National Aeronautics and Space Administration

SATERN

System for Administration, Training, and Educational Resources for NASA

Training Guide for Supervisors

Introduction

SATERN - the System for Administration Training and Education Resources for NASA – is NASA's Learning Management System (LMS) that offers web-based access to training information and career development.

SATERN is an approved e-Government initiative supporting the President's Management Agenda. It is expected to improve Agency services and reduce costs through the effective management of training activities and the consolidation of three learning management systems (SOLAR, AdminSTAR and NORS) into a single, integrated system.

SATERN will improve consistency and efficiency in training operations through the implementation of standard training processes and online access to consolidated training data.

SATERN provides employees a "one-stop" approach to managing NASA training activities. Through SATERN, employees will be able to:

- Easily identify required training
- Launch available online courses
- Search course catalogs for training opportunities
- Review your training history
- Generate personalized training reports

The first sections of this Training Guide will provide you with step-by-step information that will help you to understand the Learner functions within SATERN - knowing and working SATERN for your own personal training and development needs. The last Training Guide section will provide detailed information that will enable you to efficiently complete your responsibilities as Supervisor for your MSFC organization.

https://satern.nasa.gov

Points of Contact for SATERN

For more information:
https://saterninfo.nasa.gov

Office of Human Capital (OHC) website:

http://ohc.msfc.nasa.gov/

SATERN Help Desk:

1-877-NSSC123
1-877-677-2123

nasa-satern.support@nasa.gov

Support Hours Monday - Friday
8 a.m. - 8 p.m. Eastern

SATERN Overview

➢Why is NASA Implementing SATERN?

SATERN offers NASA:

- An *e-Training* solution to improve Agency services
- Simple access and improved functionality
- Improved consistency and efficiency in training operations

➢When will SATERN be Implemented?

SATERN will be implemented in phases:

- **May 2006 -** NASA integrated its three Agency-wide systems
- **July 2006 -** SATERN available for use by MSFC employees
- Online self-registration for onsite courses begins
- Begin submitting the NF-1735 in SATERN for external training (*conferences, academic courses, etc.)*
- NSSC takes over external training administration
- Future phases will bring new functions: *Career planning, Individual development planning, Competency management…and more*

➢Who is Facilitating Implementation of SATERN?

- Implementation of SATERN is a joint effort between the NASA Offices of Human Capital Management (OHCM) and Office of Chief Information Officer (OCIO)
- The Full SATERN Implementation Team has been represented by each Center Training Office and SOLAR Discipline representatives in addition to the OHC and OCIO representatives
- Plateau is the vendor that provided the commercial-off-the-shelf (COTS) software for SATERN and customized it for NASA's needs. The company is a key provider of LMS for Federal Agencies (e.g., ATF, IRS, USDA)

➢What Will SATERN do for Employees?

SATERN provides employees a "one-stop" approach to managing NASA training activities. Through SATERN employees will be able to:

- Launch online courses
- Search course catalogs for training opportunities
- Submit training registration requests
- Generate personalized training reports
- Receive email reminders on scheduled training
- Check the status of enrollment

➢What Will Employees do Differently?

In SATERN employees will:

- Register for onsite training and online courses

  Note: e-Learning courses offered through the Self-Study Learning Center to be integrated in early 2007.

- Submit NASA Form 1735 electronically for external training request
- Monitor status of training requests

➢What Will Contract Employees do Differently?

Contract employees registering for onsite courses will:

- Receive status email notifications from SATERN
- NOT be officially registered for training until MSFC's Training Office confirms there is space available in the course

➢What Will SATERN do for Supervisors?

SATERN provides supervisors the ability to:

- Approve training registration requests
- Assign training to their employees
- Generate employee training reports
- Manage employee training requirements

➢What Will Supervisors do Differently?

- Assign Items (courses) to individuals or a group within their organization
- View progress of their team's training plans
- Run employee reports

Primary responsibility:

- Review and approve/deny all training requests for their employees

➢What Will MSFC Supervisors do Differently?

- Ensure all required training information is included and correct on submitted NASA Form 1735
- Determine if pending requests require training funds
  - Funds required? *Contact Org. Allocation POC*
    Funds available. *Approve request*
    No funds. *Deny request* (Note in 'Comments' section)
- Approve/Deny requests in SATERN

➢How is SATERN Related to the NASA Shared Services Center?

- The NASA Shared Services Center (NSSC) and SATERN are both efforts that NASA is undertaking to streamline Agency-wide processes and reduce costs
- Both initiatives are coordinating efforts to make the transition of training support seamless for NASA employees
- The NSSC will use SATERN to provide centralized and timely training support to Centers as training functions transition in phases from Center Training Offices to the NSSC

Note: See Appendix for more information on the NSSC.

