



SATERN Job Aid

SATERN Learner Job Aid for Registering for an Instructor-Led Training (ILT) Course **Updated December 2, 2020**

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

Purpose: This job aid provides instructions for you how to register for an instructor-led course on SATERN.

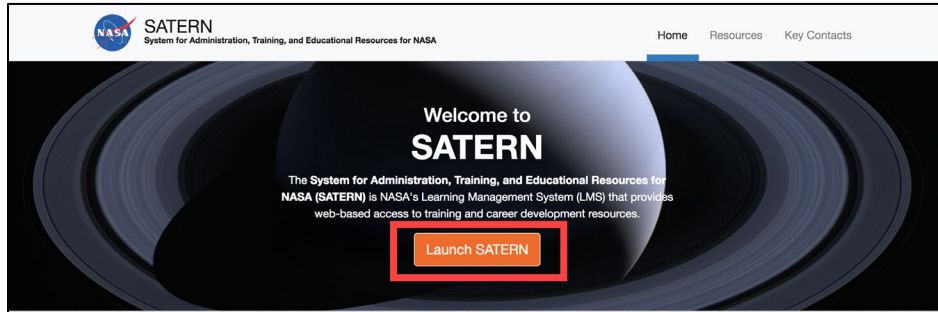
Tasks: Click the following links to access the needed instruction:

Task A – Logging Into the Learning Page	2
Task B – Registering for Instructor-Led Training	3

Task A – Logging Into the Learning Page

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

Figure 1: SATERN Welcome Page Showing Launch SATERN Button



Your My Learning (SATERN) page is displayed.

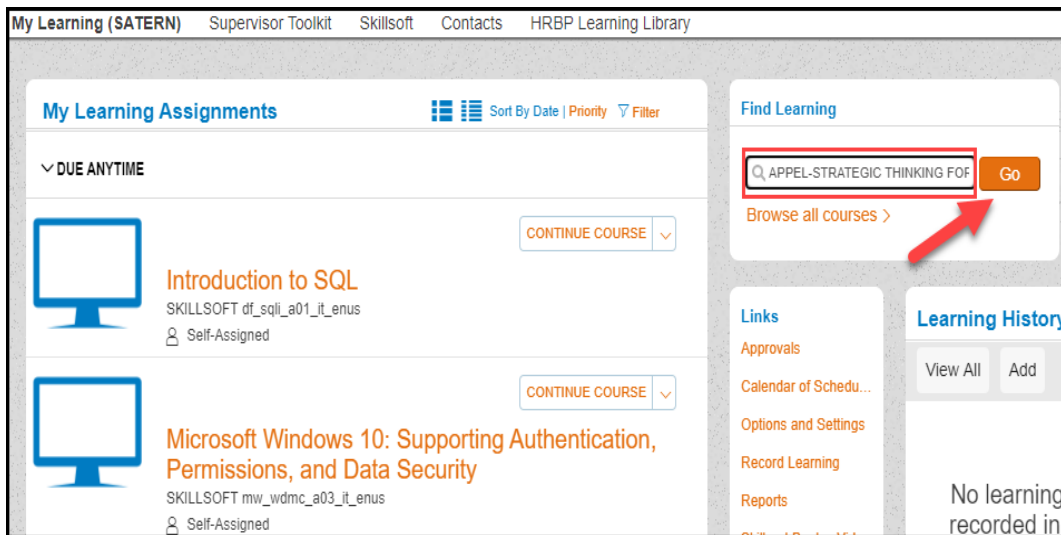
Note: Depending on the tiles and options available in your My Learning (SATERN) page, yours may appear in slightly different locations than displayed in the figures in the SATERN job aids.

Task B – Registering for Instructor-Led Training

This task illustrates how to register/enroll for an Instructor-Led Training event using an example. In this example, a learner is registering for SATERN course titled **APPEL-STRATEGIC THINKING FOR PROJECT SUCCESS**; however, for your search, replace that course title example with your desired course.

1. On the **My Learning (SATERN)** page in the **Find Learning** tile, type **APPEL-STRATEGIC THINKING FOR PROJECT SUCCESS** and click the **Go** button.

