National Aeronautics and Space Administration

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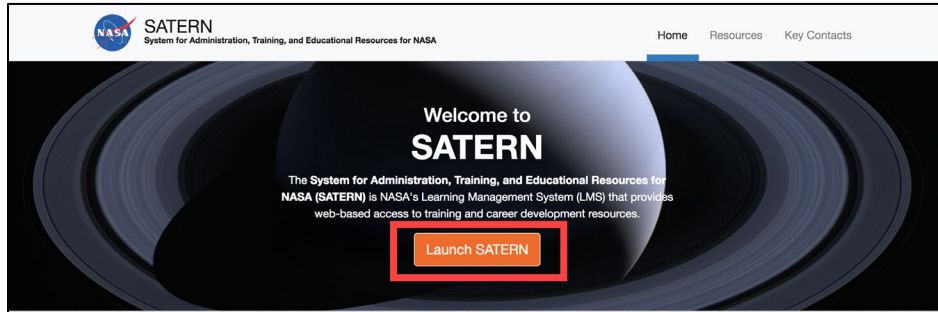
Tasks: Click the following links to access the needed instruction:

Task A – Logging Into the Learning Page

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

Figure 1: SATERN Welcome Page Showing Launch SATERN Button

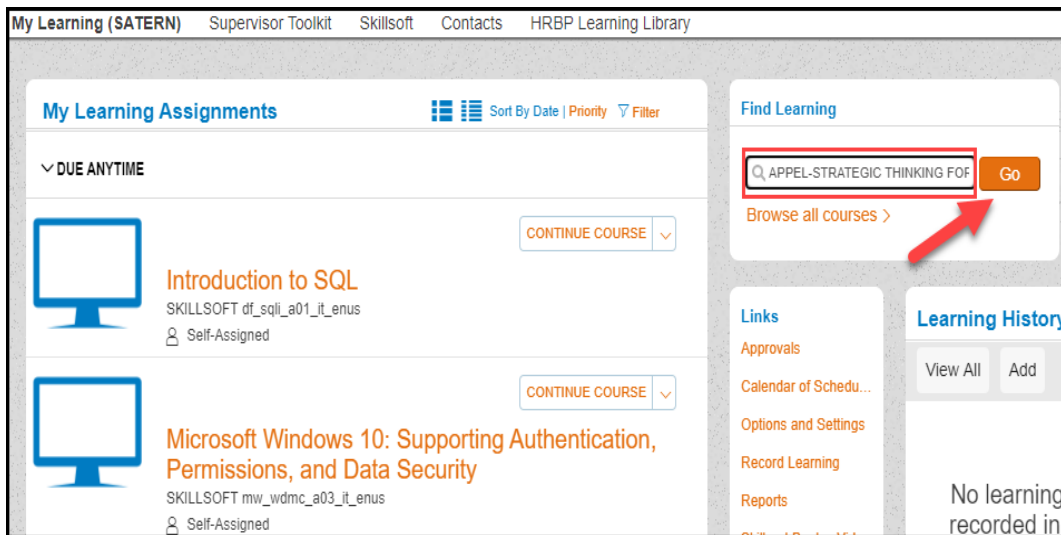Your My Learning (SATERN) page is displayed.

> **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.

