

## Job Aid: Completing an External Training Request (SF-182)

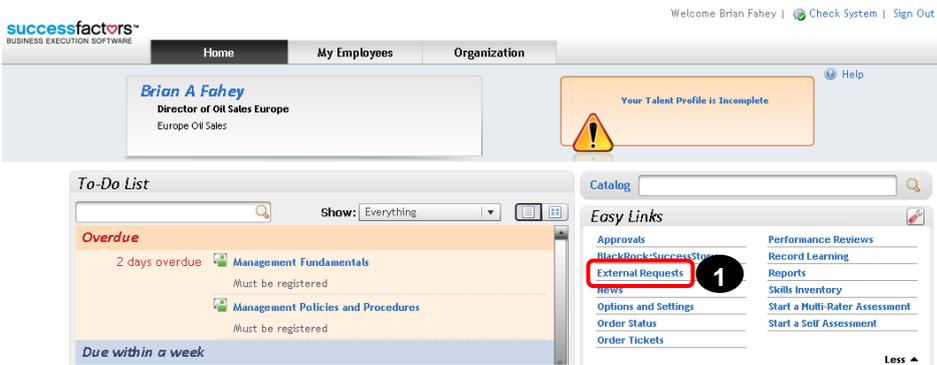
### Purpose

The purpose of this job aid is to guide users through the step-by-step process of completing an external training request form (SF-182).

#### Task A

### Complete an External Training Request (SF-182) – 11 Steps

## Task A. Complete an External Training Request (SF-182)

<p><b>1</b> From the Home page, click the <b>External Requests</b> easy link.</p>	
<p><b>2</b> Click <b>New Request</b> to create a new training request form.</p>	
<p><b>3</b> Before completing the request form, it is recommended that you review the form to determine the required fields, indicated by red asterisks. This will assist you to determine the information you need to know in order to complete and submit the request.</p> <p><b>4</b> Read through the provided instructions for more information.</p>	