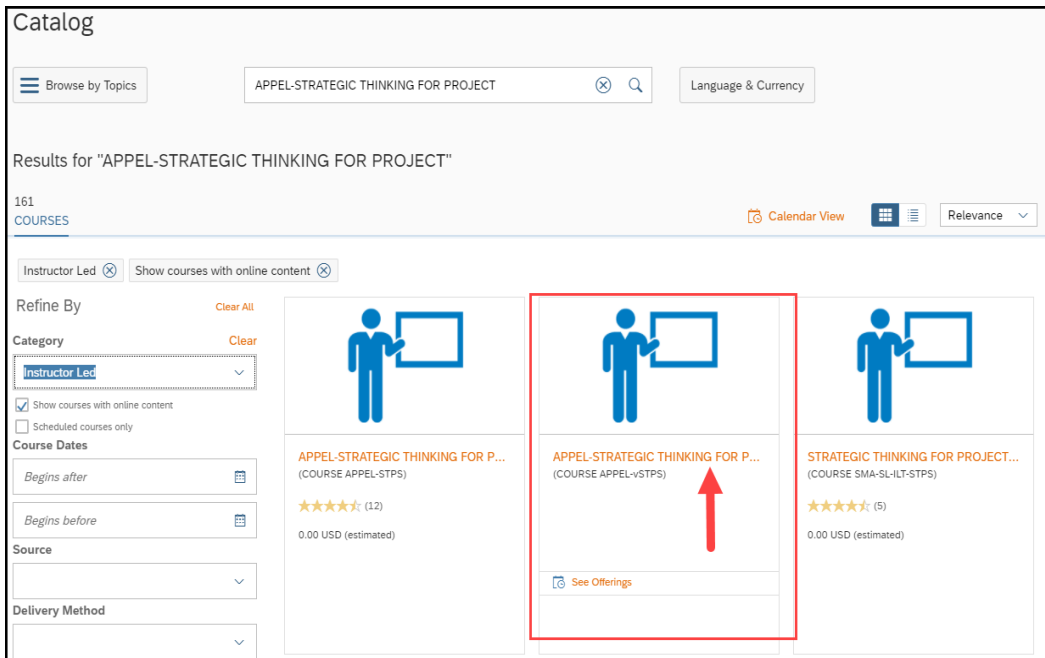
Figure 1: My Learning (SATERN) Page Showing Find Learning Tile Search Field



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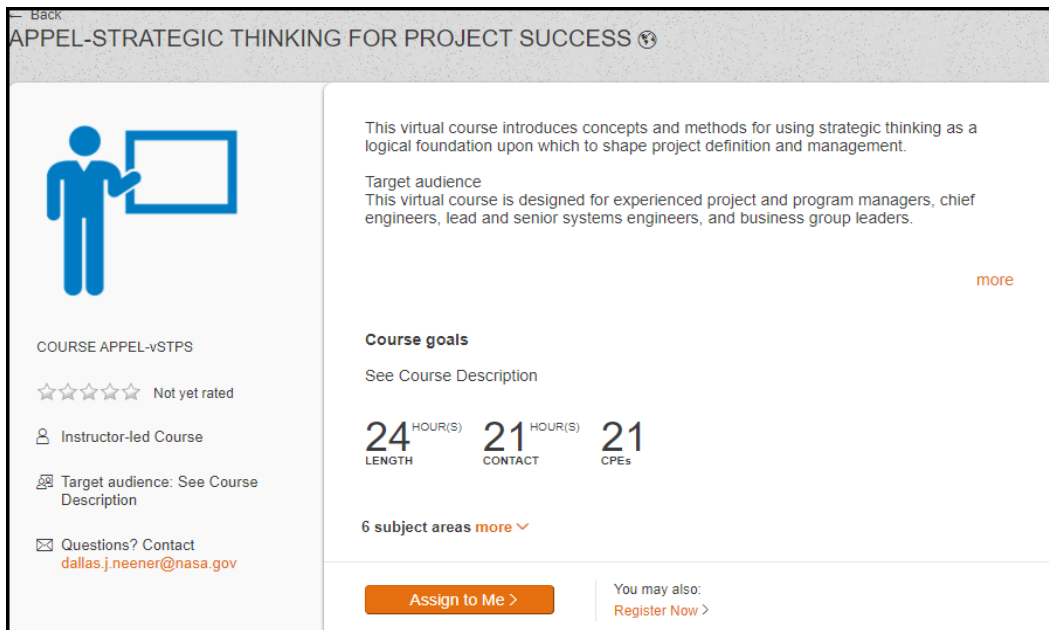
2. On the search results screen, locate the course, and click the course title link.