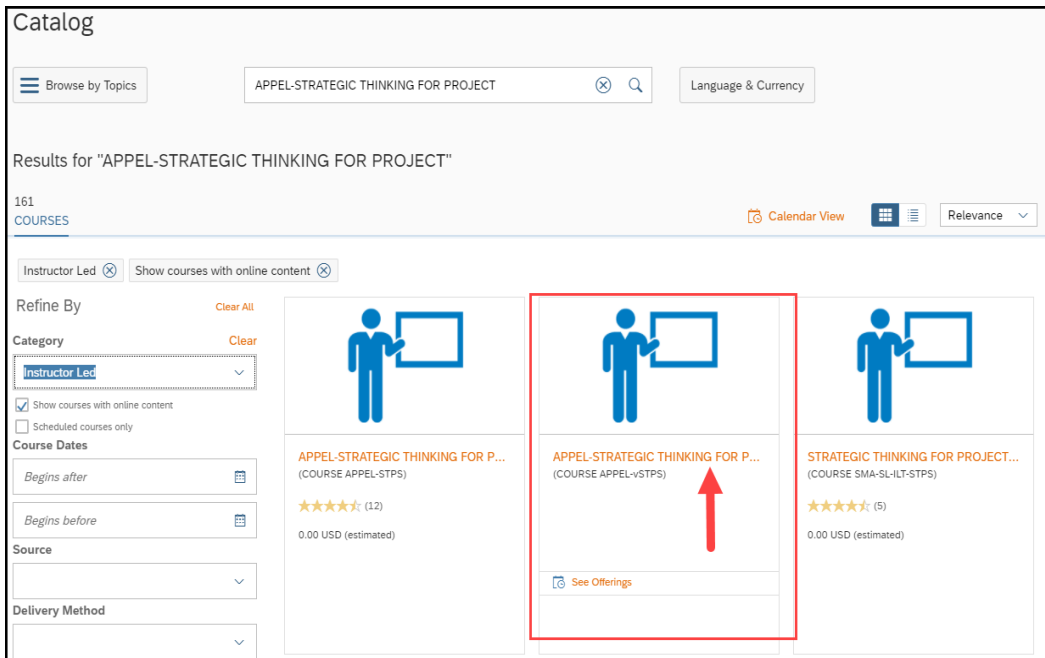1. On the **My Learning (SATERN)** page in the **Find Learning** tile, type **APPEL-STRATEGIC THINKING FOR PROJECT SUCCESS** and click the **Go** button.

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

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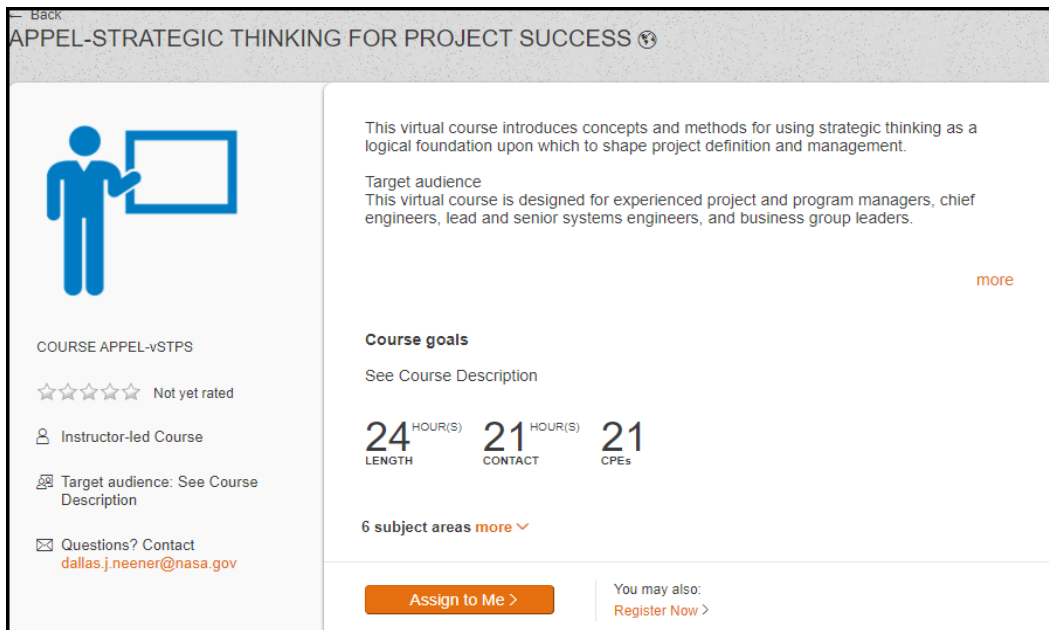
3. To register now, click the **Register Now** link.

