



# AGILE User's Quick Reference Card

- HOME.** Return to your home page from any other screen.
- USER CARD.** Click your name to view/modify your user profile.
- TO-DO LIST.** Items you select or are assigned to you. **Hover cursor over an item to view details and take action.**
- CHECK SYSTEM** to see if your workstation is compatible with AGILE/JIVU.
- HELP** for context-sensitive help.
- CATALOG.** Search with keywords. Click the word **Catalog** to browse by subject area or run advanced search.
- EASY LINKS** direct you to special tasks and reports and external training (SF-182).
- CURRICULA.** View your curriculum items' statuses.
- COMPLETED WORK.** View your completed training. **Hover cursor over an item to print completion certificate.**

The screenshot shows the AGILE user interface with the following elements and callouts:

- 1:** Home button
- 2:** User card for JOHN DOE, Information Technology, Defense Intelligence Agency
- 3:** To-Do List search bar and filter dropdown
- 4:** Welcome message: Welcome JOHN DOE | Check System | Sign Out
- 5:** Help icon
- 6:** Catalog search bar
- 7:** Easy Links menu (Approvals, External Requests, Joint Language Univers, News, Options and Settings, Reports, User Profile)
- 8:** Curricula status summary (Overdue (0), Due in 30 days (1), Due Later (0))
- 9:** Completed Work table with a tooltip for 'Government Travel Card - Cardholder Training' showing completion date and options to view details or print certificate.

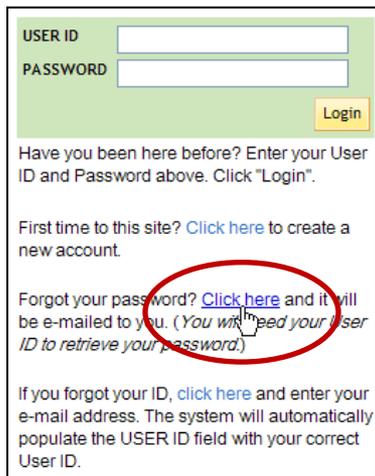
Type	Title	Status	Completion Date *
Learning	VRI Training Video (PowerPoint)	Complete	10/13/2011 08:27 AM
Learning	Ethics for DoD Personnel	Complete	7/14/2011 03:15 PM
Learning	Government Travel Card - Cardholder Training	Complete	3/15/2010 12:58 PM

## How Do I Change My Password?

From the AGILE HOME PAGE



From the LOGIN Screen



After Logging In

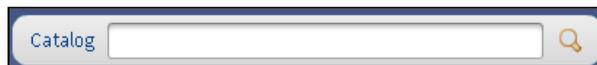
- **Easy Links > Options and Settings**



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

## How Do I Find a Course in the Catalog?

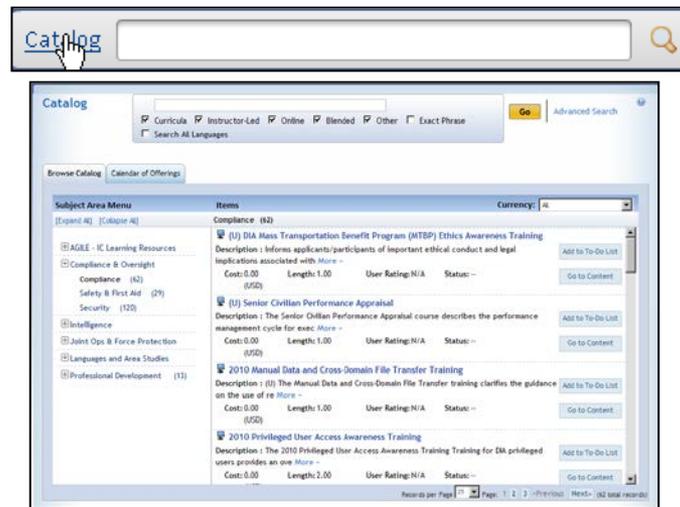
### SIMPLE SEARCH



- In the **CATALOG** search box, enter key words from title, description or course ID, and click .

### BROWSE CATALOG

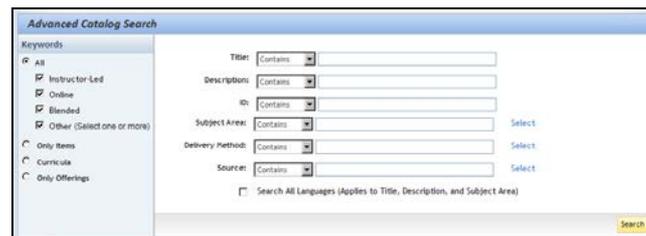
- Click the word **CATALOG**.



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

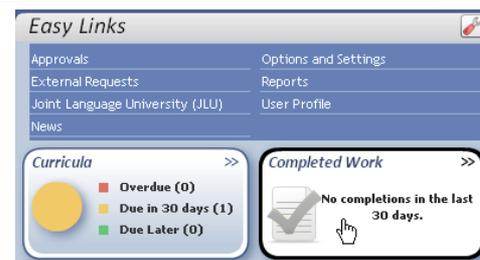
### ADVANCED SEARCH

- Click **Advanced Search**.

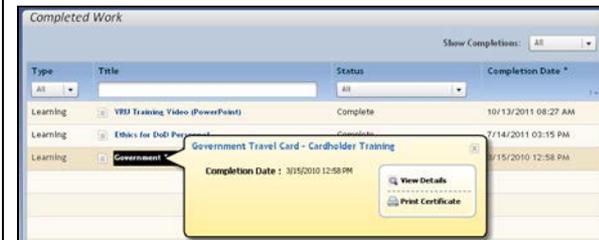


- Enter criteria, select check boxes and radio buttons.
- Click **Search**.

## How Do I Print a Completion Certificate?



- Click **Completed Work**.



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

## How Do I Enroll in a Class?

From Your TO-DO LIST

- Hover cursor over selected course; click **Register**.
- In the **Available Offerings** section, locate the desired class; click **Register**.
- Follow on-screen prompts to submit registration.

From CATALOG SEARCH RESULTS



- Click triangle to left of course title to expand and show available offerings.
- Click **Register**.
- Follow on-screen prompts to submit registration.