

Approving, Disapproving, or Requesting Additional Information for an Individual Civilian Training Request – Supervisor (SF182)

ArmyIgnitED – Civilian Education

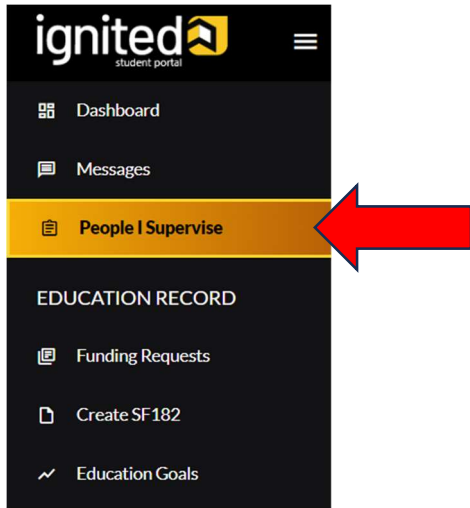
<https://www.armyignited.army.mil/student/account/login>

Pending Civilian Trainings – Individual requests to be reviewed will appear on dashboard.

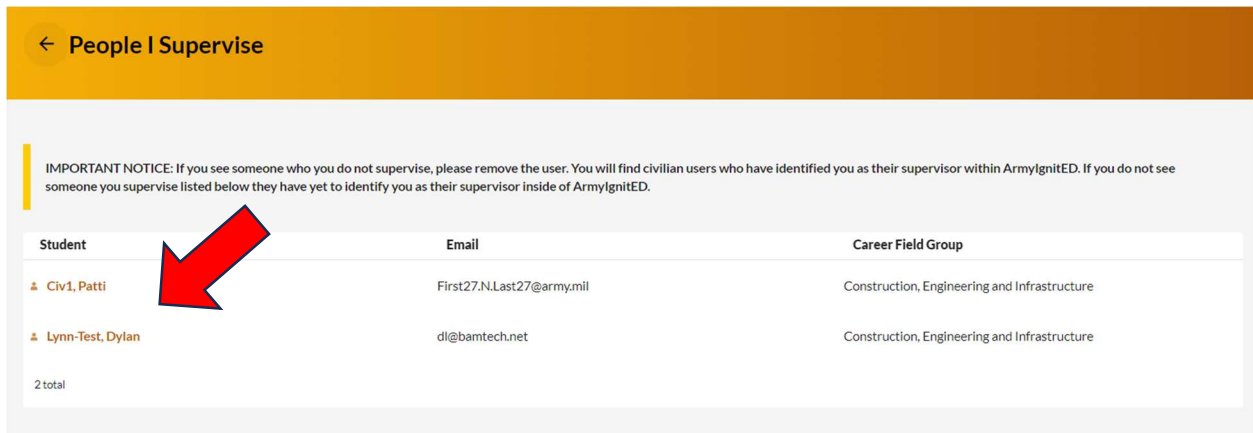
- Click field with Civilian Name to view pending SF182 requiring supervisor review.

The screenshot shows the ArmyIgnitED dashboard for a Civilian TA. The top navigation bar includes the 'ignited student portal' logo, a menu icon, and 'EDUCATION PROGRAMS' with a dropdown arrow. The left sidebar lists various dashboard options: Dashboard, Messages, People I Supervise, EDUCATION RECORD, Funding Requests, Create SF182, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, and Education Programs. The main content area displays 'Fiscal Year Cap: 2023' and 'Funding Remaining: \$4,000.00'. Below this is a section titled 'Pending Civilian Trainings' containing a table with one entry: 'Aaron Civ1' with a status of 'Pending training which needs your review' and a 'Created Date: 06/06/2023'. Two red arrows are overlaid on the image: one pointing from the funding information down to the training section, and another pointing from the training entry to the 'Aaron Civ1' name.

Click **'People I Supervise'** to display the name(s) of civilian users that have identified you as their supervisor in ArmyIgnitED.



1. Click the name of the student to view the student's current and historic SF182s.
2. An historic SF182 is no longer in 'Pending Supervisor Review' status.



3. Click 'Historic SF-182's' tab to view requests that are no longer pending.
4. Click 'Edit Training' to action Deferred SF182.

