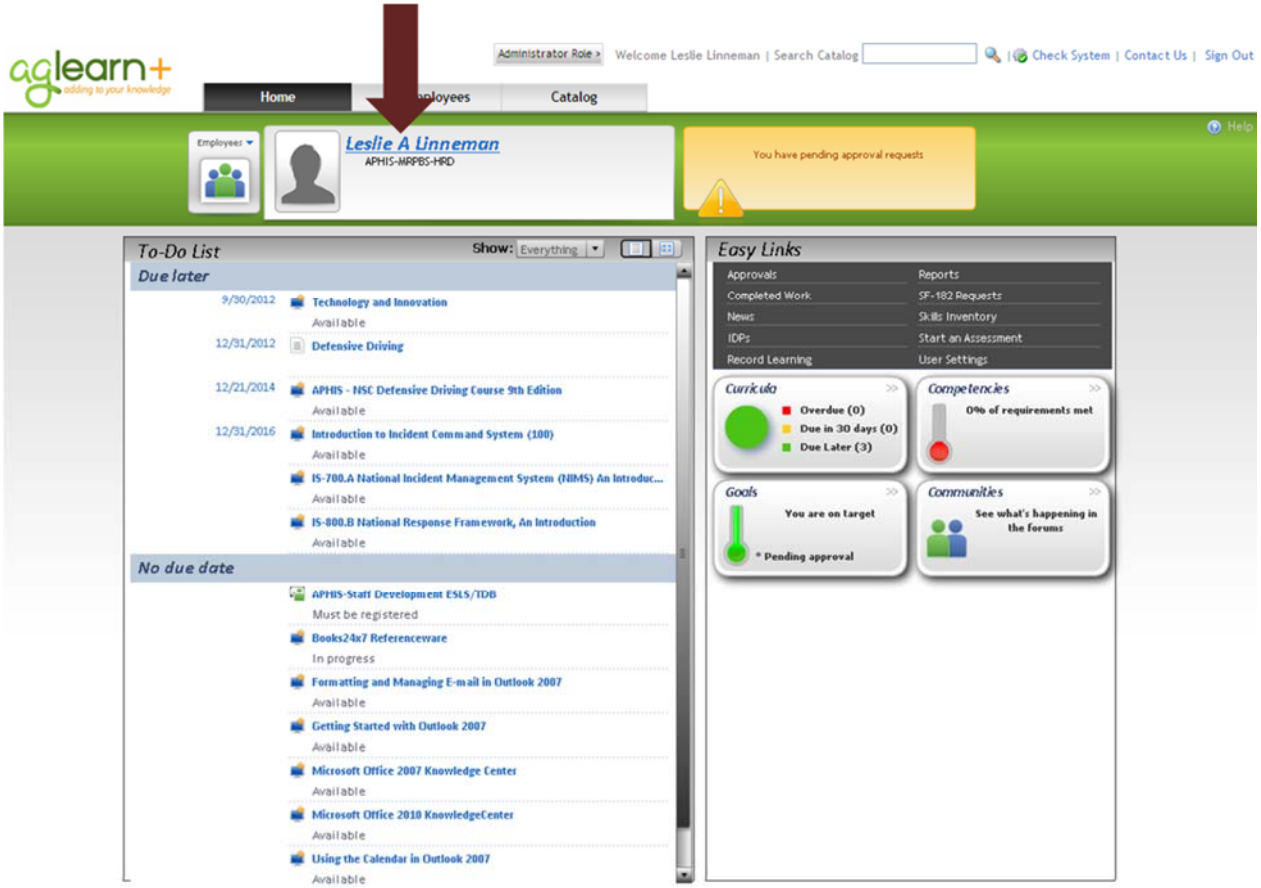
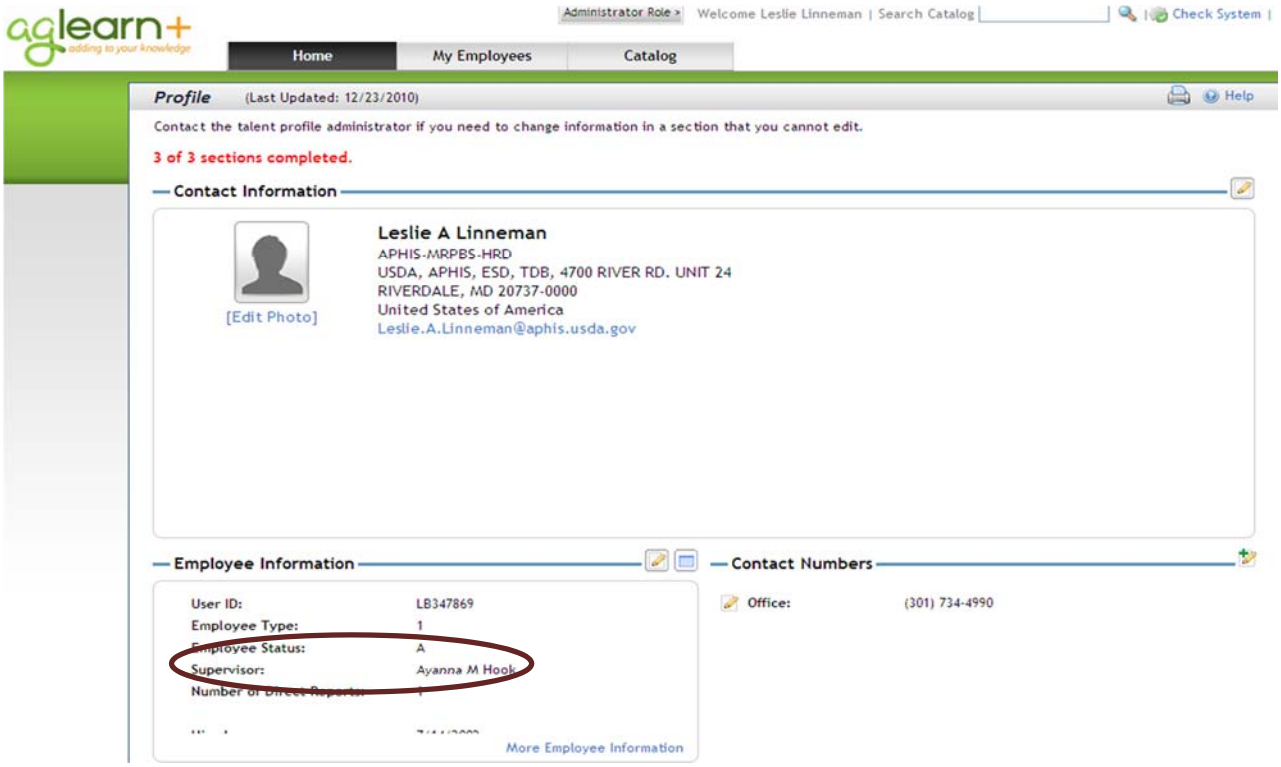
