



# SATERN Job Aid

## **SATERN Administrator Job Aid for How to Add Civil Service Reserved Seats to a Class Updated December 2, 2020**

**Audience:** This job aid is for use by National Aeronautics and Space Administration (NASA) personnel with Administrator access to the System for Administration, Training, and Educational Resources for NASA (SATERN).

**Purpose:** This job aid provides instructions for you to add Civil Service Reserved Seats to a class.

**Tasks:** Click the following link to access the needed instruction:

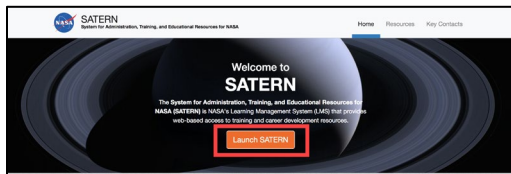
**Add Civil Service Reserved Seats to a Class..... 2**

## Add Civil Service Reserved Seats to a Class

**Note:** Depending on the options available in your **My Learning (SATERN)** page, the tiles on your screen may appear in slightly different locations than displayed in the figures in the SATERN job aids.

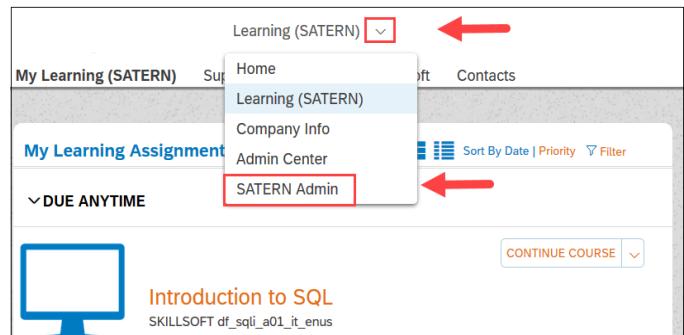
1. Visit <https://satern.nasa.gov>, and click the **Launch SATERN** button as shown in the following figure:

**Figure 1: SATERN Welcome Page Showing Launch SATERN Button**



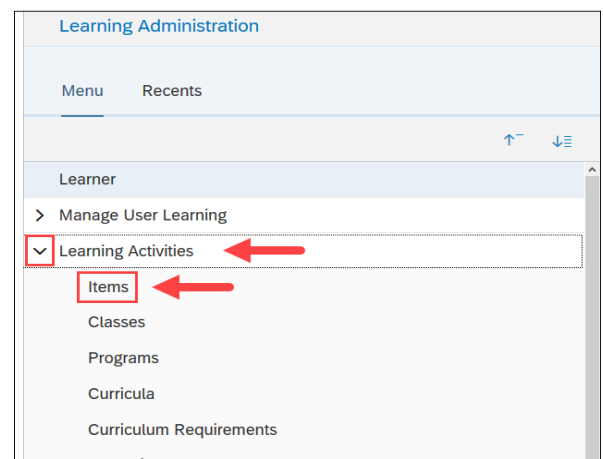
2. Do you already know how to add a class to an item?
  - a. If you already know how to add a class to an item, perform that action, and skip to Step 8.
  - b. If you do not know how to add a class, from your **My Learning (SATERN)** page, click the **Learning (SATERN)** drop-down menu and select the **SATERN Admin** option.

**Figure 2: Location of the SATERN Admin Option**



3. Select the **Learning Activities** drop-down menu, then click on the **Items** option.

**Figure 3: Location of the Items Option**



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4. In the **Item ID** field, type the ID of the desired **Item** (course) (e.g., GSFC-SH-CPA), then click the **Search** button.
5. At the bottom of the screen, select the desired **Course ID** link.