Terminology

Item: A course

Learning Event: A specific course (Item) in which you participated, completed, or attempted to complete

Curriculum: A group of courses (Items) that can be assigned to you and has its completion status tracked as a group

Scheduled Offering: A course (Item) with a scheduled date/time

Learning Plan: A list of learning activities (Items) a learner has expressed interest in or Items that have been assigned to a learner by a supervisor, administrator, etc; Items have a target deadline for completion

Individual Development Plan: A planning tool used jointly by employees and supervisors for addressing individual goals, center goals, and future career opportunities

Registration Status: Enrolled, waitlist, pending (awaiting approval) and cancelled

External Training: Training offered from outside MSFC sources requiring registration (i.e. academic studies, conferences, offsite courses)

Learning History: A record of all courses (Items) that you have completed successfully, includes courses (Items) that you did not complete successfully

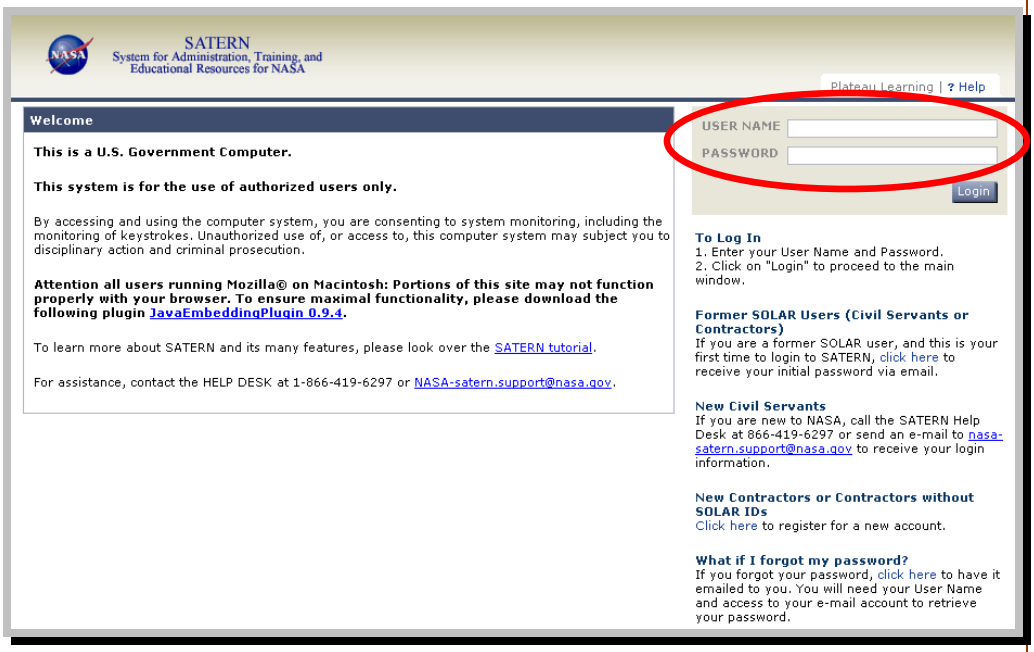
Notes

Logging into SATERN

1. Open your Internet Browser and go to:

https://satern.nasa.gov

A welcome screen appears, as shown below.



2. Enter your **User Name** and **Password** into the appropriate text boxes on the right-hand side of the page.

> **Note:** *The User Name and Password are case-sensitive. Be careful not to include any spaces before or after because spaces are counted as characters.*

➢What if My Account Is Locked?

If you enter the wrong login information at least 3 times, SATERN will lock your account. If the following message appears on the login screen, your account has been locked. Contact the **SATERN** Help Desk at **1-877-677-2123** to unlock your account.

> ***Validation Error***
>
> Your login attempts have exceeded that set by the system. So your account has been locked. Please contact the system administrator to reactivate your login.

Notes

For SOLAR Users Transitioning to SATERN

➢What is my SATERN User Name?

For Civil Servants, your **SATERN** User Name is the same as your **SOLAR** user name. Typically the **SOLAR** user name is your first initial, middle initial, last name in lower-cased letters.

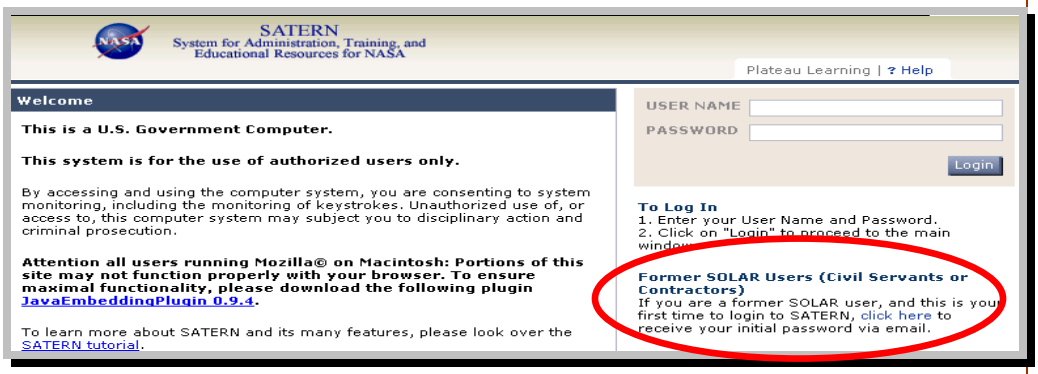
If you are a Contractor, your **SATERN** user name is your **SOLAR** user name with an upper-cased C and a hyphen **(C-)** in front of it.

User Name examples:

FULL NAME	SOLAR USER NAME	SATERN USER NAME
Joe K. Nasa (Civil Servant)	jknasa	jknasa
Jane D. Nasa (Contractor)	jdnasa	C-jdnasa

➢What is my SATERN Password?