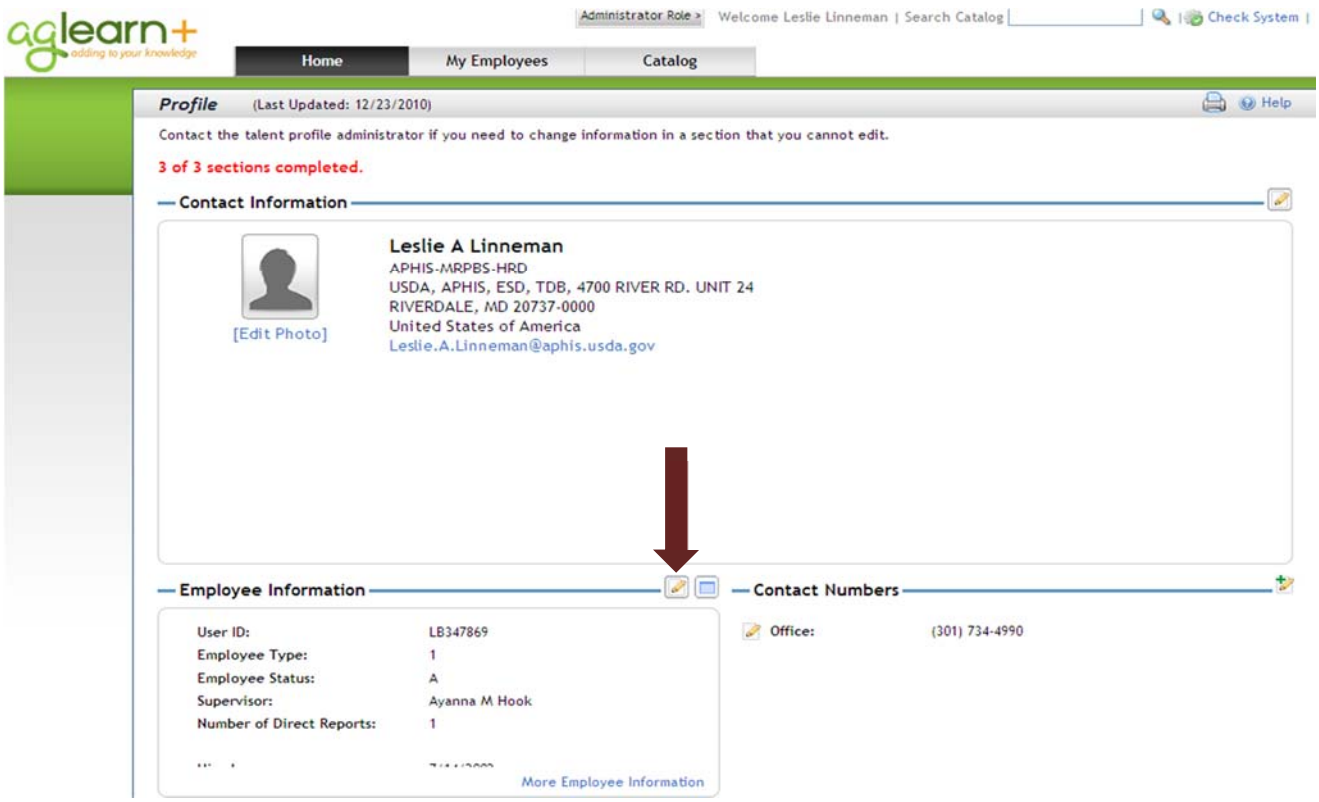
1. Log-in to AgLearn.
2. Click on your name as shown below.