**Figure 4: Screen Showing Steps 4 and 5**

**Items** Search Add New

Search > Search Results Saved Searches

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Search Save As Reset

**Case sensitive search:** ☐ Yes ☒ No

**Search All Locales:** ☐ Yes ☒ No

**Item Types:** Starts With

**Item ID:** Starts With gsfc-sh-cpa

**Revision Date:** (MM/DD/YYYY)

**Revision Number:** Starts With

**Item Title:** Starts With

**Item Status:** ☒ Active ☐ Not Active ☐ Both

**Item Classification:** Starts With

**Online Settings:** ☐ Has online content

**Security Domains:** Starts With

**Sources:** Starts With

**Categories:** Starts With

**Delivery Methods:** Starts With

**Substitute Items:** Exact Type: ID:

Add/Remove Criteria

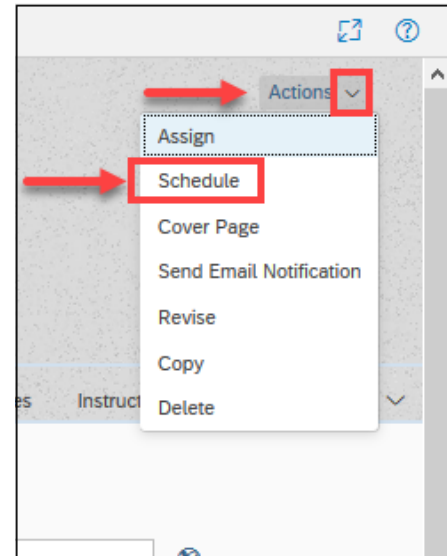
Search Save As Reset

Field Chooser Download Search Results

Item	Active	Title	Security Domain ID	Method ID	Source ID
<a href="#">COURSE GSFC-SH-CPABASICT (Rev 1 - 11/14/2017 12:45:00 America/New York)</a>	Yes	GSFC-NASA JPL COUNTERFEIT PARTS AWARENESS TRAINING	GSFC		INTERNAL

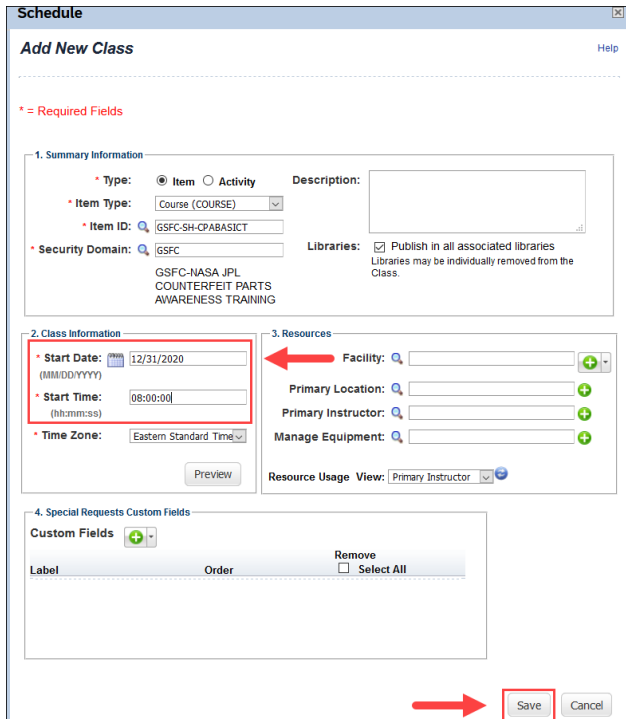
6. In the top right corner of the course summary, from the **Action** arrow icon, select the **Schedule** link as shown in the following figure:


**Figure 5: Location of the Schedule Link**



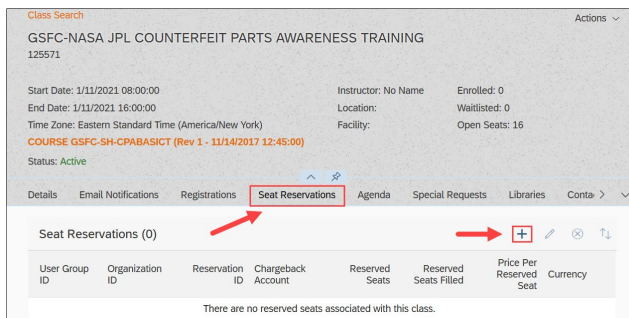
7. Create a new class by entering a new **Start Date** (i.e., a date in the future), **Start Time** (HH:MM AM or PM), and any other information desired. Then click the **Save** button.

**Figure 6: Add New Class Screen Showing Location of Start Date Field, Start Time Field, and Save Button**



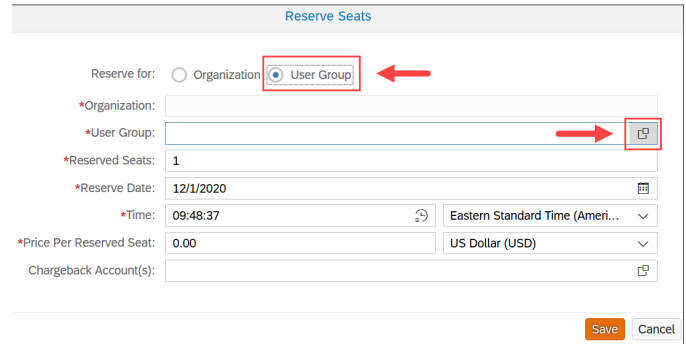
8. Select **Seat Registrations**, then the  icon to create a group reservation.

