

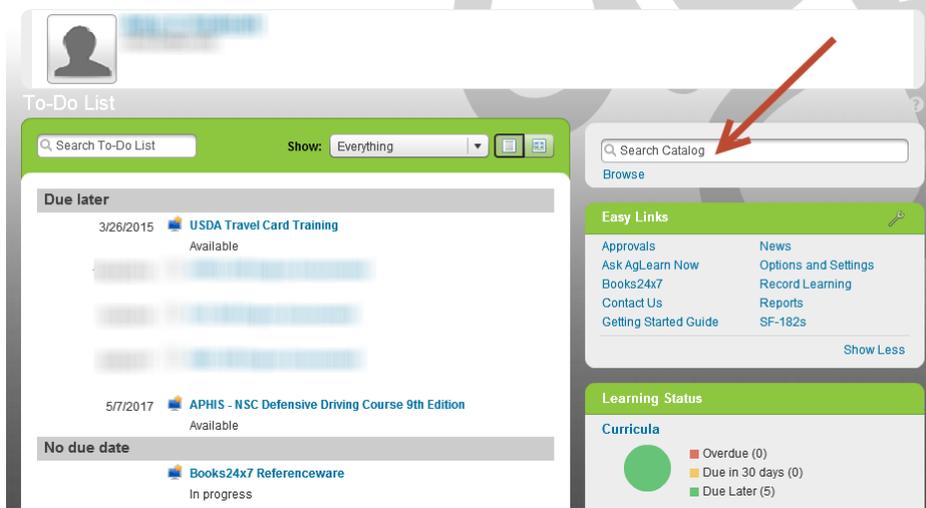
To Decline an IDP in AgLearn for FY2015

2 items are available in AgLearn for those who wish to Decline an IDP in AgLearn in FY2015.

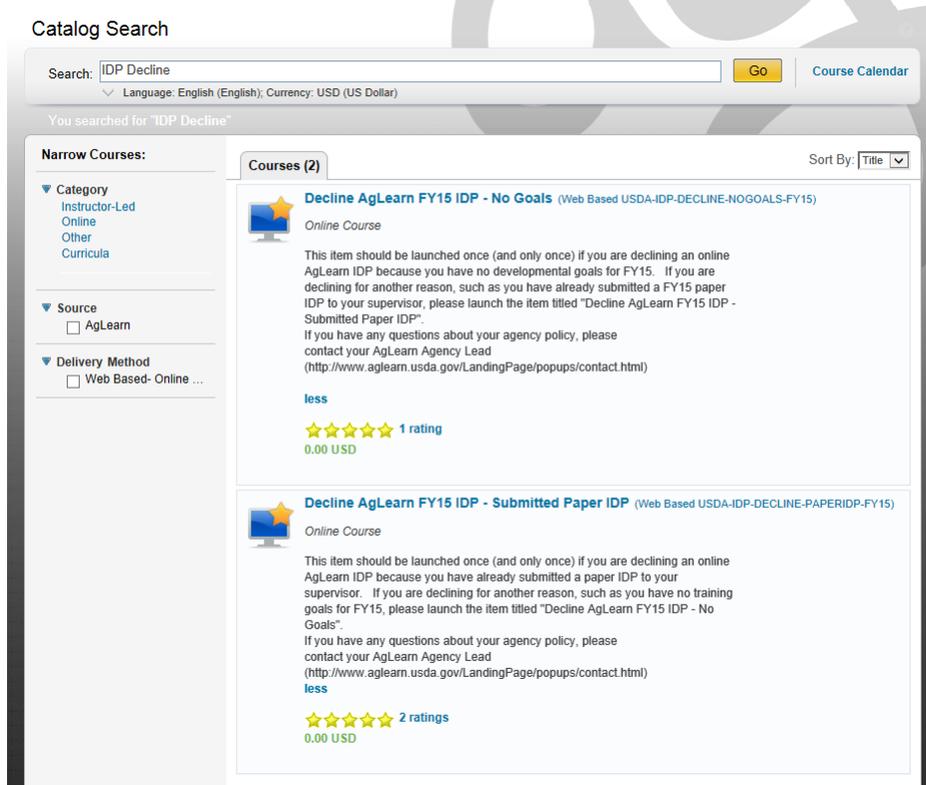
--- **READ BOTH pages of this job aid BEFORE you login to AgLearn---**

To find the Items:

1. Login to AgLearn
2. In the **Search Catalog box**, type **IDP Decline**



3. The search results will show the 2 items



- Decide which item is the one you want recorded **BEFORE** you click on either one.

The screenshot shows the 'Catalog Search' interface. At the top, a search bar contains 'IDP Decline' with a 'Go' button and a 'Course Calendar' link. Below the search bar, it indicates 'You searched for "IDP Decline"'. On the left, there are filters for 'Narrow Courses' including 'Category' (Instructor-Led, Online, Other, Curricula), 'Source' (AgLearn), and 'Delivery Method' (Web Based- Online ...). The main content area shows two course results under the heading 'Courses (2)'. The first result is 'Decline AgLearn FY15 IDP - No Goals' (Web Based USDA-IDP-DECLINE-NOGOALS-FY15), an online course with 1 rating and 0.00 USD. The second result is 'Decline AgLearn FY15 IDP - Submitted Paper IDP' (Web Based USDA-IDP-DECLINE-PAPERIDP-FY15), also an online course with 2 ratings and 0.00 USD. Both results include detailed instructions on how to decline an IDP and links to 'Add to To-Do List' and 'Go to Content'.

- Click **Go to Content** on the item you want recorded. Click **Go to Content** **only once**.
- A document will open



Circumstances for IDP Declination

All USDA Employees must be provided with the opportunity to identify their developmental plans for the upcoming year and to discuss those plan with their supervisor. While it is recommended that all employees take advantage of this opportunity and record their plans in AgLearn, not all employees may wish to do so.

Circumstances for declining to create an online IDP should be one of the following:

- You have already submitted a paper IDP to your supervisor and have had that form approved.
- You have been offered the opportunity to create an online IDP, but you do not have any developmental goals for the upcoming year.

By launching this item, you are indicating that you are declining to create an online IDP in AgLearn because you have no developmental goals for this fiscal year. If this is not the case, please contact your [AgLearn Agency Lead](#) to revise your record.

Please note that the lack of an IDP does not preclude you from attending mandatory training or job-related, technical training when directed to do so.

Your declination has been recorded and will be listed in your Completed Work area.

You may now close this document window.

- Close the document window.
- Click on your **Home** tab at the top of the screen.
- In **Completed Work** on Home page you will see a message similar to this: **1 item completed in the last 30 days**. Click the message and your Completed Work will open and you will see the Decline item recorded.