3. Under "Employee Information" check to see if your current supervisor is listed next to the "Supervisor" field.

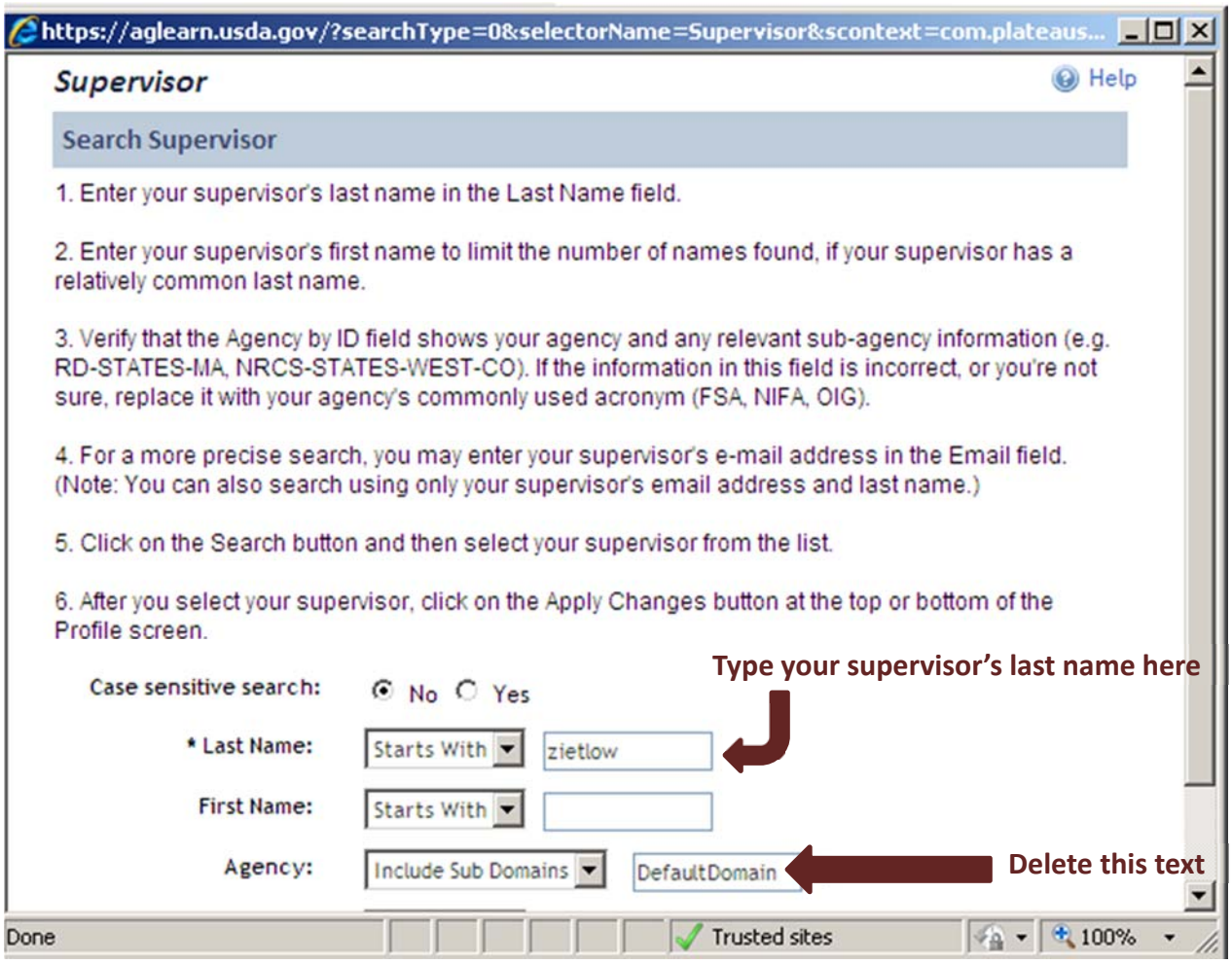


4. If the incorrect supervisor is listed, you need to change your supervisor. To do this, click on the paper and pencil icon as shown below.

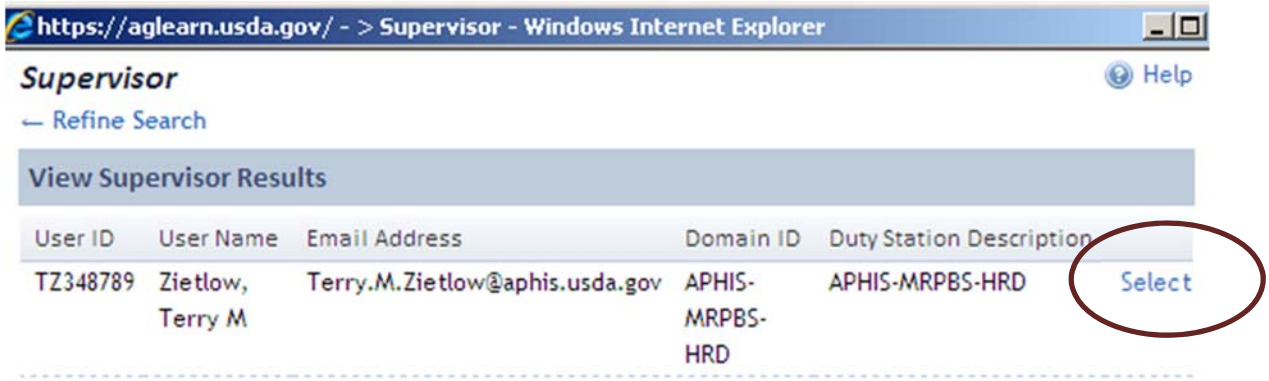
