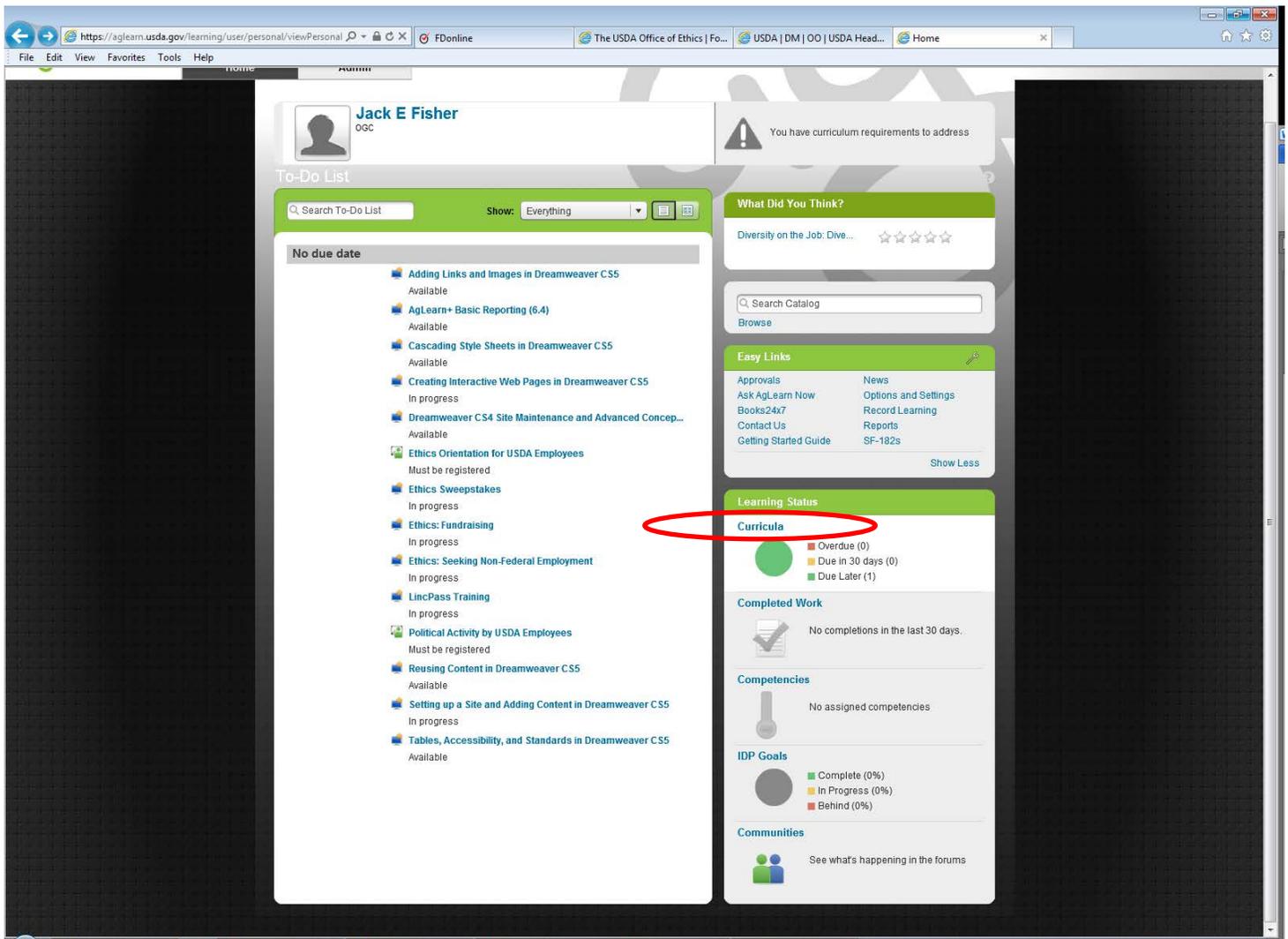


2015 Annual Ethics Training – AgLearn Instructions

1. Login to your AgLearn user account at <http://www.aglearn.usda.gov>

2. Upon login, view your user account homepage as shown in the screenshot below. Click on the Curricula pod within the Learning Status box as identified by the red circle in the screenshot below.