1. Click **Click Here** under, **"Former SOLAR Users (Civil Servants or Contractors)"**.

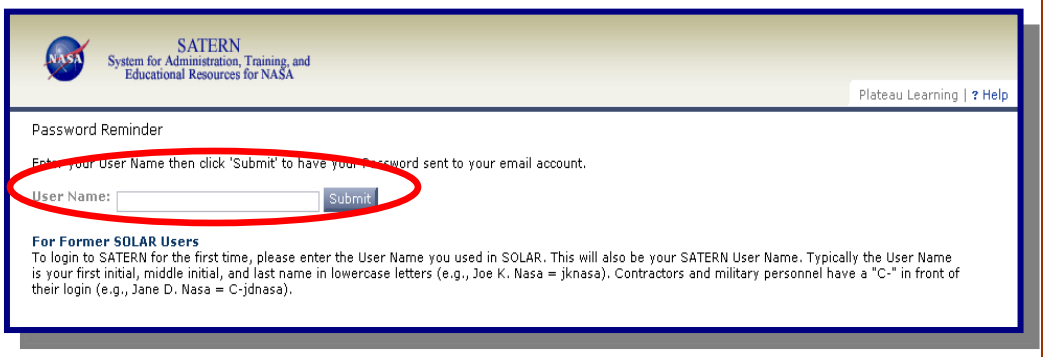


2. Enter your **SATERN** (SOLAR) User Name, as mentioned above.

Notes

3. Click **Submit**.

*Note: A temporary password will be sent to you via email with the subject "Your SATERN logon". You will receive two separate e-mails: one with your **User Name** and one with your **Password.***



4. Using your temporary password, login to **SATERN**.

5. You will be prompted to change your password compliant with the password rules.

6. After successfully changing your password, you will be able to login to **SATERN** with your new **SATERN** password.

For New Civil Servants

➢ How will I get my SATERN User Name and Password?

New Civil Servant employees will need to call the **SATERN** Help Desk number 1-877-677-2123 or send an email request at nasa-satern.support@nasa.gov to receive their **SATERN** login information.

For New Contractors or Contractors Without SOLAR IDs

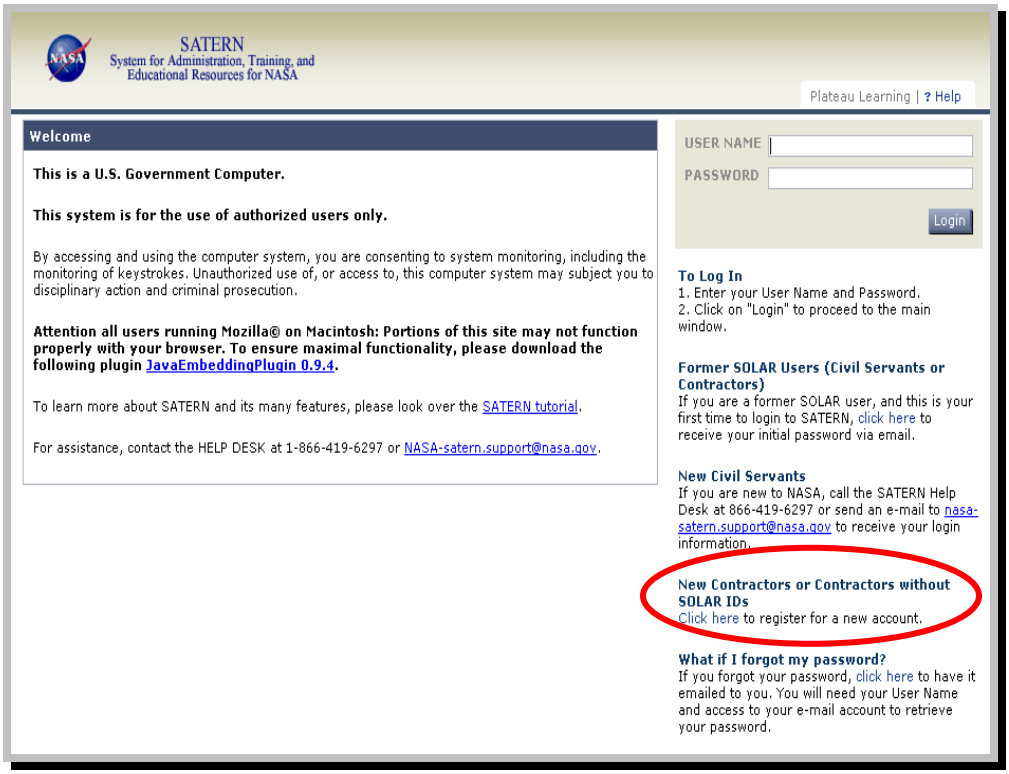
➢ What is my SATERN User Name and Password?

Note**:** *Do not request a new account in **SATERN** if you already have a SOLAR ID. This will result in the creation of a duplicate record.*

If you do not have a SOLAR ID, you will need to request a new account in **SATERN**. You may either call the **SATERN** Help Desk at 1-877-677-2123, or from the **SATERN** Login page:

Notes

1: Click on the **Click Here** link under **"New Contractors or Contractors without SOLAR IDs"**.



2. Complete all required fields (*fields with an* *).

3. Click **Submit**.

*Note: You will receive two separate emails, one with your **User Name**, and one with your **Password.***

