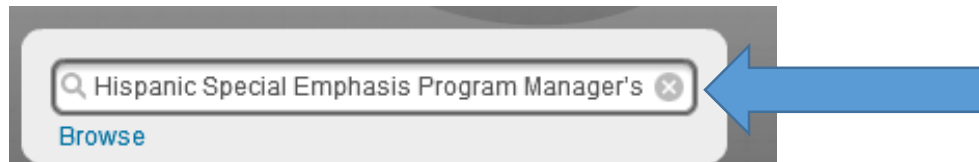
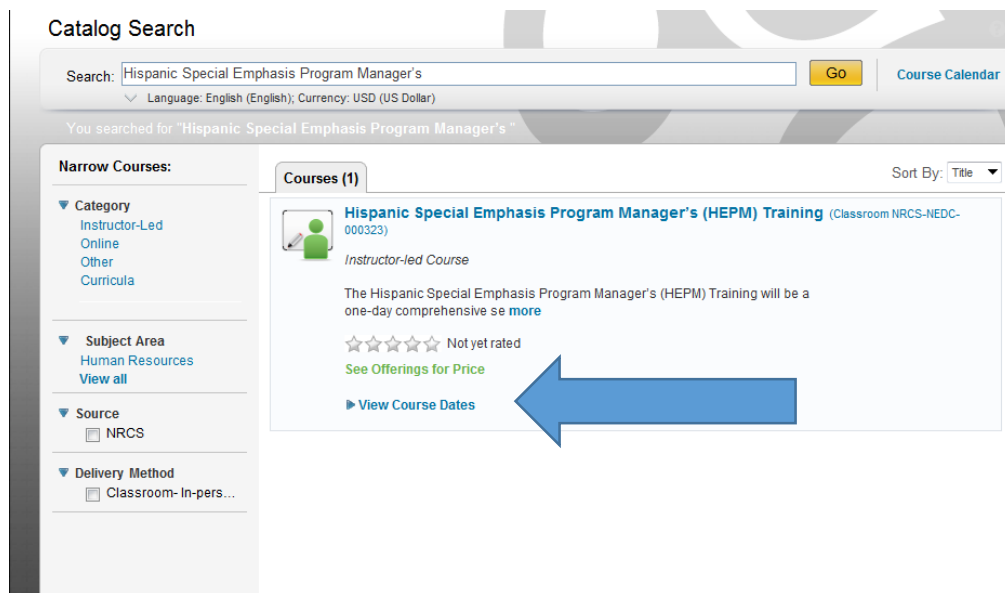


## Instructions for Registering for a Classroom Course in AgLearn

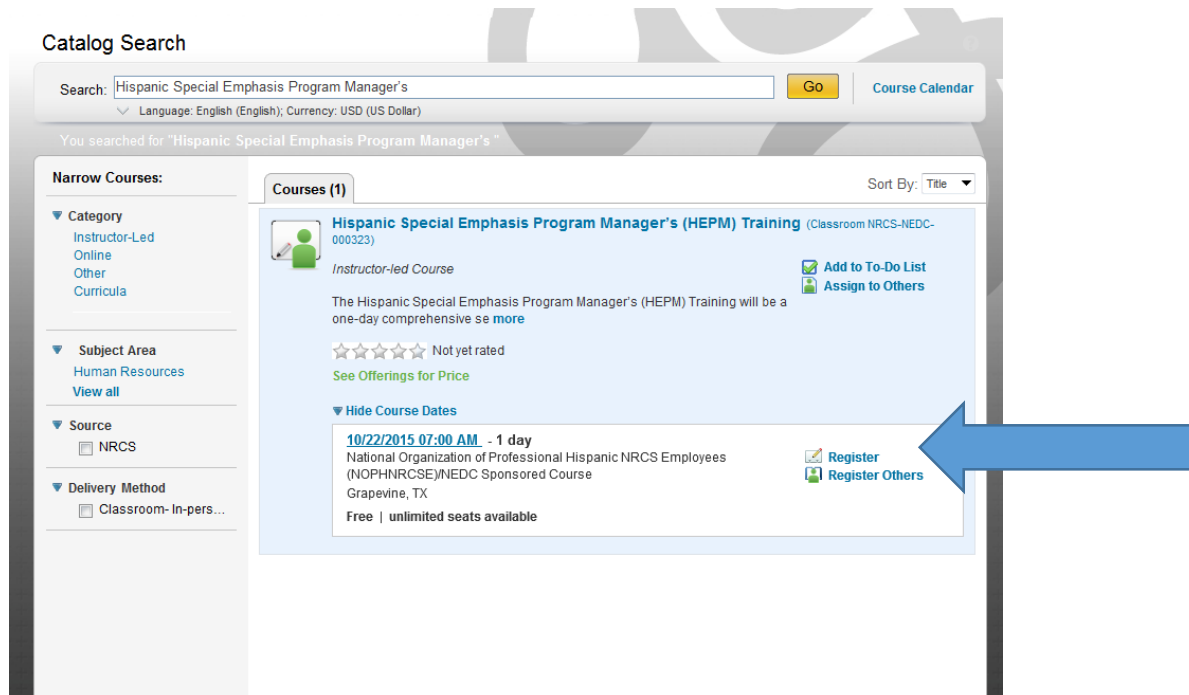
From your AgLearn home screen, search the catalog by typing in the title of the training as it appears in the bulletin and clicking “Browse.” When you find the training on the list that matches the training for which you would like to register, ensure the ID in parentheses matches the AgLearn ID in the National Bulletin.



