

## AgLearn Electronic SF-182 – Supervisor/Approver

To authorize training using the SF-182 in AgLearn, approvals are required by the supervisor, fund holder, and the person responsible for reviewing the SF-182 for completeness and ordering the training. Employees identify their supervisor in their AgLearn profile. When the SF-182 is prepared, the supervisor is pre-populated from the employee's profile as the **Step 1 approver**. The person preparing the SF-182 must identify the **Step 5 approver** (fund holder), and the **Step 6 approver** (person responsible for reviewing the form for accuracy, add accounting and billing info, and print the form before submission). The supervisor and fund holder can be the same person and so designated when the SF-182 is prepared. As the SF-182 moves through AgLearn, each person identified will receive an e-mail telling them that they have a document in AgLearn that requires their attention.

This quick start guide is designed to help approvers do the following:  
 Review and edit the pending SF-182  
 Approve or deny the SF-182

**Note:** Approvers are determined by your office policies and business practices.

1. Approvers will receive an email informing him/her that a learner has submitted an SF-182 and they are listed as an approver for the request.
2. Click the link provided in the email to approve the SF-182

**From:** AgLearn.System@ocio.usda.gov [mailto:AgLearn.System@ocio.usda.gov]  
**Sent:** Wednesday, March 23, 2011 8:53 AM  
**To:** Brooks, Sherell  
**Subject:** SF-182 Request Approval Required for Lyndell Walker

Lyndell Walker has submitted an AgLearn SF-182 Request for the following activity:

**SF-182 Request:** Information Systems Management and Integration  
 Start Date/Time: 3/25/2011  
 End Date/Time: 4/8/2011

You are listed as an approver for this request per your agency's official training approval process.

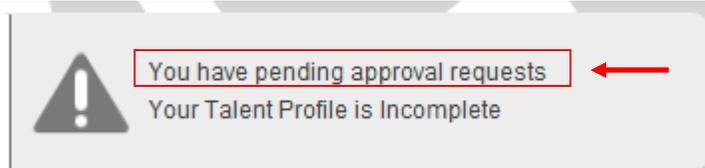
**Action Required:** Click [Here](#) to Approve this Request.

If you have any questions about the approval process, please contact your AgLearn training coordinator found here. (<http://www.aglearn.usda.gov/contactus.htm>)

If the SF-182 Request submitter entered any comments with the request they will be found below:

Want more information? Try the online AgLearn course, [USDA AgLearn SF-182 User Course](#). To view the course, click on the course name link and log in. Once logged in, you will be able to see the course details and launch the course.

3. The Here link will redirect the approver to the AgLearn e-Auth login. Once logged in, click the close button on the AgLearn News Page, click on the link **“You have pending approval request”**



4. The “Pending Reviews and Approvals” screen will appear. Steps 5-8 are optional. To bypass these steps, proceed to Step 9.
5. **(Optional)** To view the training request; click on the title of the training course. Scroll through the form to

review the information on it, the designated approvers are listed at the bottom of the SF-182. Click on the “Show Details” button to see who the approvers are. If you are listed more than once, you will have to repeat the approval process again.

The AgLearn SF-182 is designed to allow for up to 6 approval levels. Because we only use 3, Supervisor, Step 5 (fund holder) and Step 6 (person responsible for reviewing the form for accuracy, add accounting, billing info, and printing the form before submission), 3 of the approval levels are “auto approved”, SF-182’s flow uninhibited through these “auto” approval levels

**Pending Reviews and Approvals** Help

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Performance Management (1)    **Training (4)**

**Training**

▼ Internal Training (0)  All     Direct Reports Only

No items were found using this search criteria.

▼ External Training (4)  All     Direct Reports Only   

Enter Reasons for Approvals or Denials

User Name ▲	Title	Price	Type	Action [Approve All/Deny All]
▶ Butler, Casandra V	Project Management	1,245.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
▶ Butler, Casandra V	Executive View of Project Management	545.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
▶ Butler, Casandra V	Federal Workforce Analysis and Planning	745.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
▶ Butler, Casandra V	Strategic Human Capital Management	745.00	EXTERNAL VERIFICATION REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

7. If you clicked on the “title” to view the form, scroll to the top of the page and click the [Back](#) link to return to the “Pending Review and Approvals” page.

8. (Optional) Click the  next to the learner’s name to see the dates of the training.

▼ Butler, Casandra V    **Executive View of Project Management**    545.00 EXTERNAL LEARNING REQUEST     Approve     Deny     Skip

Location:  Start Date: 2/14/2013

Comments:

9. Click the appropriate radio button to “approve” or “deny” the request.  
**Tip:** To bypass the “approval reason” screen, uncheck the box next to “Enter Reasons for Approvals or Denials”.

10. Click the “next” button.

**Training**

▼ Internal Training (0)

No items were found using this search criteria.

▼ External Training (4)

Enter Reasons for Approvals or Denials  All  Direct Reports Only Next

User Name ▲	Title	Price	Type	Action [Approve All/Deny All]
▶ Butler, Casandra V	Project Management	1,245.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
▶ Butler, Casandra V	Executive View of Project Management	545.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
▶ Butler, Casandra V	<span style="border: 1px solid black; padding: 2px;">Federal Workforce Analysis and Planning</span>	745.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
▶ Butler, Casandra V	Strategic Human Capital Management	745.00	EXTERNAL VERIFICATION REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

▼ E-Signature Verification (0)

11. (Optional) Provide a “reason for approving or denying” the request or click “next”.

**Pending Reviews and Approvals** Help

Approve or Deny → Approval Reasons

Enter a reason for approving your employee's training request below.

Previous Next

**Approval Reasons**

User Name and Schedule	Approval Reason (optional)
Butler, Casandra V Project Management	

12. Click the “Confirm” button.

**Pending Reviews and Approvals** Help

Approve or Deny → Approval Reasons → Confirm

Previous Confirm

**Approve**

User Name	Title	Price
Butler, Casandra V	Project Management	1,245.00

13. The “Pending Reviews and Approvals page will appear showing the action was “successful”.

14. If you are listed more than once as an approver, and you are the next approver to receive the SF-182, click “Start Over” to return to the main approval screen and repeat the approval process.

**Note:** Depending on the activity on the system, it could take up to 5 minutes to receive your next request for user approvals.

Start Over...

**Success**

You have successfully completed the employee approval and denial process. E-mail notifications have been sent to all affected Users.

