AM EST)		<input type="checkbox"/>
Web Based USDA-CYBERSECURITY-FY08 (Rev 9/30/2007 10:52 AM EST)	USDA Computer Security Awareness Training FY 2008	<input checked="" type="checkbox"/>

Select All / Deselect All
 Submit Selection Reset

11. Click **Submit Selection**.



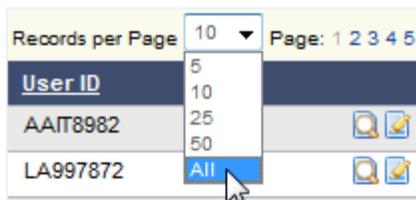
12. Click **Submit Filter**.



13. Click **Search**.



14. Select **All** from the Records per Page drop-down list.
Caution: If the number of returned users exceeds 1000, return to Step 5 and perform the task on a smaller sub-domain. If you continue, your selection will most likely time-out before completion.



15. Click **Select All**.



16. Click **Send Notification**.



17. The **From** field defaults to your e-mail address if it is recorded in AgLearn. You may change this by typing in another address, or by searching for another address by clicking the **Search** icon.

Specify Email Addresses

Reply To:

* From:

CC:

Second copy of email to users' supervisors:

18. In the Reply To field, enter the e-mail address to which any replies should be directed.
Note: If you wish to use a different address, type it into the Reply To box manually, or search by clicking the Search icon.

Reply To:

* From:

CC:

Second copy of email to users' supervisors:

Notifying Users of Incomplete Mandatory Training

19. In the CC field, enter the addresses, separated by commas, of any others who should receive this e-mail.

Reply To:

* From:

CC:

20. Click the check box if you wish to send a **Second copy of email to users' supervisors**.

Second copy of email to users' supervisors:

21. Type a subject or title for the notification in the **Subject** box.

Customize Contents

Attachment:

* Subject:

22. Type in the message you want to deliver.

Tip: See sample text at the bottom of this job aid.

Note: A Direct Link may be included in the body of an ad hoc notification. See your AgLearn training materials for this procedure.

* Body:

This message is being sent to all employees who have not yet completed their mandatory security training for FY08. The AgLearn system reports that the course USDA Computer Security Awareness Training FY 2008 is still on your Learning Plan, indicating you have yet to complete your training. All agency employees must have this training completed by

23. Click **Send Notification**.

24. The **Finished** page confirms that the notification has been sent to the e-mail server.

Finished

Note: You can click the Start Over button to re-start the wizard for another notification.

Tip: You may want to use the following text in your notification. Note that *italicized text* may need to be altered to address different course or deadline information.

Dear Colleagues.

If you received this message, it is because you have yet to complete the mandatory *[computer security]* *[privacy]* training. All USDA employees and contractors must have this requirement completed no later than *[March 31, 2008]*.

Please note that there are four (4) steps to completing this requirement:

1. Review the **Please Read Me First** document.
2. Complete the **AgLearn System Check Tool**.
3. Launch and complete the *[IT Security Awareness]* *[Privacy Basics]* course. (The **Please Read Me First** document provides a step by step guide).
4. Print the certificate for the *[IT Security Awareness]* *[Privacy Basics]* course. (The **Please Read Me First** document provides instructions).

If you believe you have completed this training and have received this email in error, please check your completion certificate to make sure it reads as follows:

CERTIFICATE FOR: *[USDA Computer Security Awareness Training FY 2008] [USDA-PRIVACYBASICS-FY08]*