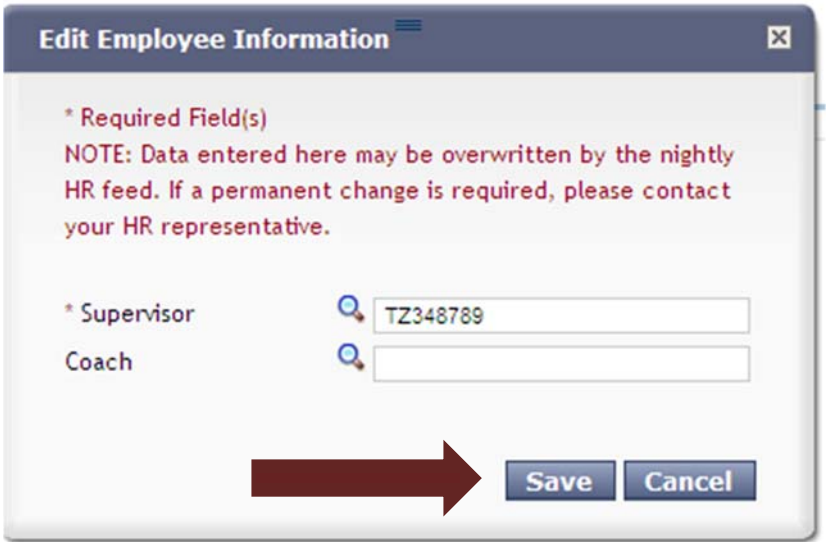


5. Click the magnifying glass icon to search for your supervisor, as shown below.

6. Type your supervisor's last name in the search field. Be sure to delete the text, "Default Domain" in the Agency field.



7. Locate your supervisor's name and click "Select."



8. Click "Save" and you are done! Success!!