4. You are now able to login to **SATERN**.

Notes

Navigating in SATERN

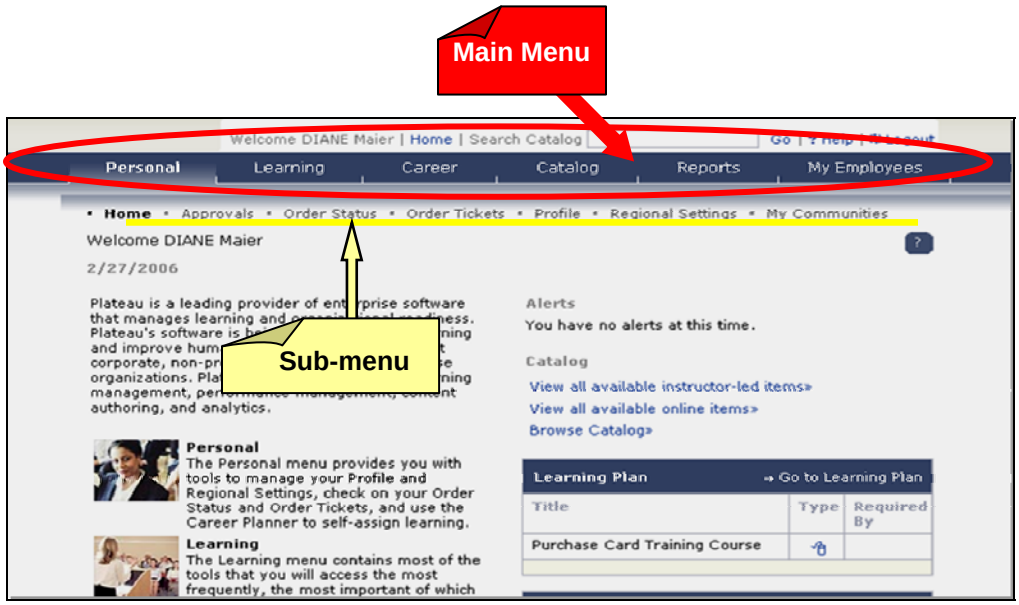
Menus for **SATERN** functions can be found across the top of your personal **SATERN** Home Page screen. There are four Main Menu tabs:

- **Personal** - Edit your personal information (i.e. change your supervisor, password, etc.)
- **Learning** – Enroll in courses, view your learning plan
- **Catalog** - Find available courses through various search functions
- **Reports –** Print your Learning History, employee information, etc.

To navigate through the **SATERN** system:

1. Click on a **Main Menu** option to open the submenu.

2. Click on a **Submenu** option to open the section with its associated functions.



*Note1: Only supervisors have **My Employees** menu option on their SATERN personal home page.*

*Note2: Do **NOT** use your browser's '**Back**' button to return to a previous screen.*

Notes

➢ How Do I Find Help in SATERN?

Two kinds of help within SATERN:
1. **General Help** - contains helpful information on every area of SATERN

You can use this **General Help** function in four ways:

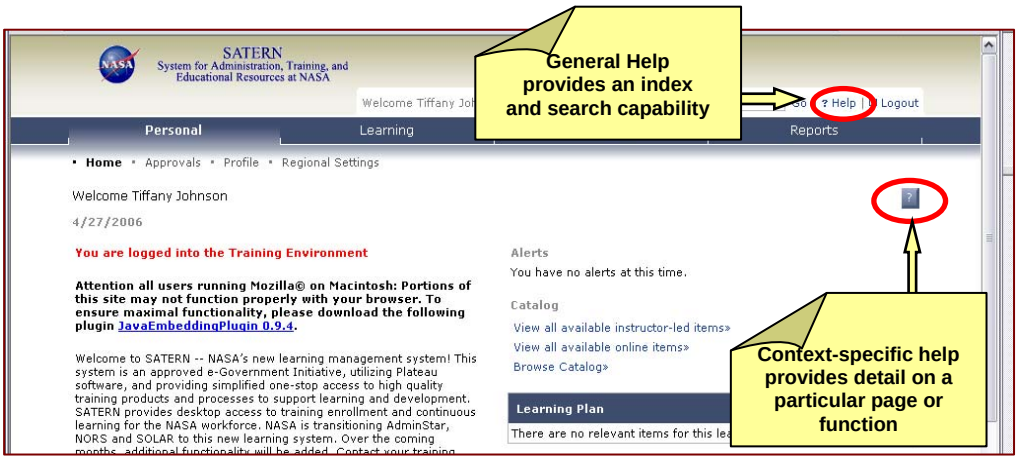
- **Contents:** Click on the topic pertaining to your question
- **Index:** Keyword search using pre-existing keywords
- **Search:** Open search
- **Glossary:** Definitions for keywords and functions

Click **Help** above the Main Menu.

2. **Context-Specific Help -** provides details on a particular page

Click on the **question mark** button.

*Note: **SATERN Help Desk** can also provide for assistance.*
*Call: **1-877-677-2123**.*



Notes

Registering for Training:

➢ How Do I Search for Available Training Courses?

SATERN provides you several ways to find available Items (courses). You can browse the SATERN Catalog by subject area; by a monthly calendar function; by simple keywords from Titles or descriptions; or by an advanced search which allows you to search by specific fields.

If you leave the "keywords" field blank, SATERN will pull up all Items (or courses) in its Catalog. Narrow your search by choosing whether you are looking for an "**Instructor-Led**," an "**Online**" course or select "**Other**" if you are looking for courses from outside sources, such as a book or video.

1. Select **Catalog** from the Main Menu on the Home Page.

2. From the submenu, select one of the following, and enter appropriate criteria:

- **Browse Catalog** - assists you in viewing available training by subject area.

  Note: Also available from the Home Page.

- **Calendar of Offerings** – view scheduled training in a calendar format

  *Note: To change the view of the calendar, click between the **MONTH**, **DAY**, and **YEAR** links.*

- **Simple Catalog Search** - Use keyword to search title and description fields

  a. Check one or more of the learning types – **Instructor-led**, **Online** or **Other**.

  b. Click **Search**.

- **Advanced Catalog Search** - Search by specific fields.

➢ How Do I Get Details about a Learning Activity in the Catalog?

