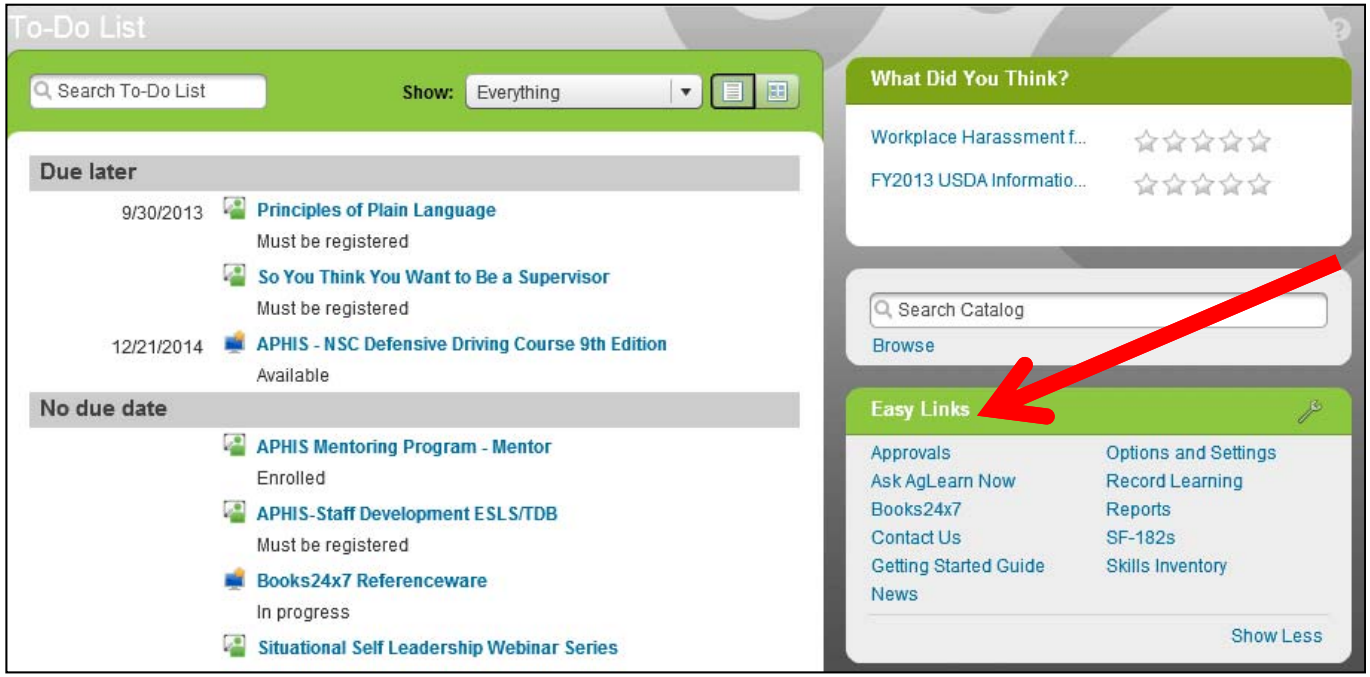
Instructions for Supervisors: Approving/Denying an IDP

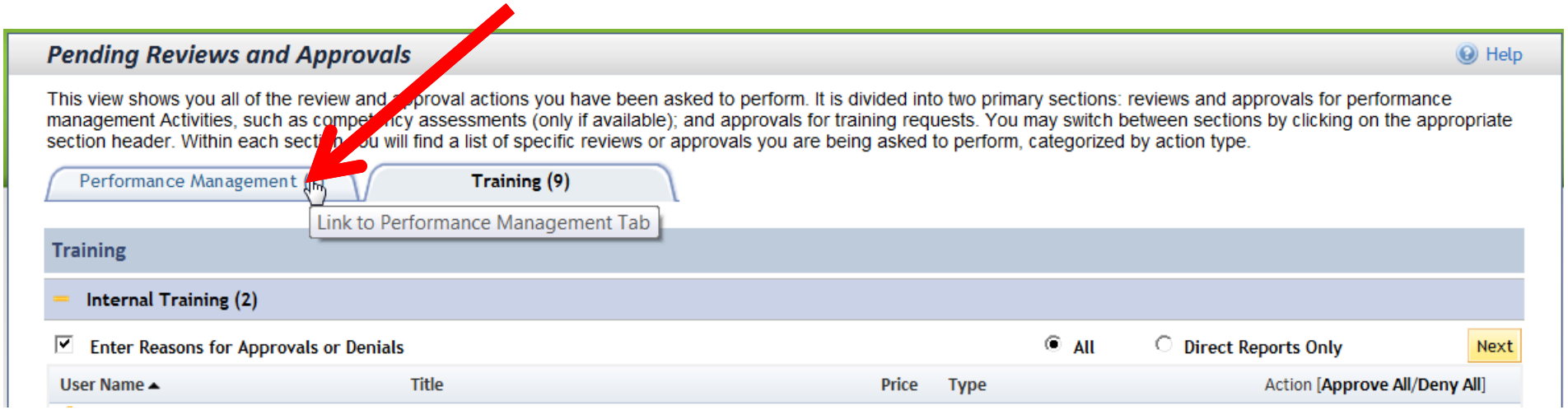
Supervisor View of IDPs

- Email notification for submitted plan
- Login to AgLearn
- Under Easy Links, click Approvals



