

**You must select your Supervisor in AgLearn for many features to function properly. To select your supervisor, first login to AgLearn and select the Profile link under the Personal tab.**

- Home
- Approvals
- Order Status
- Order Tickets
- Profile
- Regional Settings
- Communities
- Skills

## Welcome Tony Lovell

1/23/2007

The Agriculture Learning (AgLearn) Service provides educational services for USDA federal employees, contractors, partners and customers. A summary of what you as a Learner can do in AgLearn listed below. To learn how to use AgLearn, take the online tour by clicking the following: [AgLearn Tour](#). Or take the Tour later by typing AgLearn Tour in the Search Catalog box in the upper right of the screen, click on Go and then select Launch Content

Select the Profile Link To Continue



### Personal

The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.



### Learning

The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.



### Career

The Competencies menu allows you to view your Assessment History, display your Competency Assignments, and perform a Competency Assessment on yourself (and others, if you are a supervisor).



### Catalog

The Catalog contains all of the learning Items to which you have access. You can Browse by Subject Area or use the Simple or Advanced Searches to find what you are looking for.

- [View all available instructor-led items»](#)
- [View all available online items»](#)
- [Browse Catalog»](#)

### Learning Plan [Go to Learning Plan](#)

Title	Type	Required By
USDA Security Literacy and Basics FY 2006		12/26/2006
AgLearn IDP Course		
Agricultural Waste Management Systems, A Primer		
Incident Command System (200)		
Managing For Excellence		

### Curriculum Status [Go to Curriculum Status](#)

There are no incomplete curricula for this User.

### New Items

This section allows you to update your profile information and manage your account. \* = Required Field

Employment & Profile

The Profile Page of AgLearn allows you to specify details about your AgLearn account. The two areas we want to focus on are your supervisor and email address. First lets select your supervisor. To Select your supervisor, use the Select link next to the supervisor field.

Middle Initial:   
 User ID: TL167689  
 Job Position:  
 Job Location:  
 Organization:  
 Employee Type: 1  
 Employee Status: A  
 Supervisor:  [Select](#) [Clear](#)  
 Coach:  [Select](#) [Clear](#)  
 Hire Date: 9/11/1979  
 Resume Location:  
 Domain: NRCS  
 Role: System Default User Role  
 PIN: \*\*\*\*\*  
 \*Security Question:   
 \*Security Answer:   
 \*Re-Enter Security Answer:

Click Select here

Contact Information

Address:   
 City:   
 State / Province:   
 Postal Code:   
 Country:   
 Email Address:   
 Telephone: 817/509-3248(Office)

Enter your correct email here

# Supervisor



## Search Supervisor

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.

### Case sensitive search:

No  Yes

\* Last Name:

Starts With

First Name:

Starts With

Agency:

Include Sub Domains

Email Address:

Starts With

Select Search  
to continue

Search Reset

**Follow the instructions below as not all supervisor's may be in your sub domain:**

1. Enter your Supervisor's last name
2. Enter your supervisor's first name to limit the number of names found, this is especially helpful if our supervisor has a relatively common last name.
3. Make sure agency reads NRCS
4. Do not worry about the email block just fill those three things out and select the search button.

# Supervisor

[← Refine Search](#)