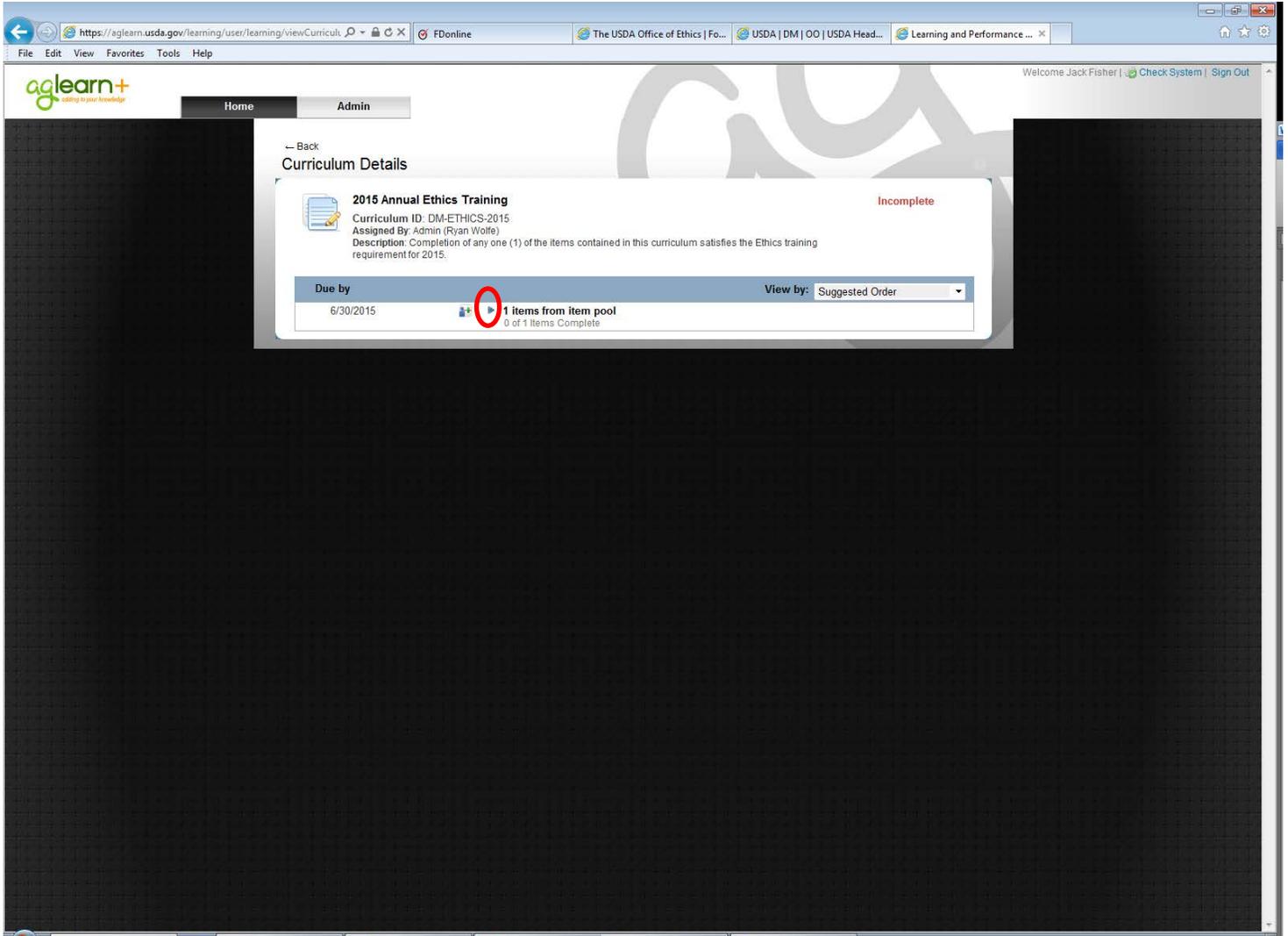


3. Next, select the “2015 Annual Ethics Training” curriculum from the list of your assigned curricula as identified by the red circle in the screenshot below.

The screenshot shows the aplearn+ web application interface. The browser address bar displays the URL: <https://aglearn.usda.gov/learning/user/learning/viewCurriculum>. The page title is "Curriculum Status". Below the title, there is a descriptive paragraph: "This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well."

