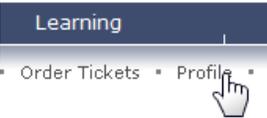
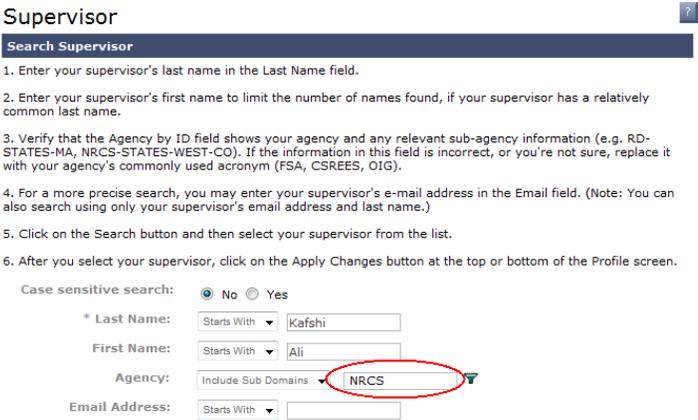


Updating Your AgLearn Profile

Many functions within AgLearn such as notifications and approvals cannot operate properly without specific identification data about you. AgLearn must have your email address as well as your current supervisor's name properly recorded in order to send you email and to approve your training requests. The following procedure illustrates how to select your current supervisor and how to enter or update your email address in AgLearn.

Step	Activity	View
1.	From the AgLearn student home page, click the Personal menu.	 <p>The screenshot shows the USDA United States Department of Agriculture AgLearn logo at the top. Below it is a navigation menu with 'Personal' highlighted. Other items in the menu are 'Home', 'Approvals', and 'Order Status'.</p>
2.	Click Profile .	 <p>The screenshot shows a 'Learning' menu with 'Profile' selected. Other items in the menu are 'Order Tickets'.</p>
3.	In the Employment and Account Information section, locate the Supervisor field.	 <p>The screenshot shows the 'Employment & Account Information' form. Fields include: First Name: Kathy, Last Name: Fallow, Middle Initial: T, User ID: KD998289, Job Position, Job Location, Organization, Employee Type: Contract, Employee Status, and Supervisor: [empty field] Select Clear.</p>
4.	If the field is empty, or an incorrect name is identified, click Select .	 <p>The screenshot shows the 'Supervisor:' label followed by an empty text input field and a 'Select Clear' button. A hand cursor is pointing at the 'Select Clear' button.</p>
5.	In the Search Supervisor window, read the instructions that help you enter data (last name, first name, agency, email address), to create a precise search. Note: If your agency name includes several dashes, AgLearn will only search for your supervisor from people in your sub domain. To widen the search to the entire agency, shorten the Agency name to the letters that appear before the first dash. For example, RD-STATES-MA would be shortened to RD and NRCS-STATES-WEST-CO would be shortened to NRCS.	 <p>The screenshot shows the 'Search Supervisor' window. It includes instructions: 1. Enter your supervisor's last name in the Last Name field. 2. Enter your supervisor's first name to limit the number of names found, if your supervisor has a relatively common last name. 3. Verify that the Agency by ID field shows your agency and any relevant sub-agency information (e.g. RD-STATES-MA, NRCS-STATES-WEST-CO). If the information in this field is incorrect, or you're not sure, replace it with your agency's commonly used acronym (FSA, CSREES, OIG). 4. For a more precise search, you may enter your supervisor's e-mail address in the Email field. (Note: You can also search using only your supervisor's email address and last name.) 5. Click on the Search button and then select your supervisor from the list. 6. After you select your supervisor, click on the Apply Changes button at the top or bottom of the Profile screen.</p> <p>Case sensitive search: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>* Last Name: Starts With [Kafshi] First Name: Starts With [Ali] Agency: Include Sub Domains [NRCS] Email Address: Starts With []</p>

Updating Your AgLearn Profile

6. When you have entered data to create an effective search, click **Search**.

Case sensitive search: No Yes

* Last Name: Starts With

First Name: Starts With

Agency: Include Sub Domains

Email Address: Starts With

7. Locate your supervisor and click the corresponding **Select** link.

Supervisor

-- Refine Search

View Supervisor Results

User ID	User Name	Email Address	Duty Station Description	
AK997373	Kafshi, Ali A	ali.kafshi@usda.gov		Select

8. You are returned to the profile screen. Observe that your supervisor's name is now displayed in the Supervisor field.

Employment & Account Information

First Name:

Last Name:

Middle Initial:

User ID: KD998289

Job Position:

Job Location:

Organization:

Employee Type: Contract

Employee Status:

Supervisor:

9. Scroll down to the **Contact Information** section.

Contact Information

Address:

City:

State / Province:

Postal Code:

Country:

Email Address:

10. Enter your current address in the **Email Address** field.

Email Address:

11. Scroll to the bottom of the screen and click **Apply Changes**.