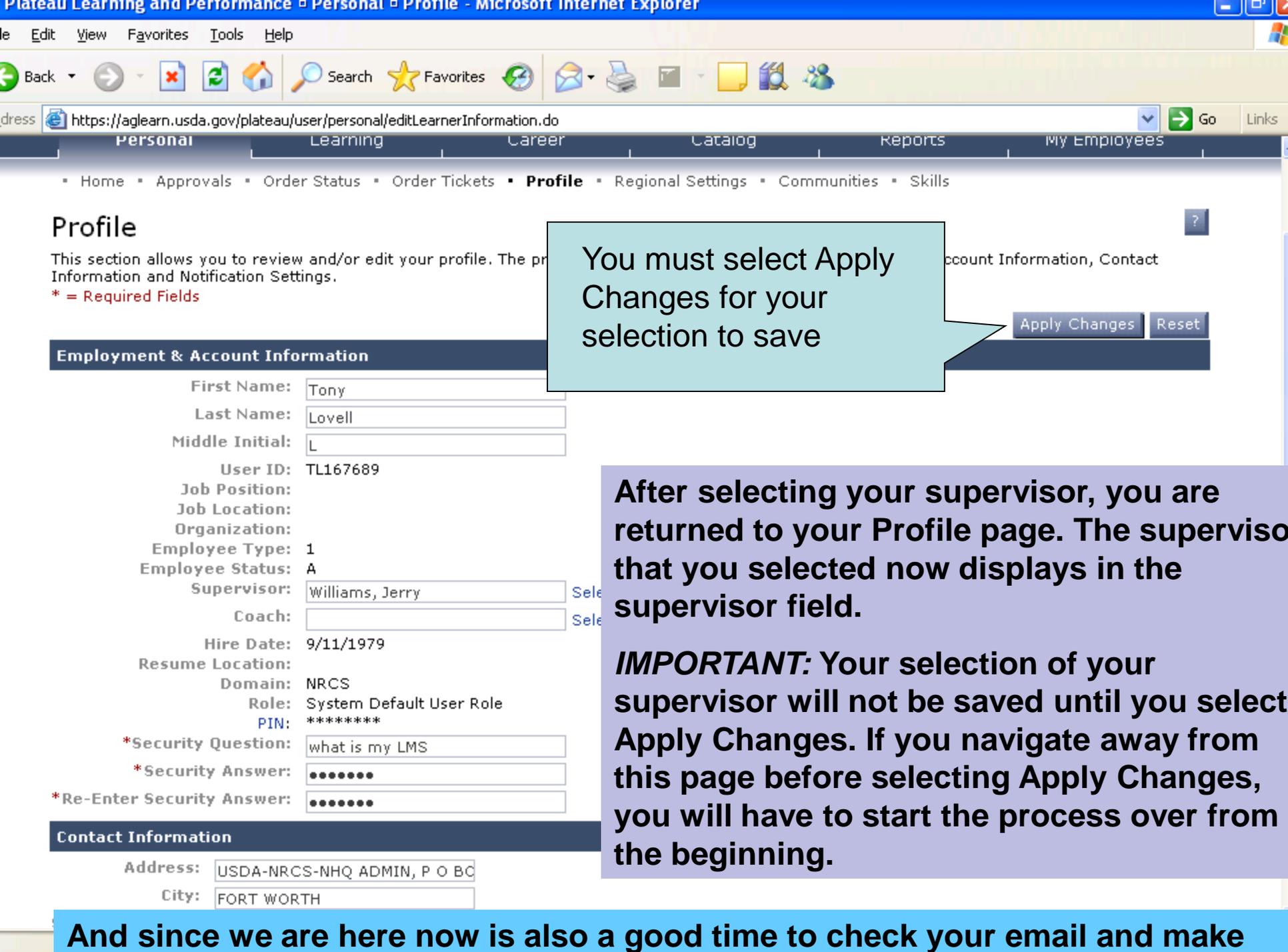
## View Supervisor Results

User ID	User Name	Email Address	Duty Station Description	
JW168389	Williams, Jerry	jerry.williams@ftw.usda.gov		<a href="#">Select</a>

Click on the Select link to continue.

The View Supervisor Results shows the results of your search. If your supervisor is not in the list, select the Refine Search link to change your search parameters.

If your supervisor is in the list, use the Select link to choose him or her.



You must select Apply Changes for your selection to save

After selecting your supervisor, you are returned to your Profile page. The supervisor that you selected now displays in the supervisor field.

**IMPORTANT:** Your selection of your supervisor will not be saved until you select Apply Changes. If you navigate away from this page before selecting Apply Changes, you will have to start the process over from the beginning.