Curriculum Title	Next Action Date	Expiration Date	Assigned By	Remove
2015 Annual Ethics Training	📅 6/30/2015	N/A	Admin (Ryan Wolfe)	
FY2014 Information Security Awareness Group (Group 6 - Deadline 1/31/2014)	✅ N/A	N/A	Admin (System AP)	
Information Security Awareness Training, FY2015 (Group 7)	✅ N/A	N/A	Admin (System AP)	
No FEAR Act 2010 Training	✅ N/A	N/A	Admin (System AP)	
Records Management 2011	✅ N/A	N/A	Admin (System AP)	
Veteran Employment Training for Federal Hiring Mgr	✅ N/A	N/A	Admin (System AP)	
Workplace Harassment for Employees 2013	✅ N/A	N/A	Admin (System AP)	

4. Next, click on the small blue triangle identified by the red circle in the screenshot below. This will open the drop-down menu listing the three available videos, from which you will select one to view.



5. Next, select one video to view and click “Go to Content” as identified by the red circle in the screenshot below.

The screenshot shows the aplearn+ web application interface. The browser address bar displays the URL: <https://aglearn.usda.gov/learning/user/learning/viewCurricul...>. The page title is "Curriculum Details". The main content area displays the following information:

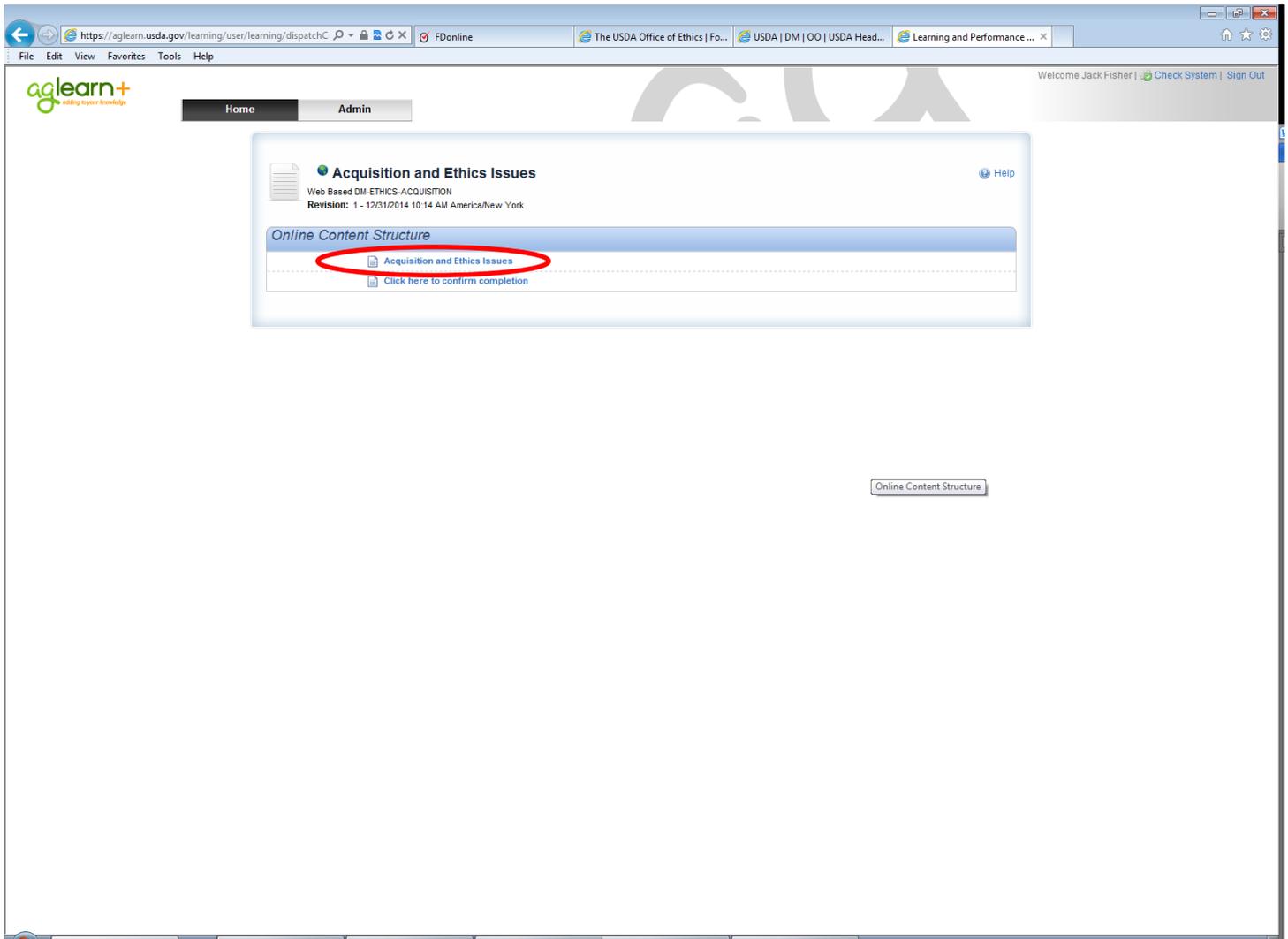
- 2015 Annual Ethics Training** (Status: Incomplete)
- Curriculum ID: DM-ETHICS-2015
- Assigned By: Admin (Ryan Wolfe)
- Description: Completion of any one (1) of the items contained in this curriculum satisfies the Ethics training requirement for 2015.