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
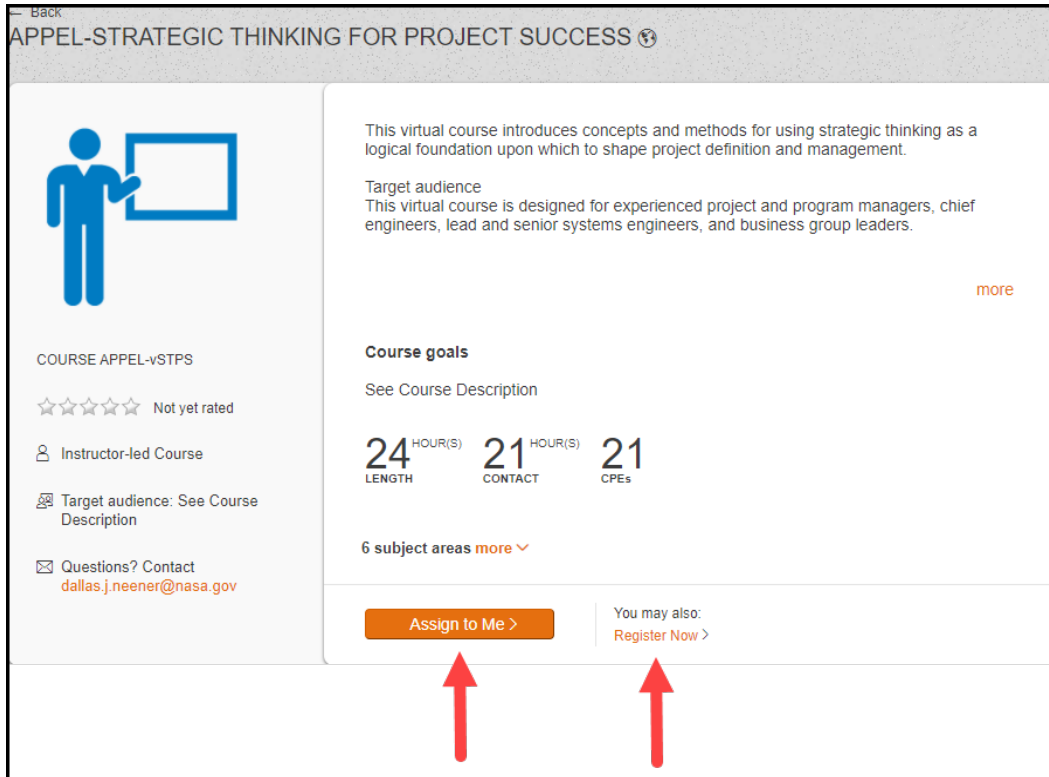
Figure 5: View of Course on Learning Plan

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

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
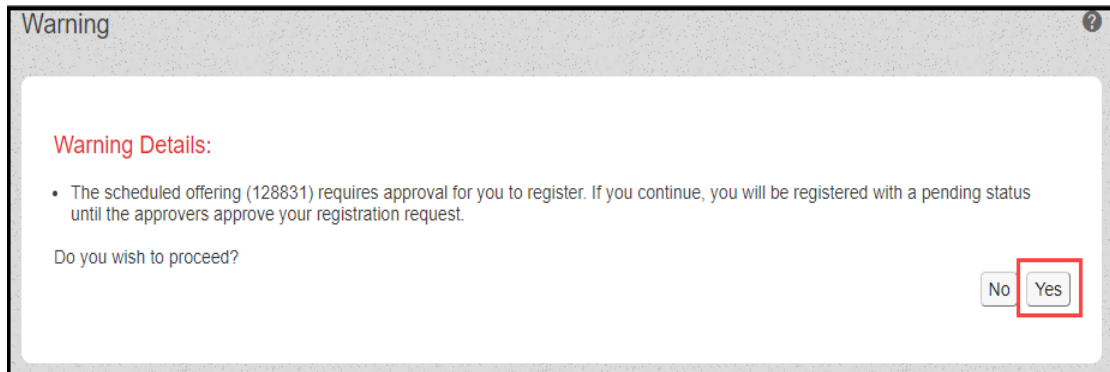
6. The **Registration** window is displayed, showing the approval routing chain for the event. There may be as many as four approval steps shown. For each approval step, you may click the **Show All** link to display the names of the approving authority for that specific step. If the **Initial Approval 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.