From the Search Results screen, click the name of the **Item** under the **Title Heading**.

Notes

Onsite Training

➢ How Do I Register for Onsite Training in SATERN?

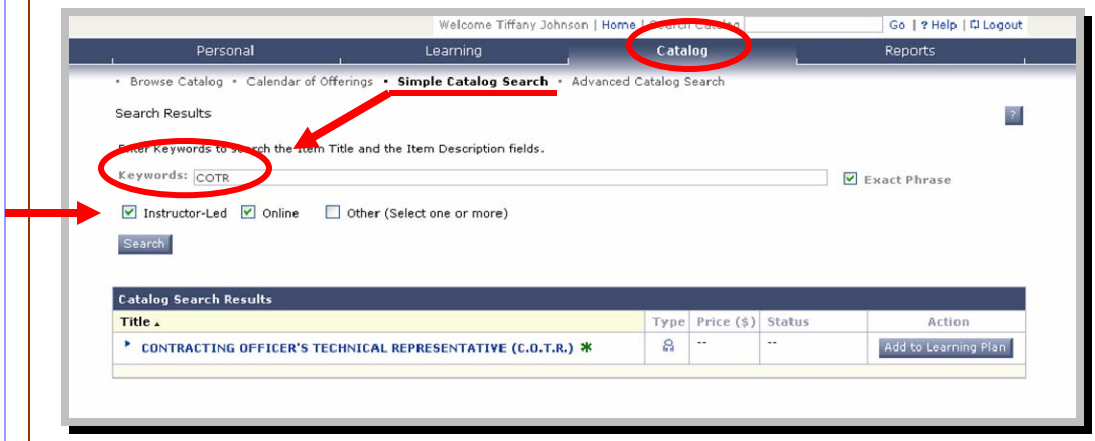
You can register for training courses in SATERN through: a **Catalog** search, the **Calendar of Offerings**, or by using the **Learning Plan**.

Use the **Simple** or **Advanced** Search function to locate available course Items in SATERN. Based on your search criteria, SATERN will bring up a list of Items (courses).

If an Item title has a "►" next to it, it has a scheduled date/time in which you can enroll.

A: Registration from a Catalog Search

1. Click **Catalog,** then **Simple Catalog Search** from the menus.



2. Enter keywords for the Item in the search field.

3. Check **Instructor-Led**, **Online** or **Other**.

4. Select **Offerings** from the search options. Enter other specific criteria as needed, such as Facility and date range.

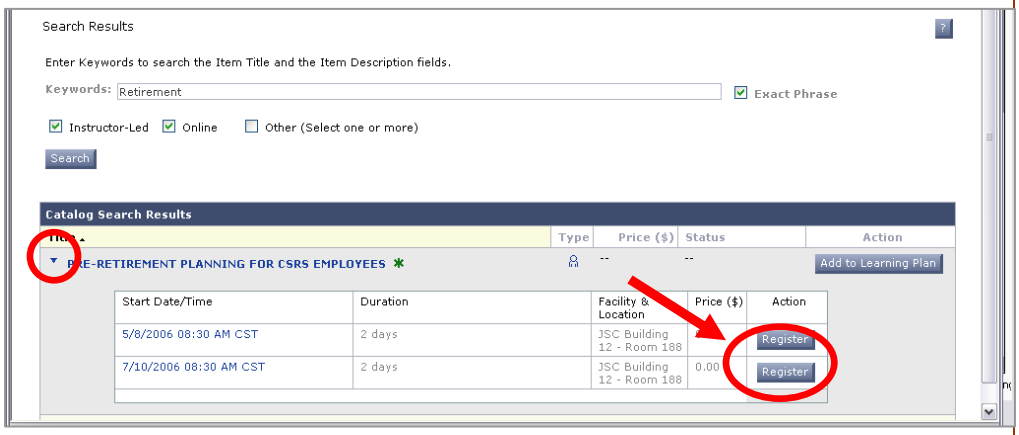
5. Click **Search**.

6. Locate the Item for which you want to register and click on "►" next to Item title to display the list of **Scheduled Offerings**.

> *Note: You can only self-register for a **scheduled offering** of a course. SATERN only schedules Instructor-led Items. Because Online Items are completely self-pace, there is no need to schedule these learning activities.*

Notes

7. Click **Register** in the **Action** column to enroll in the particular offering you wish to attend.



*Note: If the **Register** button does not show, there are no scheduled offerings for that particular Item.*

8. Click on the **Start Date** and **Time** to view the **Segment Details**.

Note: Comments are optional. Use this field for comments for the instructor, such as special needs.

9. Click **Confirm**.

If approval is required for you to attend that particular Item, a warning screen will appear, and your course enrollment will stay in "**Pending**" status until your supervisor approves your request in SATERN.

If the course does not require an approval (and there is available seating), SATERN will register you in the course.

Note: Contractor training requests will remain in 'pending' status until <u>after</u> the registration deadline has passed. IF seats are still available in the course, Marshall's Training Office will approve the request.

B: Registration from the Calendar of Offerings

1. Click **Catalog** from the main menu.

2. Select **Calendar of Offerings** from the submenu.

3. Use the **Month Of** dropdown to view different months or click on the **Calendar Search** link to use a keyword search.

Notes:

*Note: The **Subject Area** and the number of **Scheduled Offerings** scheduled for that day are displayed. Subject Areas may be color coded.*

4. Click on the **Subject Area**.

5. Click **Register**.

6. Click on the **Start Time** and **Date** to view the **Segment Details** of the **Scheduled Offering**.

Note: Comments are optional. Use this field for comments for the instructor, such as special needs.