Click on click “View Course date/Offerings”



Click on “Register”



If you get this message click “YES”

**Warning Details:**

- The scheduled offering (43821) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.

Do you wish to proceed?

No Yes

Type in any comments you would like to submit to your Supervisor and Training Officer, and click “Confirm”

**Registration**

[Help](#)

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a user to serve as Approver in any steps that are indicated with a 'Select User for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous Confirm

**Offering**

Hispanic Special Emphasis Program Manager's (HEPM) Training  
Classroom NRCS-NEDC-000323

Revision: 1 - 6/9/2015 01:29 PM America/Denver

Start Date: 10/22/2015 07:00 AM America/Denver

End Date: 10/22/2015 03:00 PM America/Denver

Capacity: 0 enrolled, 0 waitlisted

Price : Free

**Approval Steps**

| Approval Step        | Approvers                                       |
|----------------------|---|
| Level 1 Supervisor   | Supervisor Level 1 ( <a href="#">Show All</a> ) |
| Training Coordinator | Training Officer ( <a href="#">Show All</a> )   |

**Registration Comments**

User Name: Martinez Flores, Astrid D

Registration Status: PENDING (Pending)

Comments:

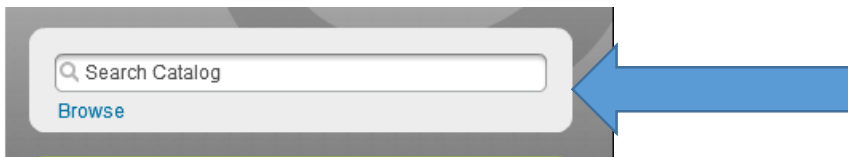
Previous Confirm



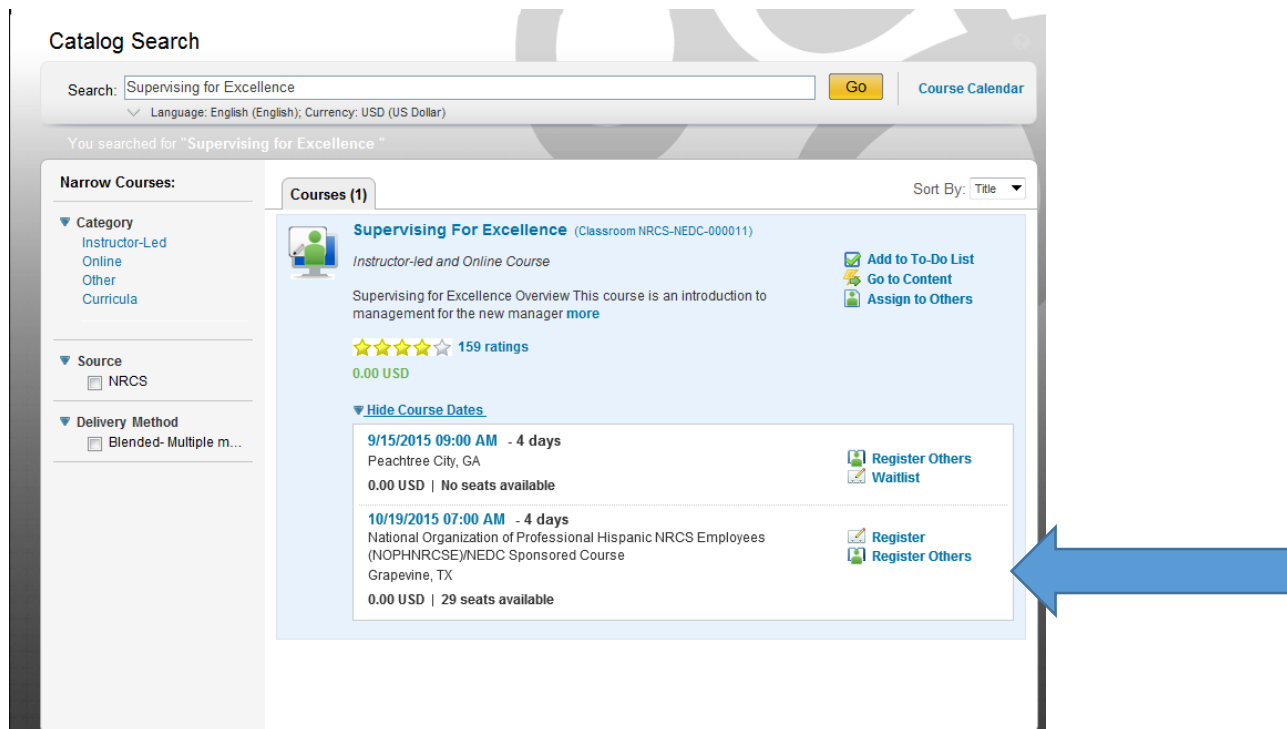
AgLearn will then automatically send notices to your Supervisor and Training Officer (you can click “Show All” from this screen to see who will be notified) requesting approval. Once you click “Confirm,” your involvement is complete. Once your registration is approved, you will receive an email from AgLearn.  
(Please feel free to contact your State Training Officer if you have questions or need assistance.)