Figure 8: Registration Window Showing Select Learner for Approval Link

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

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

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

Figure 11: Add Peer Approvers Screen Showing Finished Button to Confirm Approver Selection
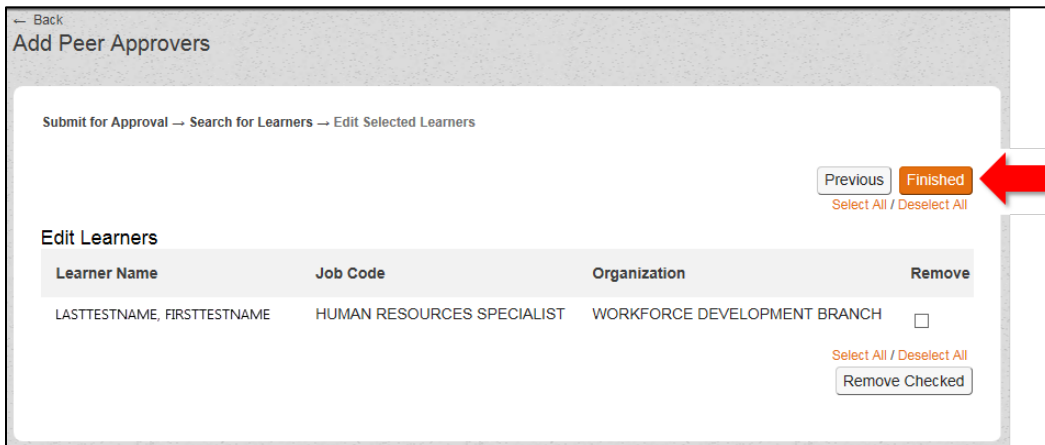
10. The **Registration** window is displayed with the **Initial Approver** step completed. Click the **Confirm** button to proceed with registration.

Figure 12: Registration Window Showing Confirm Button

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 enroll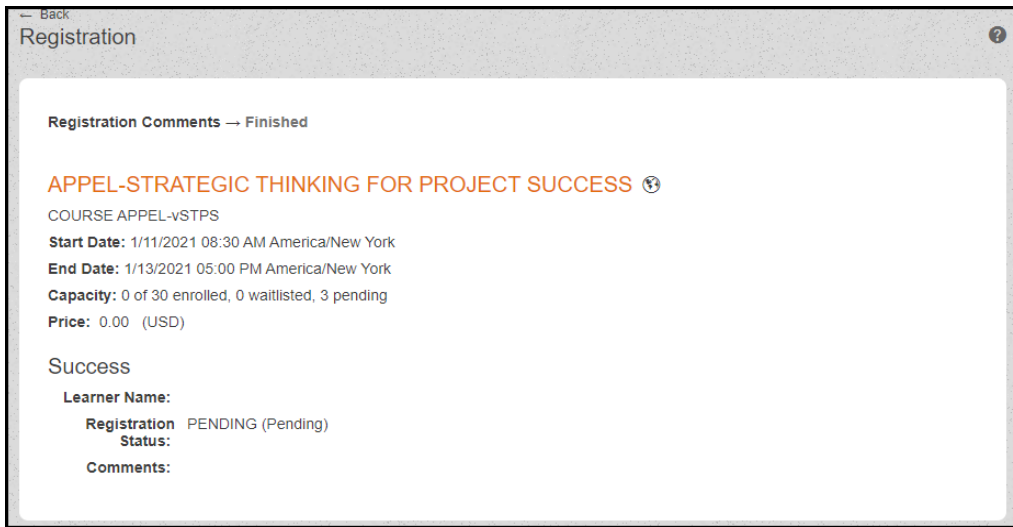ment is accepted. Please note that your registration request will now proceed through the required approval steps before you are officially enrolled.

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