7. Click **Confirm**.

C: Registration from the Learning Plan

1. From the main menu, click **Learning,** then **Learning Plan** from the submenu.

2. Click on the **Register** button for the Item for which you want to register.

3. Locate the **Scheduled Offering** for which you want to register.

4. Click **Register**.

5. Click **View Details** to view the exact times and locations for each **Segment** of the **Scheduled Offering**.

Note: Comments are optional. Use this field for comments for the instructor, such as special needs.

6. Click **Confirm**.

Notes:

Using Your Learning Plan

The SATERN **Learning Plan** is your Learning 'To Do' List – a list of learning activities that you have expressed interest in or that have been assigned to you to complete.

> *Note: Your **Learning Plan** is different than your MSFC **Individual Development Plan (IDP)**. Your IDP contains short/long term career goals, rotations, and other objectives to assist you in planning and developing your career with NASA.*
>
> *Note: Continue to use Marshall's internal IDP system. Regular system updates will migrate your SATERN training items to your Marshall IDP.*

SATERN training **Items** can be added to your **Learning Plan** by you, your supervisor or by a SATERN administrator – such as an agency or Center-wide required courses for all employees.

From your **Learning Plan**, you can:

- View **Items** that you selected or were assigned to you along with the required completion dates
- View details of a **scheduled offering**
- Register or remove yourself from that particular course
- Launch **online content**

Once you've completed an **Item**, it moves from your **Learning Plan** to your **Learning History**. However, if it is a recurring course that you must take again at a later date (such as the annual IT Security), the **item** will stay on your **Learning Plan** with a new completion date.

➢ How Do I Access My Learning Plan?

To access your **Learning Plan** in SATERN:

1. Login to your personal home page (**https://satern.nasa.gov**).

2. Click **Go to Learning Plan** from the **Learning Plan Table** on the right-hand side of your SATERN personal home page

-or – Choose **Learning** from the Main Menu.

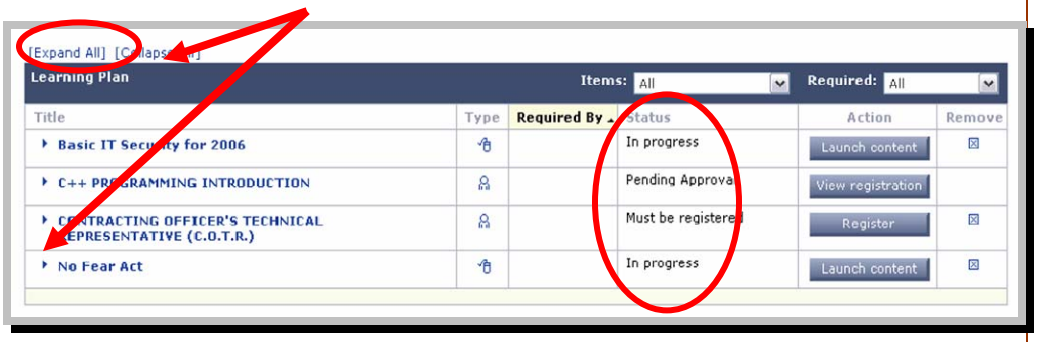
If you have items assigned to you, your **Learning Plan Table** will list the **Title**, **Type** and **Required By** completion date for each item.

Notes:

➢ How Do I View Details about the Items on My Learning Plan?

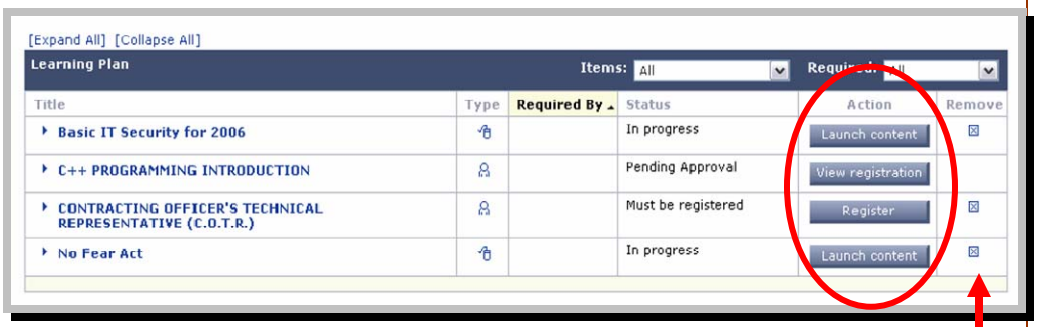
Once on your **Learning Plan** screen, you can view details about your assigned **Items**.

1. Click **Expand All** or the "►"next to the item title to see more details.



2. Check the status of each **Item** in **Status** column - **Pending Approval**; **Must Be Registered**; or **In Progress** for online content.

3. Take **Action** on each particular **Item** from the **Action** column - View registration details of your request; **Register** for a course; or **Launch** online content.



*Note: If **Register** is not an option in the **Action** column, there are no **scheduled offerings** available for self-registration.*

4. To request that your desired learning activity by scheduled, select **Request Schedule**.

5. To remove the **Item** from your **Learning Plan**, click the **"x"** in the **Remove** column next to the **Item** that you want to remove.

Note: When you make changes to your Learning Plan by adding, removing, or changing an Item, SATERN notifies both you and your Supervisor by email.