<p><b>5</b> Complete all required fields (*). You will not be able to submit without populating all required fields.</p>	<p><b>5</b></p> <p>* B.2a. Course Title    B.2b. Course Number Code    * B.3. Training Start Date (MM/dd/yyyy)    * B.4. Training End Date (MM/dd/yyyy)</p> <p><input type="text"/>   <input type="text"/>   <input type="text"/>   <input type="text"/></p>												
<p><b>6</b> Once you have completed request form, click <b>Submit</b>.</p>	<p><b>Request, Authorization, Agreement &amp; Certification of Training</b> <a href="#">Help</a></p> <p><a href="#">← Back</a></p> <p>Complete the form below in order to request training outside of your agency. Be certain to complete all of the required fields. * = Required Fields</p> <p><b>6</b> <a href="#">Submit</a> <a href="#">Save</a></p> <hr/> <p><b>REQUEST, AUTHORIZATION, AGREEMENT &amp; CERTIFICATION OF TRAINING</b> <a href="#">Instructions</a></p> <p><b>SECTION A: TRAINEE INFORMATION</b></p> <p>A. Agency Code, agency sub element and submitting office number    B. Request Status / Record Action</p> <p><input type="text"/>    <a href="#">Add</a>    <a href="#">Delete</a></p> <p>A.1. Applicant's Name    First Five Letters of Last Name    A.2. Social Security Number    A.3. Date of Birth</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Middle Initial</th> <th>FAHEY</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Fahey</td> <td>Brian</td> <td>A</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Last Name	First Name	Middle Initial	FAHEY			Fahey	Brian	A			
Last Name	First Name	Middle Initial	FAHEY										
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<p><b>7</b> If you receive a validation error after clicking <b>Submit</b>, take note of the required fields you missed.</p> <p><b>8</b> Populate the omitted fields and click <b>Submit</b> to resubmit the form.</p>	<p><b>Validation Error</b></p> <p>You must correct the following error(s) before proceeding:</p> <ul style="list-style-type: none"> <li>The Field (Training End Date) is required <b>7</b></li> </ul> <p><b>Request, Authorization, Agreement &amp; Certification of Training</b> <a href="#">Help</a></p> <p><a href="#">← Back</a></p> <p>Complete the form below in order to request training outside of your agency. Be certain to complete all of the required fields. * = Required Fields</p> <p><b>8</b> <a href="#">Submit</a> <a href="#">Cancel Draft</a> <a href="#">Save</a></p> <hr/> <p><b>REQUEST, AUTHORIZATION, AGREEMENT &amp; CERTIFICATION OF TRAINING</b> <a href="#">Instructions</a></p> <p><b>SECTION A: TRAINEE INFORMATION</b></p> <p>A. Agency Code, agency sub element and submitting office number    B. Request Status / Record Action</p> <p><input type="text"/>    <a href="#">Add</a>    <a href="#">Delete</a></p>												
<p>After all required fields are populated and you clicked <b>Submit</b>, the form progresses to the approval process.</p> <p><b>9</b> Click <b>Show All</b> to review the approvers.</p> <p>Once you have examined the approval process you must agree to the acknowledgement.</p> <p><b>10</b> Check the <b>I Agree</b> checkbox.</p> <p><b>11</b> Click <b>Submit</b> to complete the process.</p>	<p><b>Approval Submission</b> <a href="#">Help</a></p> <p><b>Submit for Approval</b></p> <p><a href="#">← Back</a></p> <p>The item/request selected requires approval using the steps listed below.</p> <p>Any step that do not have a user listed must have a name filled in before the request can be submitted.</p> <table border="1"> <thead> <tr> <th>Approval Step</th> <th>Approvers</th> </tr> </thead> <tbody> <tr> <td>Supervisor</td> <td>Supervisor Level 1 (<a href="#">Show All</a>) <b>9</b></td> </tr> </tbody> </table> <p><b>Acknowledgement:</b></p> <p>By checking this checkbox, I agree to all rules and regulations regarding external training requests.</p> <p><input type="checkbox"/> I Agree <b>10</b></p> <p><b>11</b> <a href="#">Submit</a></p>	Approval Step	Approvers	Supervisor	Supervisor Level 1 ( <a href="#">Show All</a> ) <b>9</b>								
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<p>View confirmation screen.</p>	<p><b>Request, Authorization, Agreement &amp; Certification of Training</b></p> <p><b>External Learning Request Form</b></p> <p>Your External Learning Course Request is Successfully submitted to the specified approvers for the approval. Please check the external learning request list for the approval status.</p> <p><b>Course Title:</b> Learning Managment</p>														
<p>Return to the External Requests page (click <b>Home</b> in the top menu and click the <b>External Requests</b> easy link).</p> <p>View your list of external requests and details about each request submitted.</p>	<p><b>Request, Authorization, Agreement &amp; Certification of Training</b> <span style="float: right;">Help</span></p> <p>Below is a list of all of your External Requests. Click the Request ID for more information about the request. Click <b>Copy Request</b> or <b>Withdraw Request</b> button and click <b>Go</b> to Copy or Withdraw from an External Request. Click the <b>New Request</b> button to initiate a new request.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>External Requests</b> <span style="float: right;">Viewing Options: All requests <input type="text"/> Sort By: Request ID <input type="text"/></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Request ID</th> <th>Title</th> <th>Start Date</th> <th>End Date</th> <th>Status</th> <th>Pending Approval Actions</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>41</td> <td>Learning Managment</td> <td>Nov/7/2011</td> <td>Nov/11/2011</td> <td>Submitted</td> <td>Pending Supervisor</td> <td> <a href="#">Copy Request</a>  <a href="#">Withdraw Request</a> </td> </tr> </tbody> </table> <p style="text-align: right;"><a href="#">New Request</a></p> </div>	Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action	41	Learning Managment	Nov/7/2011	Nov/11/2011	Submitted	Pending Supervisor	<a href="#">Copy Request</a> <a href="#">Withdraw Request</a>
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