Below this information is a table with the following columns: Title, Type, Date Completed, Hours Completed, and Action. The table contains three rows of items:

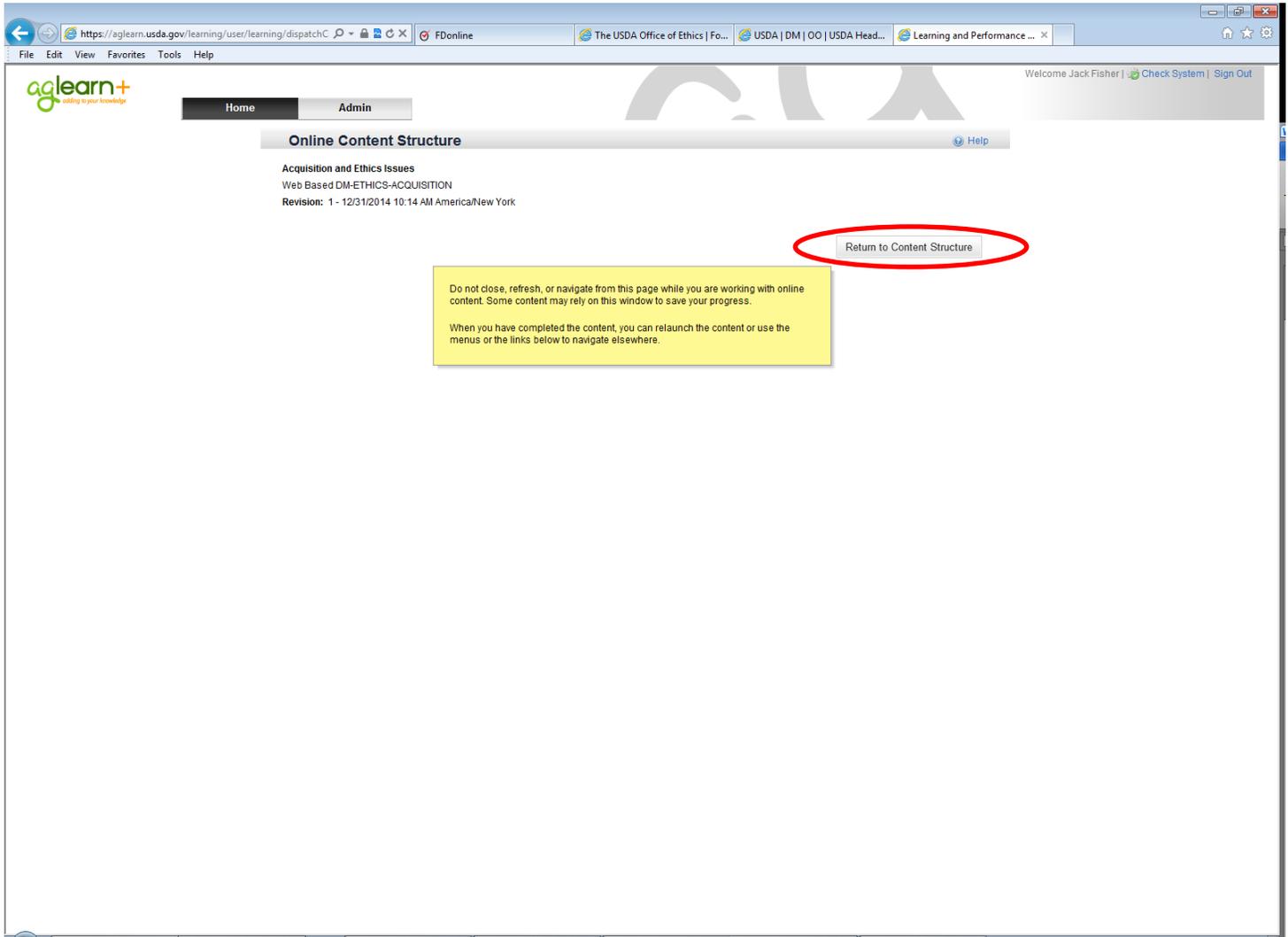
Title	Type	Date Completed	Hours Completed	Action
Acquisition and Ethics Issues	[Icon]			Add to To-Do List Go to Content
Ethics and Leadership	[Icon]			Add to To-Do List Go to Content
Political Activities and the Hatch Act	[Icon]			Add to To-Do List Go to Content

