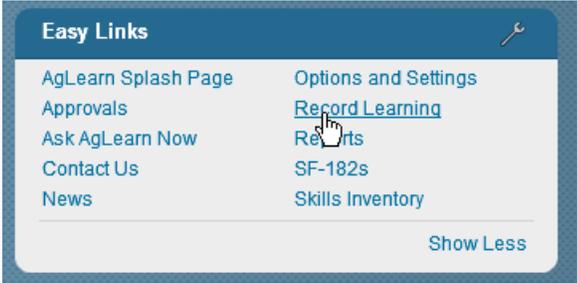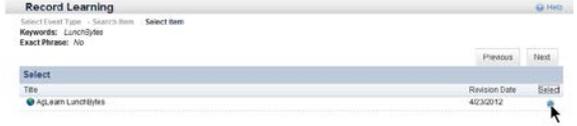**Notes**

If you did not attend training for which you self-registered, locate the course on your To-Do List, hover your mouse over the title, then click the **Withdraw** button to have it removed from your To-Do List.

Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

Recording Your Own Learning

Some learning Items in AgLearn will allow users to record their own learning upon completion. Please note that this is true only for items that have had this option enabled. It does not apply to all items.

PLEASE NOTE: AgLearn is the official system of record of all training completed while employed by USDA. It is a violation of official USDA policy to falsify data in AgLearn. You must not record a completion in AgLearn if you did not complete the course. If you registered for a course but did not attend, either remove the course from your To Do List or contact your AgLearn administrator to have the course removed for you.

Step	Activity	View
1.	From the AgLearn Home Page Easy Links, select **Record Learning**.	
2.	In the Keywords box, enter the title of the course for which you'll record learning. **Note:** If you don't remember the course title, check your To-Do List for the proper spelling.	
3.	Click **Next**.	
4.	Locate the course you completed and then click the corresponding **Select** button.	
5.	Click **Next**.	

Notes

Recording Your Own Learning

You can fill in other fields if you like, but Completion Status is the only required field.

6. From the **Completion Status** drop-down list, select your completion status.

Note: All other required fields are filled in for you. You may edit the Completion Date if you wish; there is no need to edit the Completion Time.

7. Click **Next**.

8. Enter any additional comments if desired.

9. Click **Next**.

If you notice any mistakes upon review of this screen, click the Previous button to return to previous screens and make corrections.

10. Click **Finish** to record your learning completion.