

# AGILE/JIVU 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** replaces old *Learning Plan*. 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.
- CURRICULA** to view your curriculum items' statuses.
- COMPLETED WORK** replaces the old Learning History. Click to view your completed training. Hover cursor over an item to print completion certificate.

The screenshot displays the AGILE/JIVU user interface with the following elements and callouts:

- 1:** Home button in the top navigation bar.
- 2:** User card for LESLIE SMITH, Defense Intelligence Agency.
- 3:** To-Do List section showing a list of tasks with a 'Show: Everything' dropdown.
- 4:** Welcome message: 'Welcome LESLIE SMITH | Check System | Sign Out' and a 'Help' link.
- 5:** Help icon in the top right corner.
- 6:** Catalog search bar.
- 7:** Easy Links section with categories: Approvals, News, Options and Settings, Reports, Skills Inventory.
- 8:** Curricula section showing a list of items with status indicators (Overdue, Due in 30 days, Due Later).
- 9:** Completed Work section showing a table of completed training items with a 'View Details' and 'Print Certificate' button.

| 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 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 **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

Catalog

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

BROWSE CATALOG

- Click the word **CATALOG**.

Catalog

Subject Area Menu

- Compliance (42)
- Intelligence
- 2010 Annual Data and Cross-Domain File Transfer Training
- 2010 Privileged User Access Awareness Training

Items

- (0) OSA Mass Transportation Benefits Program (MTBP) Ethics Awareness Training
- (0) Senior Civilian Performance Appraisal

- 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:

Title:

Description:

ID:

Subject Area:

Delivery Method:

Source:

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

Completed Work

- Click **Completed Work**.

Completed Work

| Type     | Title                            | Status   | Completion Date     |
|----------|----------------------------------|----------|---------------------|
| Learning | Y881 Training Video (PowerPoint) | Complete | 10/13/2011 08:27 AM |
| Learning | Ethics for DoD Personnel         | Complete | 7/14/2011 03:15 PM  |
| Learning | Government                       | Complete | 3/15/2010 12:58 PM  |

Government Travel Card - Cardholder Training

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 Class?

From Your TO-DO LIST

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

From CATALOG SEARCH RESULTS

Search Results

Catalog Search Results

| Title   | Type                                     | Length | Status | Action           |          |
|---|--|--------|--------|------------------|----------|
| AF/PAK Analyst Pre-Deployment Course (AFPAK ASAD) - CENTCOM |  |        |        |                  |          |
| Source: US Central Command                                  |  |        |        |                  |          |
|   |  |        | 45.0   | Already Assigned |          |
| AF/PAK Analyst Pre-Deployment Course (AFPAK ASAD) - CENTCOM | Mac DB AFB, Bldg 565 (RUTEF) - Room 1077 | 5 days | 18     | 0.00 (USD)       | Register |
| AF/PAK Analyst Pre-Deployment Course (AFPAK ASAD) - CENTCOM | Mac DB AFB, Bldg 565 (RUTEF) - Room 1077 | 5 days | 20     | 0.00 (USD)       | Register |

- Click chevron next to course title to display available offerings
- Click **Register**, and then follow on-screen prompts to submit registration.