A red circle highlights the "Go to Content" button for the "Acquisition and Ethics Issues" item.

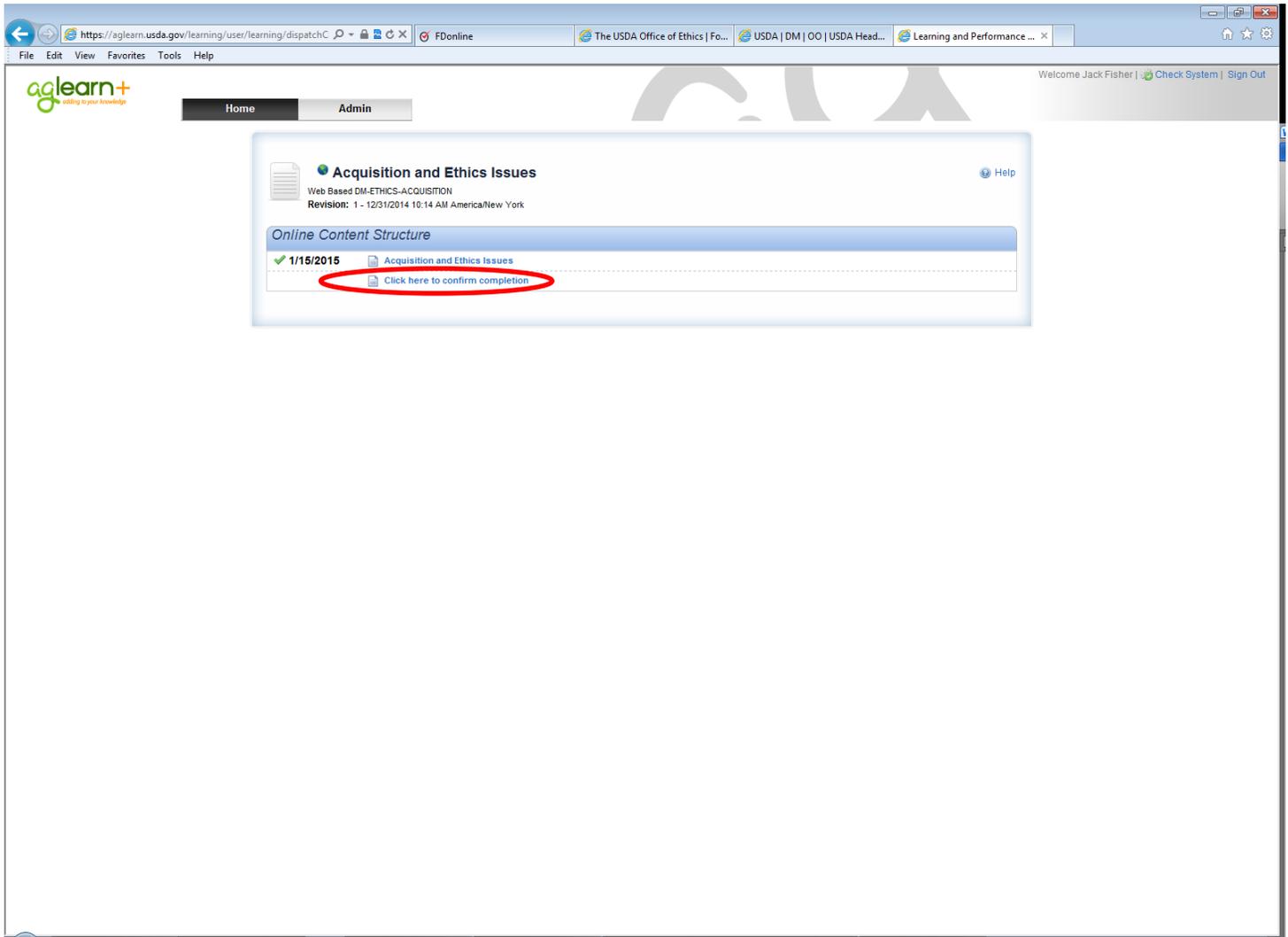
6. Next, click on the title of the video to launch the video content as identified by the red circle in the screenshot below.