## For Managing for Excellence, Supervising for Excellence, Extending outreach to all customers and National Organization of Professional Hispanic NRCS Employees (NOPHNRCE) Sponsored Training Conference

From your AgLearn home screen, search the catalog by typing in the title of the training as it appears above and or bulletin and clicking “Browse.” When you find the training on the list that matches the training for which you would like to register, ensure the ID in parentheses matches the AgLearn ID in the National Bulletin.

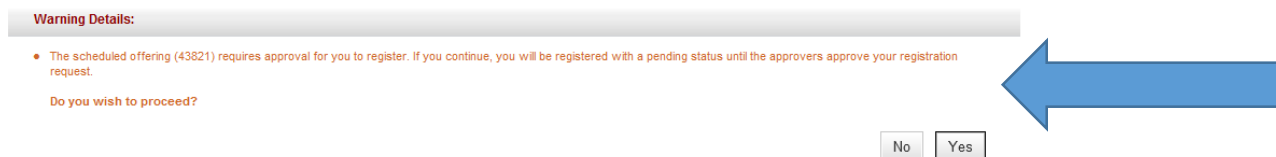


Click on click “View Course date/Offerings”



Look for the session NOPHNRCE is sponsoring with NEDC and click register

You will get the following message. Click on “Yes”



Type in any comments you would like to submit to your Supervisor and Training Officer, and click “Confirm”

## Registration

[Help](#)

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a user to serve as Approver in any steps that are indicated with a 'Select User for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

[Previous](#)[Confirm](#)

### Offering

Supervising For Excellence

Classroom NRCS-NEDC-000011

**Revision:** 9/29/2005 08:13 AM America/Denver

**Start Date:** 10/19/2015 07:00 AM America/Denver

**End Date:** 10/22/2015 11:00 AM America/Denver

**Capacity:** 1 of 30 enrolled, 0 waitlisted

**Price :** 0.00 (USD)

### Approval Steps

Approval Step

Approvers

Level 1 Supervisor

Supervisor Level 1 ([Show All](#))

Training Coordinator

Training Officer ([Show All](#))

### Registration Comments

**User Name:** Martinez Flores, Astrid D

**Registration Status:** PENDING (Pending)

**Comments:**

[Previous](#)[Confirm](#)

AgLearn will then automatically send notices to your Supervisor and Training Officer (you can click “Show All” from this screen to see who will be notified) requesting approval. Once you click “Confirm,” your involvement is complete. Once your registration is approved, you will receive an email from AgLearn.  
(Please feel free to contact your State Training Officer if you have questions or need assistance.)