Figure 2: Catalog Search Results Page Showing Course Title Link



The course details are displayed.

Figure 3: Course Details View



- To register now, click the **Register Now** link.

OR

To register at a later time, click the **Assign to Me** link, which will add the **Item** to your **Learning Plan**.

Figure 4: Course Details Registration Options

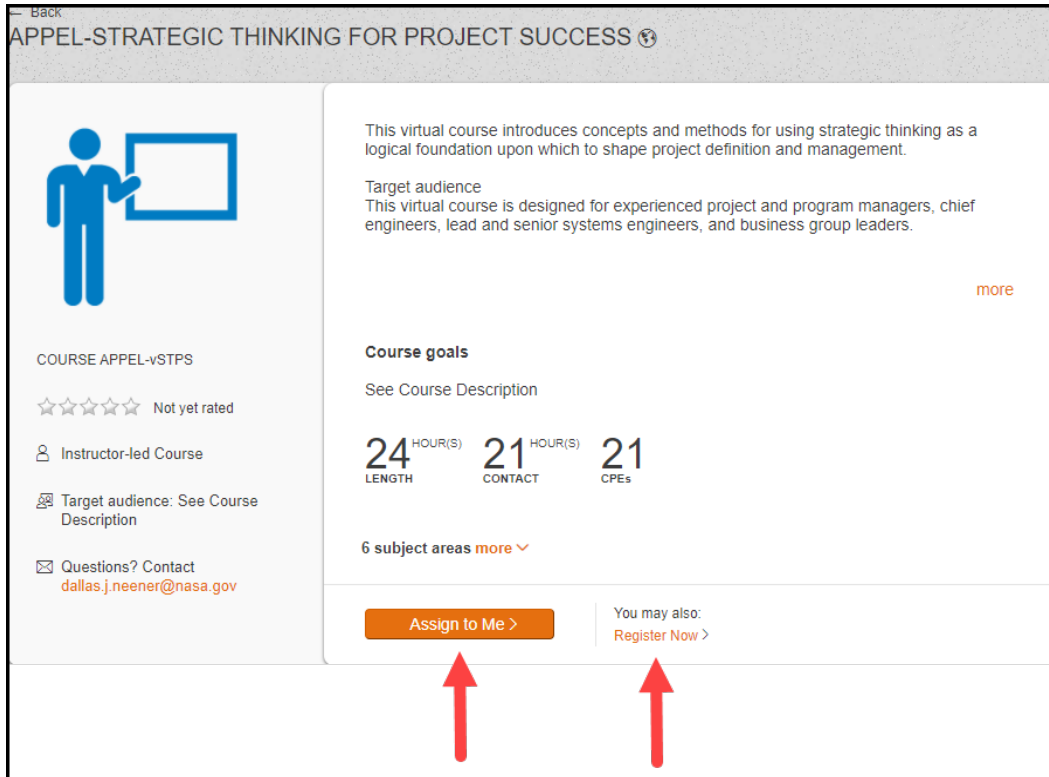



Figure 5: View of Course on Learning Plan


The screenshot displays a web interface for a learning management system. At the top, there is a navigation bar with links: "My Learning (SATERN)", "Supervisor Toolkit", "Skillsoft", "Contacts", and "HRBP Learning Library". Below this is a section titled "My Learning Assignments" with a sub-header "DUE ANYTIME". The main content area lists three courses, each with an icon, title, course ID, and assignment status. The first course, "APPEL-STRATEGIC THINKING FOR PROJECT SUCCESS", is highlighted with a red border and has a "REGISTER NOW" button. The second course, "Introduction to SQL", has a "CONTINUE COURSE" button. The third course, "Microsoft Windows 10: Supporting Authentication, Permissions, and Data Security", also has a "CONTINUE COURSE" button. To the right, there is a "Find Learning" search box, a "Browse all courses" link, a "Links" sidebar with various options, and a "Learning History" section showing "No learning e recorded in la".