And since we are here now is also a good time to check your email and make

Module Initial: L  
User ID: TL167689  
Job Position:  
Job Location:  
Organization:  
Employee Type: 1  
Employee Status: A  
Supervisor: Williams, Jerry Select Clear  
Coach: Select Clear  
Hire Date: 9/11/1979  
Resume Location:  
Domain: NRCS

**Using your scroll bar scroll to the bottom of the page. Find block labeled Email Address. If you have an address there make sure it is correct if it is blank enter your correct email address.**

**Contact Information**

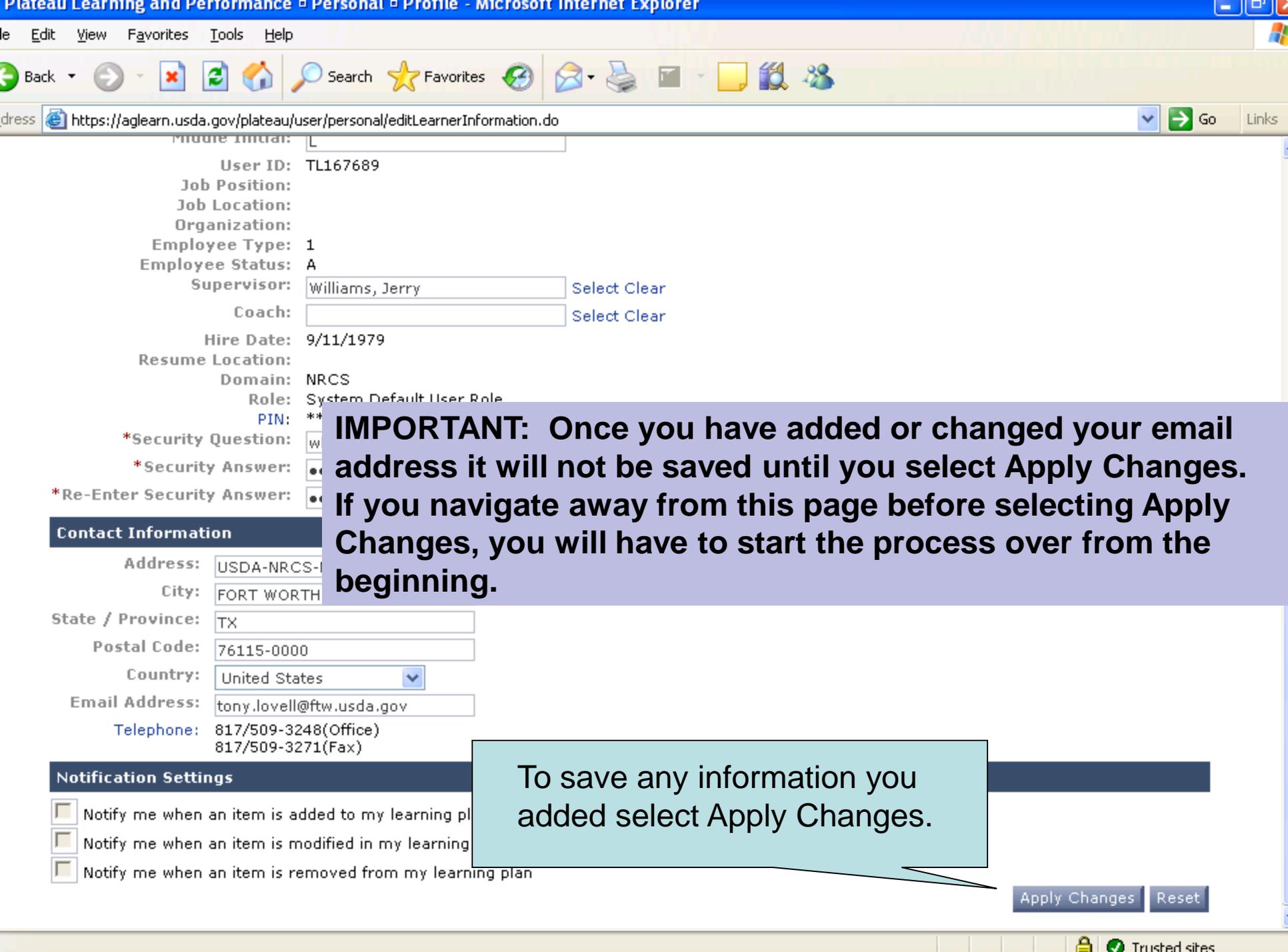
Address: USDA-NRCS-NHQ ADMIN, P O BC  
City: FORT WORTH  
State / Province: TX  
Postal Code: 76115-0000  
Country: United States  
Email Address:  
Telephone: 817/509-3248(Office)  
817/509-3271(Fax)