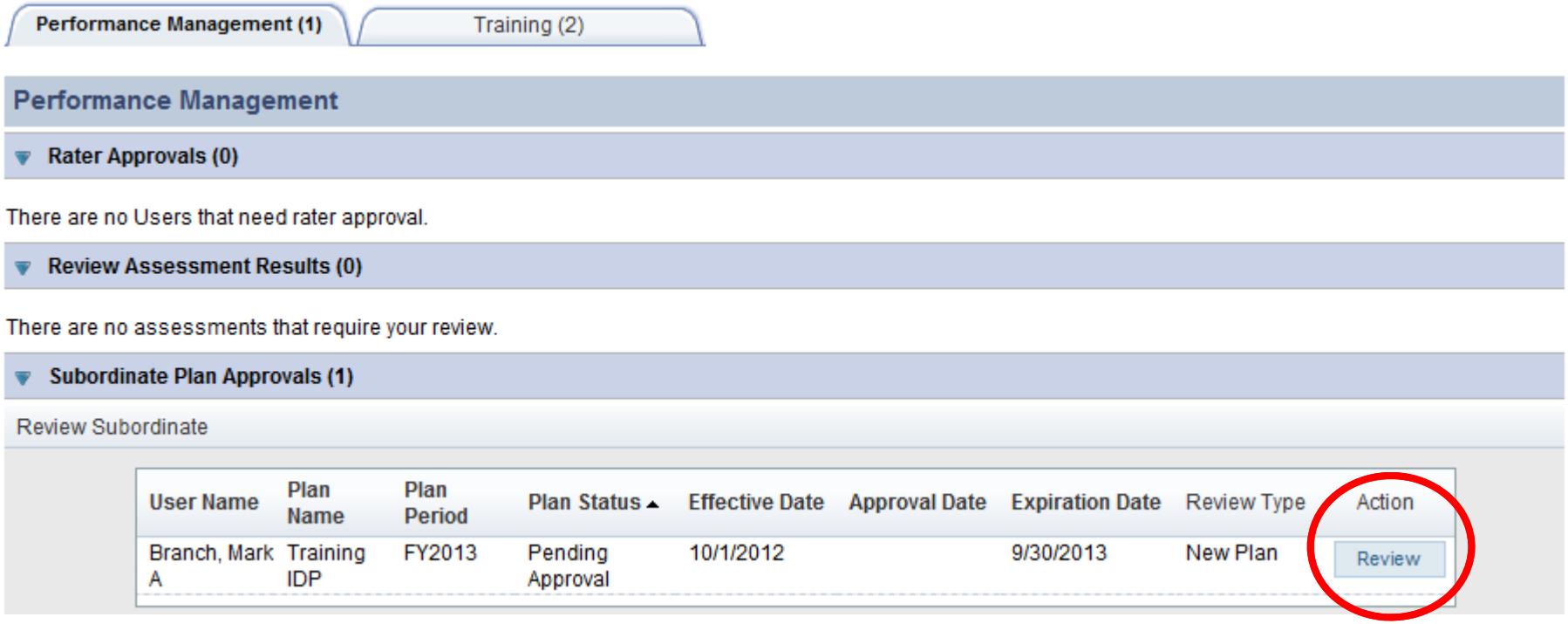
Supervisor View of IDPs

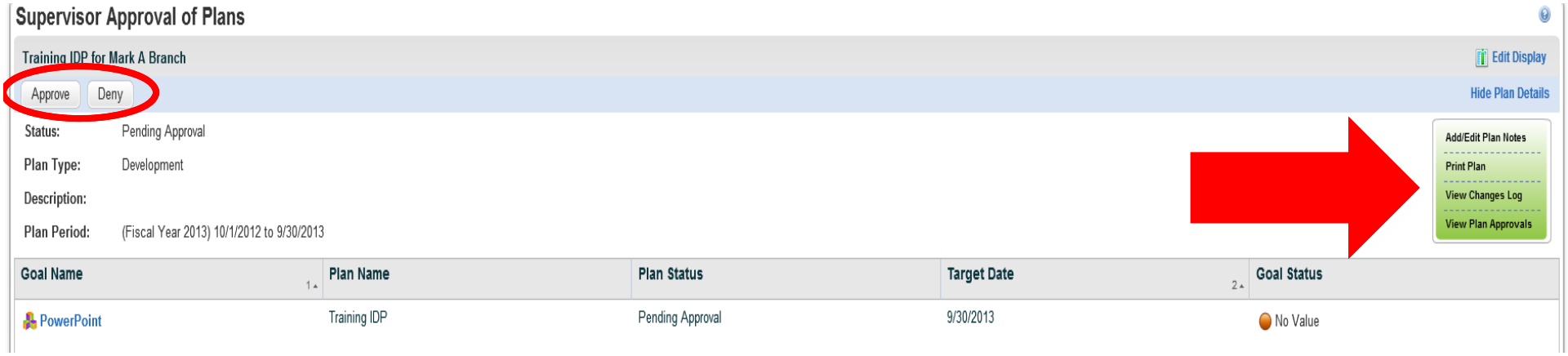
- Click the **Performance Management** tab



Supervisor View of Plans Waiting for Action

+ Scroll to plan that requires action and click **Review**



Supervisor Actions

- Approve, Reject, View/Add Notes
- Can also print or view other plans
- Plan status then changes to Active/Approved