My Learning (SATERN) Supervisor Toolkit Skillsoft Contacts HRBP Learning Library

My Learning Assignments Sort By Date | Priority Filter

▼ DUE ANYTIME

 **APPEL-STRATEGIC THINKING FOR PROJECT SUCCESS**
COURSE APPEL-vSTPS
Self-Assigned REGISTER NOW

 **Introduction to SQL**
SKILLSOFT df_sqli_a01_it_enus
Self-Assigned CONTINUE COURSE

 **Microsoft Windows 10: Supporting Authentication, Permissions, and Data Security**
SKILLSOFT mw_wdmc_a03_it_enus
Self-Assigned CONTINUE COURSE

Find Learning

What do you want to LEARN today? Go

Browse all courses >

Links

- Approvals
- Calendar of Schedu...
- Options and Settings
- Record Learning
- Reports
- Skillport Books, Vid...

Learning History

View All Add

No learning e recorded in la

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4. When you click the **Register Now** link, from either the course details or your learning assignments, you will be brought to **Registration** page. Now, click the **Register Now** button next to the class you would like to enroll in.

Figure 6: Course Registration Page with the Register Now Button

Registration

APPEL-STRATEGIC THINKING FOR PROJECT SUCCESS

COURSE APPEL-vSTPS

Item Description: This virtual course introduces concepts and methods for using strategic thinking as a logical foundation upon which to shape project definition and management.

Target audience
This virtual course is designed for experienced project and program managers, chief engineers, lead and senior systems engineers, and business group leaders.

Upon completion of this course, participants will be able to:

- Explain the elements of strategy.
- Illustrate an extended enterprise using a systems diagram.
- Analyze project current reality to determine contribution to strategic objectives.
- Create a project vision statement that focuses project strategic thinking.
- Define Key Performance Parameters tied to the strategic objectives.
- Interpret organizational dynamics in a strategic context.
- Create a strategic decision model using systems thinking.
- Identify and implement relevant performance guideposts.
- Evaluate project outcomes based on strategic performance.
- Evaluate a project for possible termination when it will no longer achieve its strategic objectives."

APPEL Attendance Policy
Attendees in APPEL Knowledge Services programs are expected to attend the entire program to receive credit for participation.

If attendees know in advance that they will not be able to attend all sessions they should reschedule for a later offering.

Cancellations within 1 business day prior to the course start date will result in a No Show status.

This course is eligible for 2.1 IACET CEUs
This course is eligible for 21 COR CLPs

ASSIGNMENT INFORMATION

Required Date:	Completion Date:	Days Remaining:
Assignment Type: RECOMMENDED	Assignment Date: 11/16/2020	Assigned By: amhansen,HANSEN, ANDREW M

CURRENT REGISTRATION

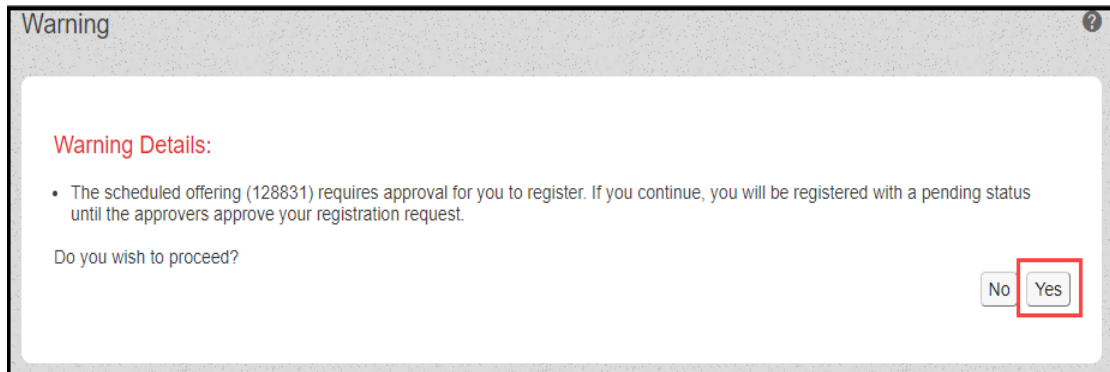
AVAILABLE SCHEDULED OFFERINGS

Description	Day(s)	Start	End	Location	Available Seats	Price	Action
This course offering is virtual and travel is not needed. It will be taking place in Eastern Time (ET) and is hosted by GRC. Priority will be given to attendees from GRC.	3	1/11/2021 08:30 AM America/New York	1/13/2021 05:00 PM America/New York	APPEL VIRTUAL CLASSROOM - APPEL-VIRTUAL CLASSROOM	30	0.00 (USD)	View Details Register Now