6. Click **OK** to confirm the removal.

Notes:

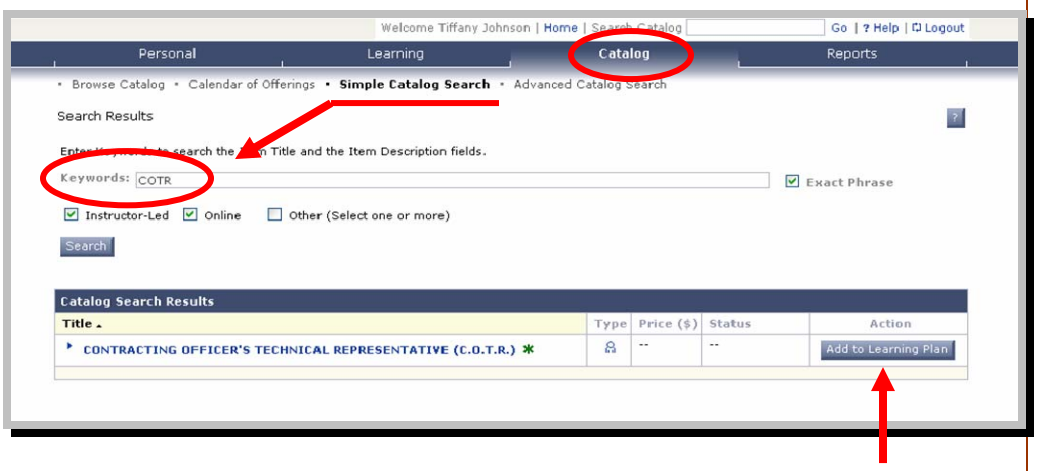
➢ How Do I Add an Item to My Learning Plan?

1. Select **Catalog** from the main menu on your SATERN personal home page.

2. Choose a catalog search option from the submenu. You can browse the entire catalog, search by a calendar, do a simple or an advanced catalog search.

3. Enter keywords or Item information in the search fields.

4. From the search results page, click the "►"next to the Item title to view more details.



5. Locate the Item of your choice.

6. Click **Add to Learning Plan** to add the Item.

Notes

➢ What is Marshall's Approval Process for Onsite Training Requests?

Not all onsite training requires approval. For those that allow self-registration, you will simply select "**Register**" from the Catalog or your Learning Plan. However, for those onsite courses that require an approval to attend, there is a 2-step approval process.

1. When you submit a request in SATERN, the system notifies your supervisor by email. Your supervisor will login to SATERN to review and approve your training request.

Note: Notification emails include a link to the SATERN login page.

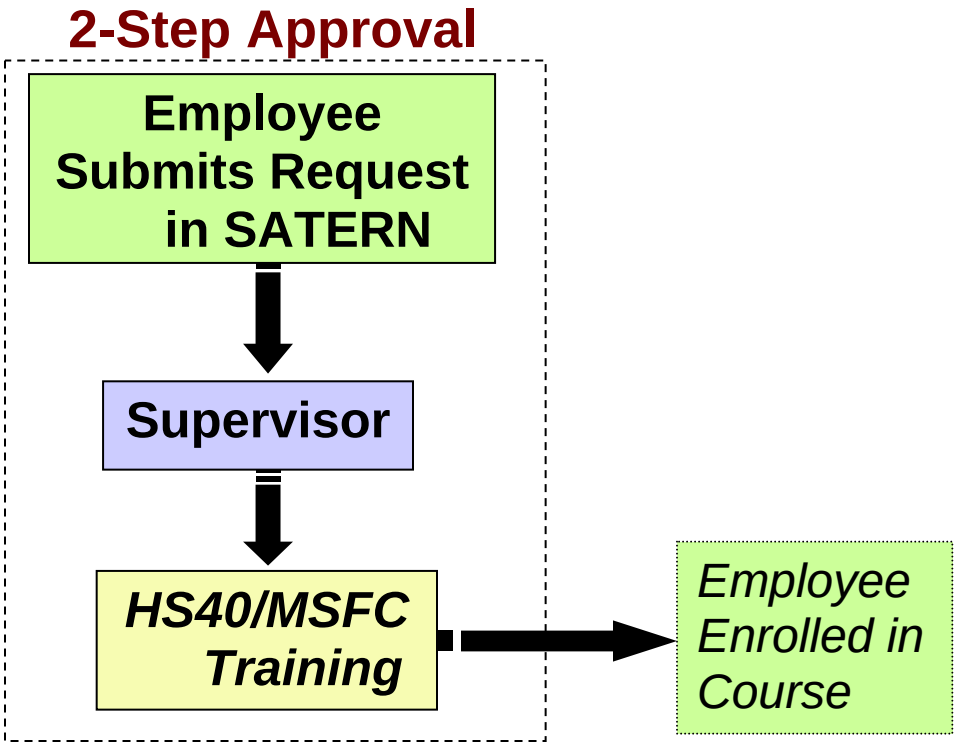
2. Once your supervisor submits his/her approval in SATERN, your request is forwarded to Marshall's Training Office for approval.

3. The Training Office ensures that your training request is appropriate to your Individual Development Plan (IDP) and/or career development, and then approves it in SATERN.

