



AGILE User's Quick Reference Card

- 1 HOME.** Return to your home page from any other screen.
- 2 USER CARD.** Click your name to view/modify your user profile.
- 3 TO-DO LIST.** Items assigned to you. **Hover cursor over an item to view details and take action.**
- 4 CHECK SYSTEM** to see if your workstation is compatible with AGILE/JIVU.
- 5 HELP** for context-sensitive help.
- 6 CATALOG.** Search with keywords. Click the word **Catalog** to browse by subject area or run advanced search.
- 7 EASY LINKS** direct you to special tasks and reports.
- 8 CURRICULA** to view your curriculum items' statuses.
- 9 COMPLETED WORK.** Click to view your completed training. **Hover cursor over an item to print completion certificate.**

The screenshot shows the AGILE user interface for a user named JOHN DOE, Information Technology, Defense Intelligence Agency. The interface includes a navigation bar with 'Home', 'Check System', 'Sign Out', and 'Help'. The main content area is divided into several sections:

- To-Do List:** A list of tasks with due dates and status. A callout (1) points to the 'Home' button. A callout (2) points to the user card. A callout (3) points to a task item in the list. A callout (4) points to a 'Check System' button. A callout (5) points to a 'Help' button.
- Easy Links:** A section with links to 'Approvals', 'External Requests', 'Joint Language (LJ)', 'News', 'Options and Settings', 'Reports', and 'User Profile'. A callout (6) points to the 'Catalog' search bar. A callout (7) points to the 'Easy Links' section.
- Curricula:** A section showing curriculum items with status indicators (Overdue, Due in 30 days, Due Later). A callout (8) points to this section.
- Completed Work:** A section showing completed training items with completion dates. A callout (9) points to this section. A callout (9) also points to a 'View Details' button in a tooltip for a completed item.

Type	Title	Status	Completion Date *
Learning	VBI Training Video (PowerPoint)	Complete	10/13/2011 08:27 AM
Learning	Ethics for DoD Personnel	Complete	7/14/2011 03:15 PM
Learning	Government Travel Card - Cardholder Training	Complete	3/15/2010 12:58 PM

How Do I Change My Password?

From the LOGIN Screen

USER ID

PASSWORD

Login

Have you been here before? Enter your User ID and Password above. Click "Login".

First time to this site? [Click here](#) to create a new account.

Forgot your password? [Click here](#) and it will be e-mailed to you. (*You will need your User ID to retrieve your password.*)

If you forgot your ID, [click here](#) and enter your e-mail address. The system will automatically populate the USER ID field with your correct User ID.

After Logging In

- In the **Easy Links** section, click **Options and Settings**

Update Account Security Information

* = Required Fields

Password:

* Security Question:

* Security Answer:

* Re-Enter Security Answer:

- In the **Update Account Security Information** section, click the word **Password**.
- Follow password security rules and on-screen prompts.
- Click **Apply Changes** when complete.

Enterprise Service Desk

202-231-8000/ 1-855-dodiis1

How Do I Find a Course in the Catalog?

SIMPLE SEARCH

Catalog

- In the **CATALOG** search box, enter one or more keywords and click . Keywords include title, description, and course ID .

BROWSE CATALOG

- Click the word **CATALOG**.

Catalog

Subject Area Menus

- AGILE - IC Learning Resources
- Compliance & Oversight
- Security (12)
- Intelligence
- Aviation Ops & Force Protection
- Languages and Area Studies
- Professional Development (3)

Items

- (0) Compliance (102)
- (0) DIA Mass Transportation Benefit Program (MTBP) Ethics Awareness Training
- (0) Senior Civilian Performance Appraisal
- (0) 2010 Manual Data and Cross-Domain File Transfer Training
- (0) 2010 Privileged User Access Awareness Training

- Click a subject area in the left frame to view associated items in the right frame.

ADVANCED SEARCH

- Click the word **CATALOG**, and then click **Advanced Search**.

Advanced Catalog Search

Keywords

- All
- Instructor-Led
- Online
- Blended
- Other (Select one or more)
- Only Items
- Curricula
- Only Offerings

Title:

Descriptions:

ID:

Subject Areas: Select

Delivery Method: Select

Source: Select

Search All Languages (Applies to Title, Description, and Subject Area)

Search

- Enter criteria and select appropriate check boxes and radio buttons.
- Click **Search**.

How Do I Print a Completion Certificate?

Easy Links

Approvals Reports

News Skills Inventory

Options and Settings

Curricula

- Overdue (1)
- Due in 30 days (0)
- Due Later (0)

Completed Work

1 item completed in the last 30 days.

- Click **Completed Work**.

Completed Work

Show Completions: All

Type	Title	Status	Completion Date
Learning	Y83 Training Video (PowerPoint)	Complete	10/13/2011 08:27 AM
Learning	Ethics for DoD Personnel	Complete	7/14/2011 03:15 PM
Learning	Government Government Travel Card - Cardholder Training	Complete	3/15/2010 12:58 PM

Completion Date: 3/15/2010 12:58 PM

View Details

Print Certificate

- Hover cursor over a completed item.
- Click **Print Certificate**.

How Do I Enroll in a Scheduled Offering?

From Your TO-DO LIST

- Hover cursor over selected item and click **Register**.
- In the **Available Offerings** section, locate the desired offering.
- Click **Register**, and then follow on-screen prompts to submit registration.

Search Results

Catalog Search Results

Title	Type	Length	Status	Action
AF/PAK Analyst Pre-Deployment Course (AFPAK ASAD) - CENTCOM				

Source: US Central Command

Description	Start Date/Time	Duration	Facility & Location	Available Seats	Price	Action
AF/PAK Analyst Pre-Deployment Course (AFPAK ASAD) - CENTCOM	11/14/2011 08:00 AM EST	5 days	Mac OH AFB, Bldg 18 1077	565 (RUTEF) - Room (USD)	0.00	Register
AF/PAK Analyst Pre-Deployment	2/13/2012 08:00 AM EST	5 days	Mac OH AFB, Bldg 20	565 (RUTEF) - Room (USD)	0.00	Register

- Click the chevron (triangle) to left of the item title to display available offerings.
- Click **Register**, and then follow on-screen prompts to submit registration.