REQUEST SCHEDULE

5. After clicking the **Register Now** button, and if the course requires approval, you will receive a warning pop-up window asking if you would like to proceed. **Click the Yes** button to continue registration.

Figure 7: Warning Pop-up Window Showing Yes Button



6. The **Registration** window is displayed, showing the approval routing chain for the event. There may be as many as four approval steps shown. For each approval step, you may click the **Show All** link to display the names of the approving authority for that specific step. If the **Initial Approval Step** does not have a default **Approver** assigned, you will need to select an **Approver** (Government regulations mandate that the **Approver** must be a Civil Servant). Click the **Select Learner for Approval** link.

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Figure 8: Registration Window Showing Select Learner for Approval Link

Registration ?

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a Learner to serve as Approver in any steps that are indicated with a 'Select Learner for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

[Previous](#) [Confirm](#)

Scheduled Offering
APPEL-STRATEGIC THINKING FOR PROJECT SUCCESS ⓘ

COURSE APPEL-VSTPS
Start Date: 1/11/2021 08:30 AM America/New York
End Date: 1/13/2021 05:00 PM America/New York
Capacity: 0 of 30 enrolled, 0 waitlisted, 2 pending
Price: 0.00 (USD)

Approval Steps

Approval Step	Approvers (Initial Approver must be a Civil Service Employee)
Initial Approver	Select Learner for Approval ←
Training Coordinator	Training Coordinator (Show All)
APPEL POC	APPEL POC (Show All)
APPEL Approver	APPEL Discipline Approver/Coordinator (Show All)

Registration Comments

Learner Name:

Registration Status: PENDING (Pending)

Comments:

[Previous](#) [Confirm](#)

7. In the **Search for Learners to Add** window, enter the desired name to search, and click the **Search** button.

Figure 9: Search for Learners to Add Window Showing Search Fields and Button

Add Peer Approvers

Submit for Approval → Search for Learners

Previous

Search for Learners to Add

Learner ID: Contains []

Last Name: Contains [LastTestname]

First Name: Contains [FirstTestname]

Middle Initial: Contains []

Job Code: Contains []

Email: Contains []

Search

8. When the search results are displayed, select the **Add** column checkbox, and click the **Add Checked** button.

Figure 10: Selecting from the Search Results Window

← Back

Search Results

Learner ID:

Last Name: LASTTESTNAME

First Name: FIRSTTESTNAME

Middle Initial:

Add Checked

Select All / Deselect All

Select Learners

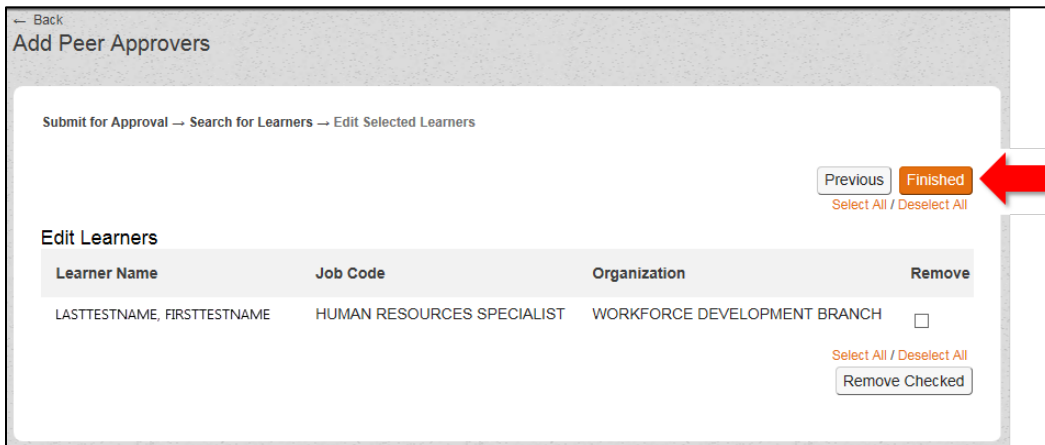
Learner Name	Job Code	Organization	Add
LASTTESTNAME, FIRSTTESTNAME	HUMAN RESOURCES SPECIALIST	WORKFORCE DEVELOPMENT BRAN	<input checked="" type="checkbox"/>

