

AgLearn Administrator Access Request Form

To become an AgLearn administrator, there are required trainings that must be completed in AgLearn to gain access to Administrator rights. If you will become the new AgLearn Administrator for your office, complete the trainings under the appropriate designated roles listed below. Once you click on the link, login then simply click either "Launch Content" to take the training now or "Add to To-Do List" to complete at a later date.

Once the trainings have been completed, send an email to either [Lyndell Walker](#) or [Sherell Brooks](#) requesting an administrator account for the roles listed below. In the email, please include:

Full Name

Phone Number

Location, including bldg and room

Email address

AgLearn ID, this is located by clicking on your name in the green section and then going to Employee Information section and copying the "User ID"

Training Designee Roles

Basic Administrator (Basic Administrator access for searching and viewing) - [AgLearn+ Basic Administrator](#)

Basic Reporting (Access to Reports) – [AgLearn+ Basic Reporting](#)

Assignment Manager (Ability to assign items or curricula to a user or multiple users) - [AgLearn+ Assignment Manager](#)

Completed Work Manager (Record Learning for Items and Scheduled Offerings) [AgLearn+ Completed Work Manager](#)

Item Manager (Add, Edit, Copy and Delete Items) - [AgLearn+ Item Manager](#)

User Manager (Activate User accounts in AgLearn) – [AgLearn+ User Manager](#)

SF-182 Manager (Gives the administrator access to create SF-182) - [AgLearn SF-182 Manager](#)

SF-182 Reporter (Gives the administrator access to reports related to SF-182 form) - [AgLearn+ SF-182 Reporter](#)

SF-182 Roles

Basic Administrator (Basic Administrator access for searching and viewing) - [AgLearn+ Basic Administrator](#)

SF-182 Manager (Gives the administrator access to create SF-182) - [AgLearn SF-182 Manager](#)

SF-182 Reporter (Gives the administrator access to reports related to SF-182 form) - [AgLearn+ SF-182 Reporter](#)

User Manager (Activate User accounts in AgLearn) – [AgLearn+ User Manager](#)

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Information Technology Specialist Roles

Basic Administrator (Basic Administrator access for searching and viewing) - [AgLearn+ Basic Administrator](#)

Assigning Manager (Ability to assign items or curricula to a user or multiple users) - [AgLearn+ Assignment Manager](#)

Completed Work Manager (Record Learning for Items and Scheduled Offerings) [AgLearn+ Completed Work Manager](#)

User Manager (Activate User accounts in AgLearn) – [AgLearn+ User Manager](#)

EEO Managers, ADO's & etc

Basic Reporting (Access to Reports) – [AgLearn+ Basic Reporting](#)

Basic Administrator (Basic Administrator access for searching and viewing) - [AgLearn+ Basic Administrator](#)

Completed Work Manager (Record Learning for Items and Scheduled Offerings) [AgLearn+ Completed Work Manager](#)

Assignment Manager (Ability to assign items or curricula to a user or multiple users) - [AgLearn+ Assignment Manager](#)