SATERN Admin Lead Job Aid for Navigating Between Environments
Updated December 1, 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 navigate between the SATERN Home page, Learning Plan, and SATERN Admin page.

Tasks: Click the following links to access the needed instruction:

Task A - Logging Into the Learning Page
Task B - Accessing SATERN Admin Page from Your Learning Page
Task C – Accessing Your Learning Page from Your SATERN Admin Page
Task A - Logging into the Learning Page

Go to satern.nasa.gov and click the Launch SATERN button.

Figure 1: Launch SATERN Button

Your My Learning (SATERN) page is displayed.

Task B - Accessing SATERN Admin Page from Your Learning Page

From the My Learning (SATERN) page, click the Learning (SATERN) drop-down menu, and select the SATERN Admin option.

Figure 2: SATERN Admin Option

Your SATERN Admin page is displayed.
Task C - Accessing Your Learning Page from Your SATERN Admin Page

1. In the upper-left-hand corner of the page, click the NASA icon.

Figure 3: SATERN Admin Page Showing NASA Icon

Your Human Capital Management (HCM) Home page is displayed as shown in the following figure:

Figure 4: HCM Home Page

Click the Home drop-down menu and select the Learning (SATERN) option.

Figure 5: Learning (SATERN) Option

Your My Learning (SATERN) page is displayed.