Type in your correct email address. This is where AgLearn will send your notifications.

**Notification Settings**

- Notify me when an item is added to my learning plan
- Notify me when an item is modified in my learning plan
- Notify me when an item is removed from my learning plan

Apply Changes Reset



Middle Initial: [ ]  
User ID: TL167689  
Job Position:  
Job Location:  
Organization:  
Employee Type: 1  
Employee Status: A  
Supervisor: Williams, Jerry [ Select Clear  
Coach: [ Select Clear  
Hire Date: 9/11/1979  
Resume Location:  
Domain: NRCS  
Role: System Default User Role  
PIN: \*\*

\*Security Question: [w  
\*Security Answer: [●  
\*Re-Enter Security Answer: [●

**Contact Information**

Address: USDA-NRCS-  
City: FORT WORTH  
State / Province: TX  
Postal Code: 76115-0000  
Country: United States [v  
Email Address: tony.lovell@ftw.usda.gov  
Telephone: 817/509-3248(Office)  
817/509-3271(Fax)

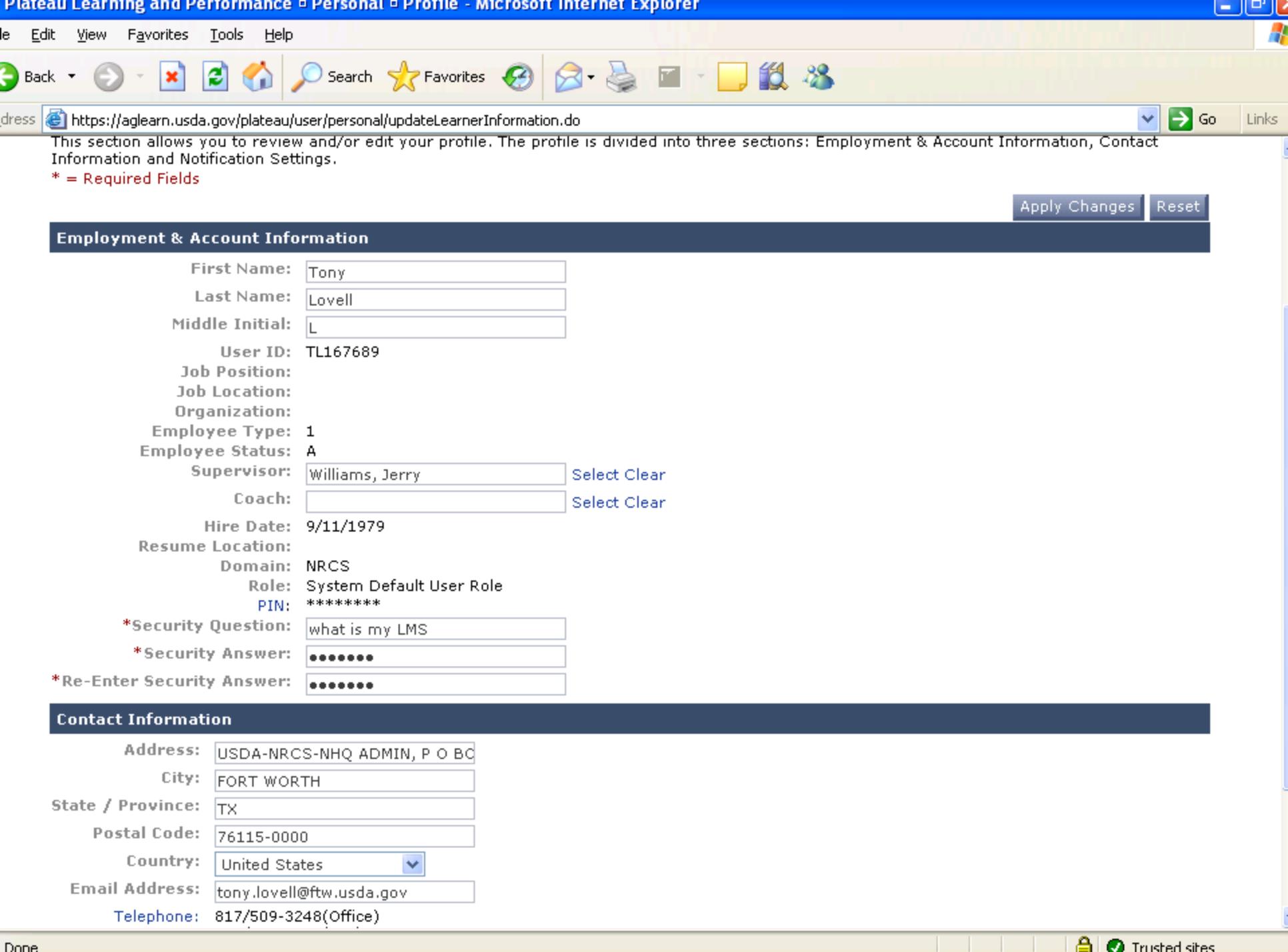
**Notification Settings**

- Notify me when an item is added to my learning plan
- Notify me when an item is modified in my learning plan
- Notify me when an item is removed from my learning plan

**IMPORTANT: Once you have added or changed your email address it will not be saved until you select Apply Changes. If you navigate away from this page before selecting Apply Changes, you will have to start the process over from the beginning.**

To save any information you added select Apply Changes.

Apply Changes Reset



Address https://aglearn.usda.gov/plateau/user/personal/updateLearnerInformation.do Go Links

This section allows you to review and/or edit your profile. The profile is divided into three sections: Employment & Account Information, Contact Information and Notification Settings.

\* = Required Fields

### Employment & Account Information

First Name:

Last Name:

Middle Initial:

User ID: TL167689

Job Position:

Job Location:

Organization:

Employee Type: 1

Employee Status: A

Supervisor:  [Select](#) [Clear](#)

Coach:  [Select](#) [Clear](#)

Hire Date: 9/11/1979

Resume Location:

Domain: NRCS

Role: System Default User Role

PIN: \*\*\*\*\*

\*Security Question:

\*Security Answer:

\*Re-Enter Security Answer:

### Contact Information

Address:

City:

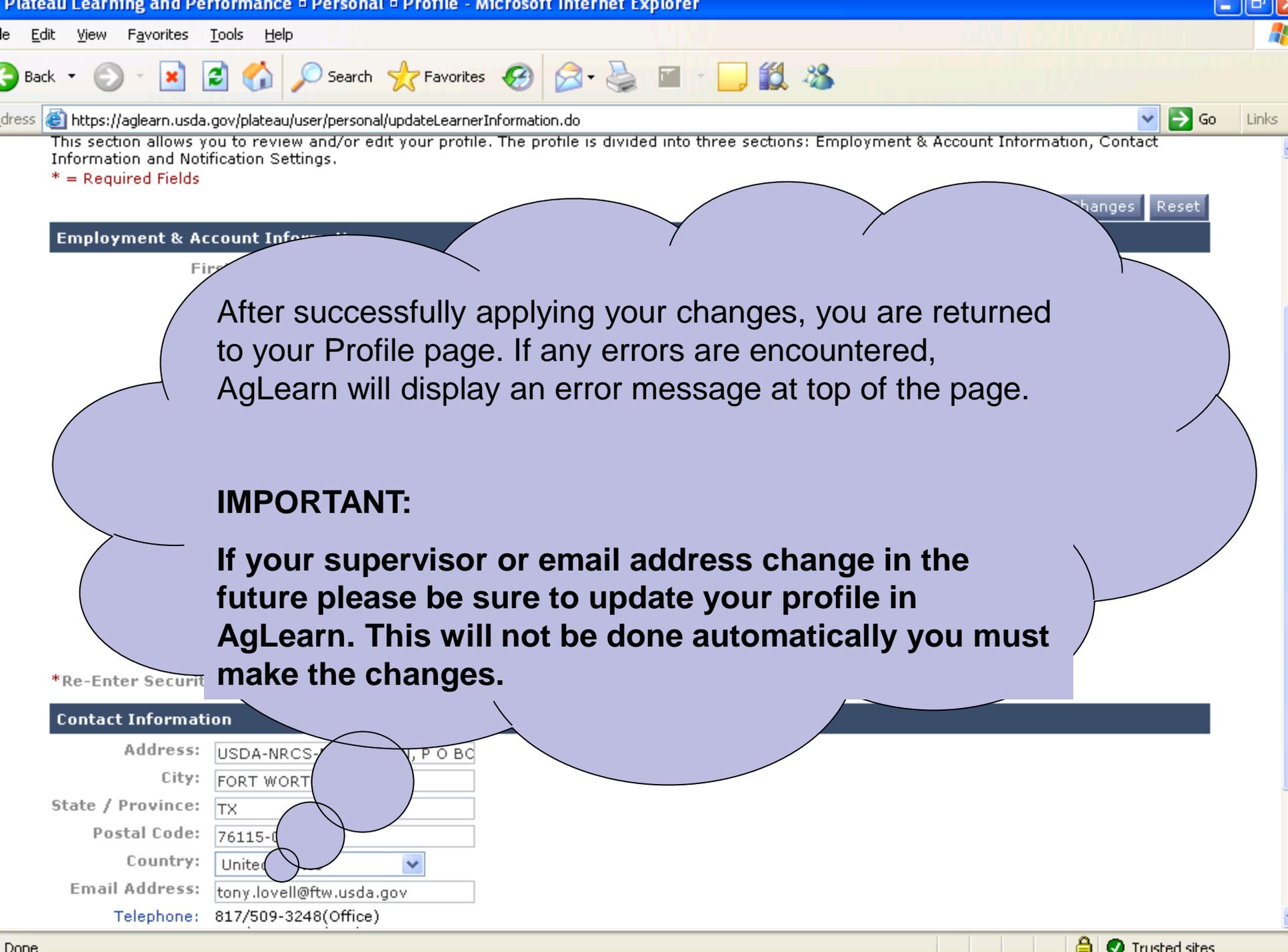
State / Province:

Postal Code:

Country:

Email Address:

Telephone: 817/509-3248(Office)



After successfully applying your changes, you are returned to your Profile page. If any errors are encountered, AgLearn will display an error message at top of the page.

**IMPORTANT:**

**If your supervisor or email address change in the future please be sure to update your profile in AgLearn. This will not be done automatically you must make the changes.**

Address: <https://aglearn.usda.gov/plateau/user/personal/updateLearnerInformation.do>

This section allows you to review and/or edit your profile. The profile is divided into three sections: Employment & Account Information, Contact Information and Notification Settings.

\* = Required Fields

Save Changes Reset

**Employment & Account Information**

First Name

\* Re-Enter Security

**Contact Information**

Address: USDA-NRCS-  
 City: FORT WORT  
 State / Province: TX  
 Postal Code: 76115-0  
 Country: United States  
 Email Address: tony.lovell@ftw.usda.gov  
 Telephone: 817/509-3248(Office)