**Figure 7: Location of the Reserve Seats Menu**



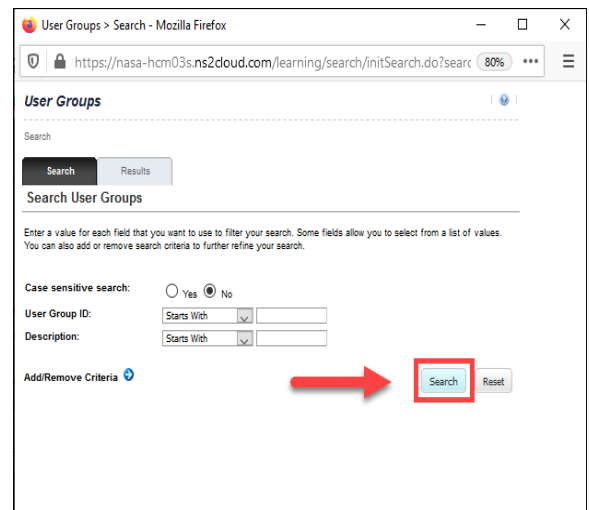
9. From the **Reserve Seats** sub-menu, select the **User Group** button. Next click the filter icon in the **User Group** search field, as shown in the following figure:

**Figure 8: Location of the User Group Options**



10. From the **User Groups** search menu, click the **Search** button to see all user groups.

**Figure 9: User Group Search Menu**

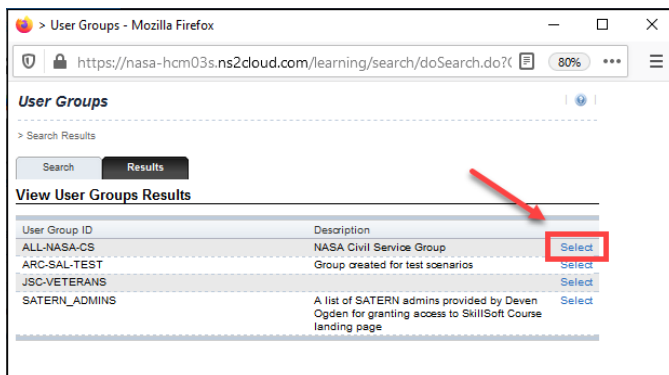


11. Click the **Select** button next to the **NASA Civil Service Group**.

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Figure 10: User Group Search Results



12. Finish completing the other required fields with the appropriate information, then click the **Save** button at the bottom of the screen.

Figure 11: Reserve Seats Form Completion

The screenshot shows the 'Reserve Seats' form. It has a 'Reserve for:' section with radio buttons for 'Organization' and 'User Group'. Below this are fields for '\*Organization:', '\*User Group:' (NASA Civil Service Group (ALL-NASA-CS)), '\*Reserved Seats:' (10), '\*Reserve Date:' (10/2/2020), '\*Time:' (10:54:21), and '\*Price Per Reserved Seat:' (0.00). There is also a 'Chargeback Account(s):' field. A red box highlights the '\*Reserved Seats:', '\*Reserve Date:', '\*Time:', and '\*Price Per Reserved Seat:' fields. A red arrow points to the 'Save' button at the bottom right.

13. You will be returned to the **Seat Reservation** menu showing the seats that are now reserved.

Figure 12: Seat Reservation Confirmation

The screenshot shows the 'Seat Reservation Confirmation' page. It displays details for a class: 'GSFC-NASA JPL COUNTERFEIT PARTS AWARENESS TRAINING' (125571). The details include 'End Date: 1/11/2021 16:00:00', 'Location:', 'Waitlisted: 0', 'Time Zone: Eastern Standard Time (America/New York)', 'Facility:', and 'Open Seats: 16'. Below the details is a table of seat reservations. A red box highlights the first reservation for 'ALL-NASA-CS'.

User Group ID	Organization ID	Reservation ID	Chargeback Account	Reserved Seats	Reserved Seats Filled	Price Per Reserved Seat	Currency
ALL-NASA-CS		3859		10	0	0.00	US Dollar (USD)