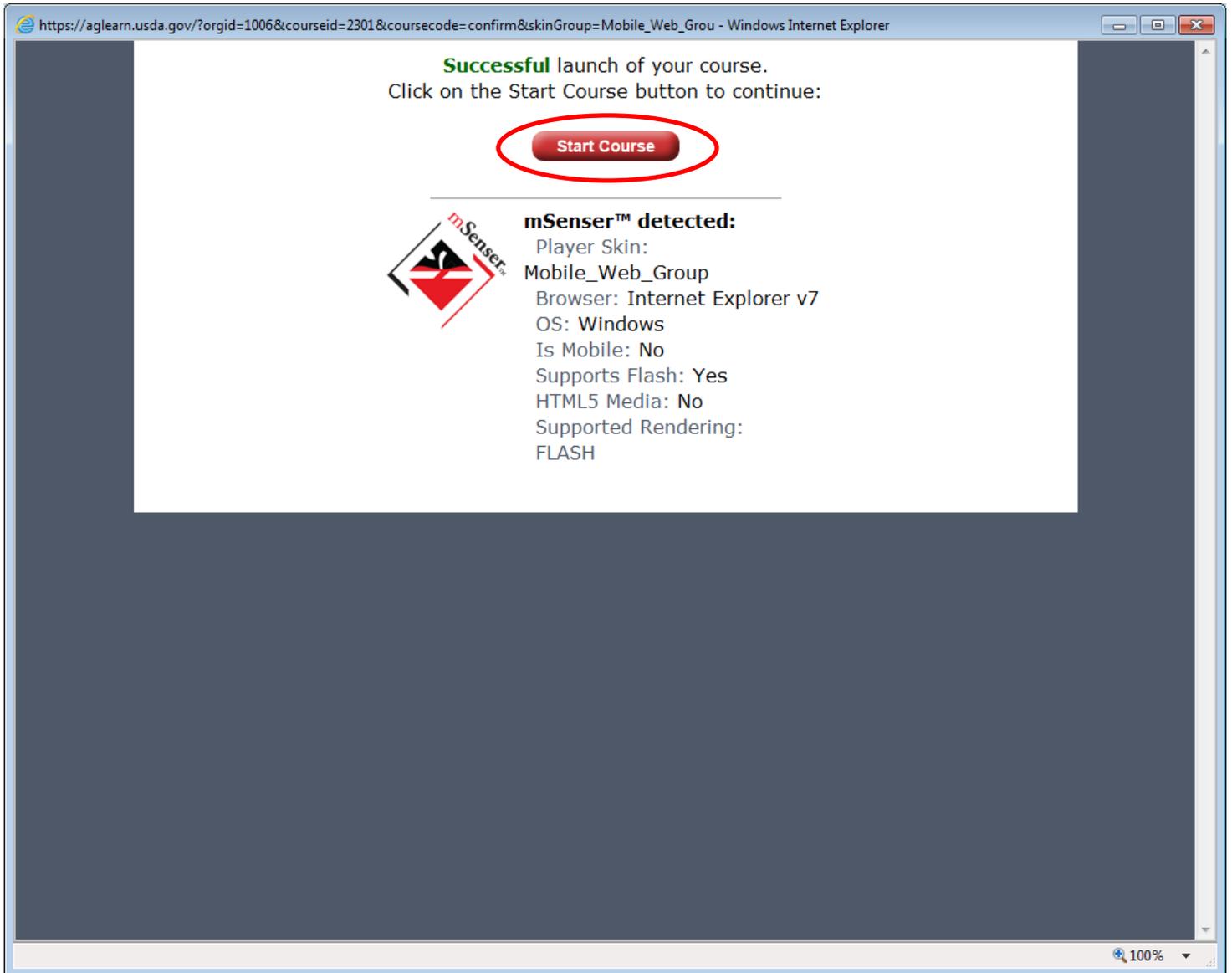
7. At this point, the video content will launch in Adobe Connect in a separate window. The window/page in the screenshot below will remain open as well. After you have completed viewing the video, you must click “Return to Content Structure” as identified by the red circle in the screenshot below. Clicking on “Return to Content Structure” is a mandatory step to allow you to complete the required self-confirmation to receive credit for completing the training.