← People | Supervise: Dylan Lynn-Test

Current SF-182's Historic SF-182's

ID #14388-360TRAINING.COM, INC.
Request For Additional Info • CIVILIAN TRAINING

AHPAPFT02 06/22/2023 - 06/29/2023 Level: Training Program Area Credits: 400 Government Cost: \$1.00 Student Cost: \$1.00

[PRINT PDF](#) EDIT TRAINING

5. Click 'Current SF-182's' tab to view SF182 in 'Pending Supervisor Review' status.
6. Click 'Action Required' to view pending SF182.

← People | Supervise: Kathryn Alderton-Civ

Current SF-182's Historic SF-182's

ID #14429- CALIFORNIA HEALTH SCIENCES UNIVERSITY
Pending Supervisor Review • CIVILIAN TRAINING

TEST123 06/23/2023 - 06/23/2023 Level: Training Program Area Credits: 5 Government Cost: \$100.00 Student Cost: \$100.00

[PRINT PDF](#) ACTION REQUIRED

Viewing the Civilian Training Request

1. Click 'Civilian Training Request' tab to view information submitted on SF182.
2. Click 'Attachments' tab – to view or add any supporting documentation required to support the training request.

← View Civilian Training Request

1. Civilian Training Request

2. Attachments

Civilian Training Request ID: #14034
Civilian Training Created On: 06/06/2023

Career Field	Creation Method	Enrollment Reason
Construction, Engineering and Infrastructure	Non-government	New Work Assignment

Vendor Information

Institution Name	Street Line 1	Street Line 2	State
ACADEMY COLLEGE	1101 East 78th St. Ste. 100		
Campus Name	City	Zip	Training Location
ACADEMY COLLEGE- MAIN CAMPUS	Minneapolis	55420	

Student Information

Name	Rank	Active Duty Status
Clayton Miller-Civ	O4	N/A
Supervisor Name	Supervisor Email	Supervisor Phone Number

Total Direct Cost: \$1,075.00 **Total Indirect Cost: \$750.00**

Tuition and Fees	Books and Materials Costs	Total Training Non-government
\$1,000.00	\$75.00	\$0.00
Travel	Per Diem	
\$500.00	\$250.00	

3. Use the 'Add' button to upload a document or drag and drop the file into the box.


← View Civilian Training Request

Civilian Training Request

Attachments

Attachments

Drop files here

 **ADD**

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

Status Change Options:

1. Approve
2. Disapprove
3. Request Additional Information

Status Change Option 1. Approve: Review information > Click ‘Approve,’ if correct.

[← View Civilian Training Request](#)

Civilian Training Request			Attachments																										
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<div style="display: flex; justify-content: space-around; gap: 10px;"> APPROVE DISAPPROVE REQ ADDITIONAL INFO </div>																													



Status Change Option 2. Disapprove or 3. Request Additional Information

- Remarks are required when selecting ‘Disapprove’ or ‘Req Additional Info.’
- Type Remarks > Click ‘Disapprove’ or ‘Req Additional Info’
- Student will receive an e-mail informing them the training request was disapproved or returned for more information.

← View Civilian Training Request

Remarks are required to change status.

Civilian Training Request Attachments

Civilian Training Request ID: #14364

Civilian Training Created On: 06/22/2023

Career Field	Creation Method	Enrollment Reason
Construction, Engineering and Infrastructure	Non-government	Program/Mission

Vendor Information

Institution Name	Street Line 1	Street Line 2	State
AMERICAN MILITARY UNIVERSITY (AMU)	111 West Congress St	Attn: Student Accounts	
Campus Name	City	Zip	Training Location
AMERICAN MILITARY UNIVERSITY- MAIN CAMPUS	Charles Town	25414	

Course

Course Title	Course Number Code	Training Purpose Type	Training Start Date	Training End Date	Training Type Code
Accounting	ACCT 450	New Work Assignment	08/07/2023	08/11/2023	Basic Training Area
Training Duty Hours	Training Non-Duty Hours	Training Sub-Type Code	Training Delivery Type Code	Training Designation Type	Training Credit
40	20	Adult Basic Education	Technology Based	Undergraduate Credit	16
Training Credit Type Code	Training Accreditation Indicator	Grade	Continued Service Agreement	Training Source Type Code	Student/Membership ID
Semester Hours	No			Non-government	0
Skill Learning Object	Basic Knowledge				

Remarks for status change

APPROVE **DISAPPROVE** **REQ.ADDITIONAL INFO**