Select All / Deselect All

Add Checked

- To confirm your selection, click the **Finished** button.

Figure 11: Add Peer Approvers Screen Showing Finished Button to Confirm Approver Selection



- The **Registration** window is displayed with the **Initial Approver** step completed. Click the **Confirm** button to proceed with registration.

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Figure 12: Registration Window Showing Confirm Button

Registration

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a Learner to serve as Approver in any steps that are indicated with a 'Select Learner for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous **Confirm**

Scheduled Offering
APPEL-STRATEGIC THINKING FOR PROJECT SUCCESS

COURSE APPEL-vSTPS
Start Date: 1/11/2021 08:30 AM America/New York
End Date: 1/13/2021 05:00 PM America/New York
Capacity: 0 of 30 enrolled, 0 waitlisted, 2 pending
Price: 0.00 (USD)
[Cancellation Policy](#)

Approval Steps

Approval Step	Approvers (Initial Approver must be a Civil Service Employee)
Initial Approver	Supervisor Level 1 (Show All) (Clear All)
Training Coordinator	Training Coordinator (Show All)
APPEL POC	APPEL POC (Show All)
APPEL Approver	APPEL Discipline Approver/Coordinator (Show All)


Registration Comments

Learner Name: .

Registration Status: PENDING (Pending)

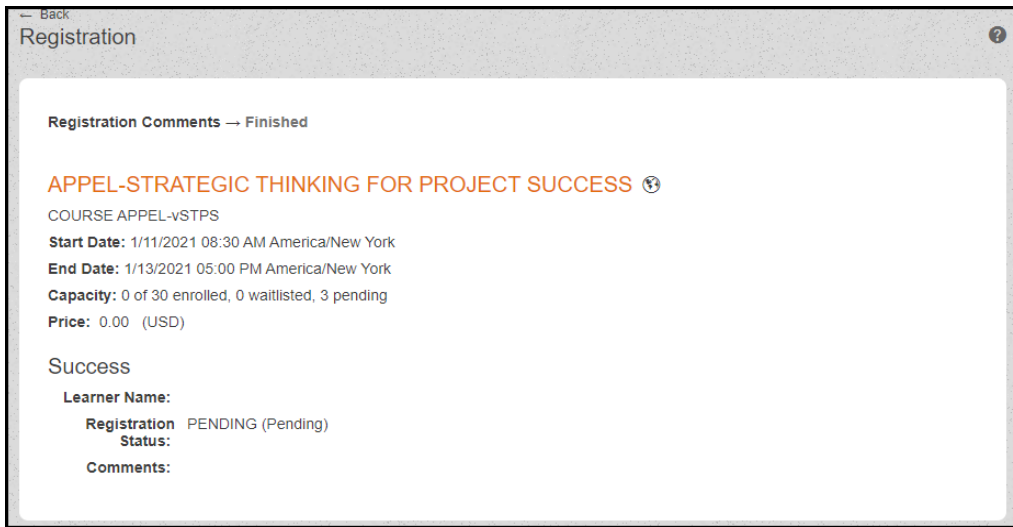
Comments:

Previous **Confirm**



The **Registration Confirmation** window is displayed.

Figure 13: Registration Confirmation Window



If no more seats are available, the **Confirmation** window may indicate that you are placed on a waitlist and must wait for a vacancy to occur before enrollment is accepted. Please note that your registration request will now proceed through the required approval steps before you are officially enrolled.

If necessary to withdraw or cancel for any reason, you may do so from your **SATERN Learning Plan** by clicking the **Withdraw** option.

Figure 14: My Learning Assignments Tile Showing Withdraw Option