8. At this point, you will see a check mark next to the video title you viewed. Next, select “Click here to confirm completion” as identified by the red circle in the screenshot below.



9. At this point, you will see the pop-up window/page shown in the screenshot below. Next, click on “Start Course” even though you have already completed watching the video (this “course” is the self-confirmation, not the video).



10. At this point, you will see the page shown in the screenshot below. Select option A to certify that you completed watching the video, then click on the “Submit” tab as identified by the red circle in the screenshot below.

https://aglearn.usda.gov/?launchMethod=LMS_HACP&orgid=1006&courseid=2301&coursecode=confirm&ski - Windows Internet Explorer

USDA | **aglearn+** adding to your knowledge **Confirmation of Completion**

Per Departmental Regulation 3620-001, AgLearn is the official training system for USDA, and the source of all data for audits, mandatory training completions, and records examinations relating to personnel actions. All data contained in AgLearn is subject to examination by the USDA Inspector General and/or the Office of Personnel Management without notice at any time. False claims of completed training submitted by employees using AgLearn as recorded in the Completed Work file, if substantiated, may be used to support disciplinary or other administrative action.

After you click **Submit** below, please return to the AgLearn Home Page. Some courses have either an optional or mandatory evaluation that needs to be completed. If the course has a mandatory evaluation, you will not receive credit for this course until the evaluation has been submitted. You can find all your assigned evaluations by selecting **Course Evaluations** from the **Show:** list at the top of your To-Do List.

A. I have read and understand the statements above; I hereby certify that I have completed the training

B. I do not understand the statements above and will contact my supervisor

Submit

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11. At this point you have completed the self-confirmation and your completion of 2015 Annual Ethics Training has been recorded. Click on the “Next” button as identified by the red circle in the screenshot below to close this window and return to the course structure and/or your AgLearn user account homepage.

https://aglearn.usda.gov/?launchMethod=LMS_HACP&orgid=1006&courseid=2301&coursecode=confirm&ski - Windows Internet Explorer

USDA | **aglearn+** adding to your knowledge | **Confirmation of Completion**

Per Departmental Regulation 3620-001, AgLearn is the official training system for USDA, and the source of all data for audits, mandatory training completions, and records examinations relating to personnel actions. All data contained in AgLearn is subject to examination by the USDA Inspector General and/or the Office of Personnel Management without notice at any time. False claims of completed training submitted by employees using AgLearn as recorded in the Completed Work file, if substantiated, may be used to support disciplinary or other administrative action.

After you click **Submit** below, please return to the AgLearn Home Page. Some courses have either an optional or mandatory evaluation that needs to be completed. If the course has a mandatory evaluation, you will not receive credit for this course until the evaluation has been submitted. You can find all your assigned evaluations by selecting **Course Evaluations** from the **Show:** list at the top of your To-Do List.

- A.** I have read and understand the statements above; I hereby certify that I have completed the training
- B.** I do not understand the statements above and will contact my supervisor

Thank you for your submission. Please select the Next button to close this window and return to the course structure.

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