4. Upon approval by the Training Office, you are enrolled in the course.

*Note: SATERN will send you a confirmation email at each stage of the approval process, and when you are enrolled in the course. You can also verify that you are registered from your **Learning Plan**.*

Marshall's Approval Process for Onsite Training



Notes

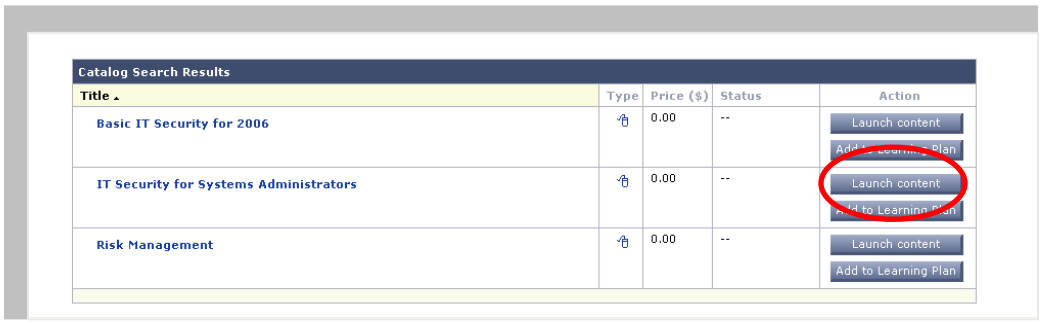
➢ How Do I Launch Online Content?

You can find and launch online Items (courses) within the **SATERN Catalog** or from your **Learning Plan** (if it has been previously added).

A: From the SATERN Catalog

1. Click **Launch Content** in the **Action** column.

2. Click on the **Title** to launch training.



Note: When you launch from the Catalog, the online training is automatically added to your Learning Plan.

3. After you have completed the online learning, click **Return to the Content Structure**.

4. Click **Course Test** and complete the test for training credit.

5. Click **Learning History** to see your status and print a Completion Certificate.

*Note: Once an online course is completed it is removed from your **Learning Plan** and placed in your **Learning History**. If you wish to, you may review the online content from your **Learning History**.*

B: From Your Learning Plan

1. From your **Learning Plan**, click **Launch Content** in the **Action** column.

2. The Online Content Structure screen will appear. In the *Online Content Table*, click **Course Title** to launch the course.

   Note: You may need to maximize the window to view the material.

3. After completing the course, Click **Return to Content Structure** and complete the test for training credit.

Notes:

External Training

External Training is training held offsite by an outside resource which includes conferences, seminars, and academic classes.

Note: In July 2006, the NASA Shared Services Center (NSSC) became responsible for the procurement and registration of all external training requests.

To request external training, you will utilize the SATERN automated NASA Form 1735.

Note: All prior external training forms are being replaced with this automated NASA Form 1735 (NF-1735).

To register for external training, you will need to:

- Verify that your approver is correct
- Submit a complete NF-1735 in SATERN
- Monitor the status of your request

➢ Who is My SATERN Approver?

The **Initial Approver** for your external training requests is typically your supervisor.

In some cases, the Supervisor in WebTADS is not the person that must approve your training. As SATERN automatically updates your Supervisor in your **Learner Profile** from WebTADS, you must verify your Supervisor is listed correctly in SATERN before you complete the approval process for requesting external training.

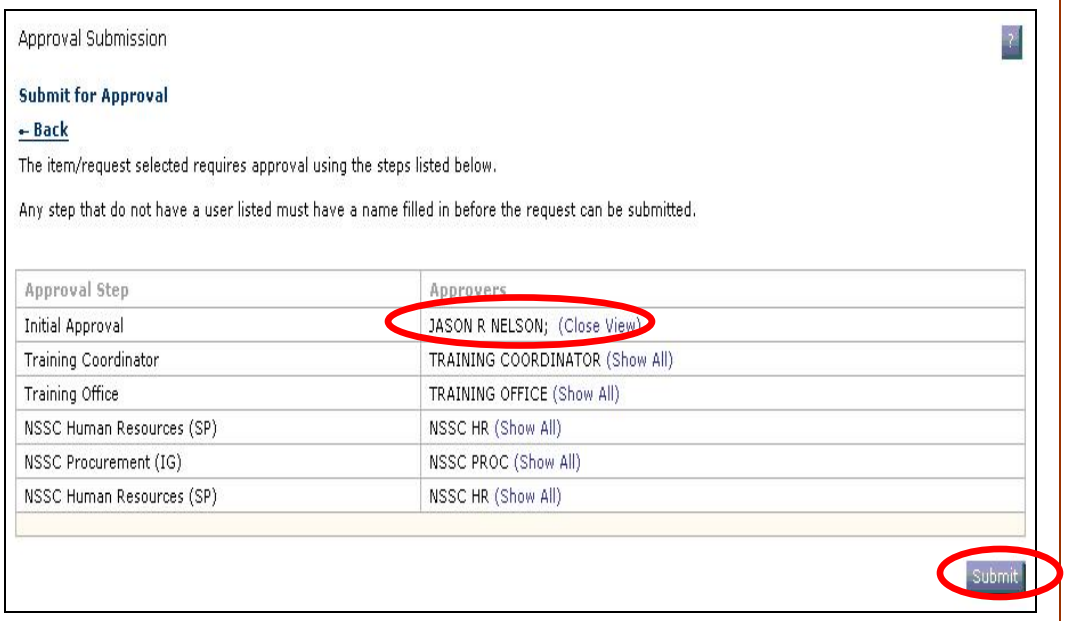
Notes

➢ How Do I Verify that My Approver is Correct?

From the **Approval Submission** screen:

1. Click **Show All** for the **Initial Approval.**

2. If your Supervisor is correct, click **Submit.**



➢ How Do I Update My Supervisor if it is Incorrect in SATERN?

From your SATERN personal Home Page:

1. Select **Personal,** then **Profile** from the menus.

2. Scroll to the **Supervisor** field.

3. Select the **picker icon** to bring up the Supervisor search screen.

Notes

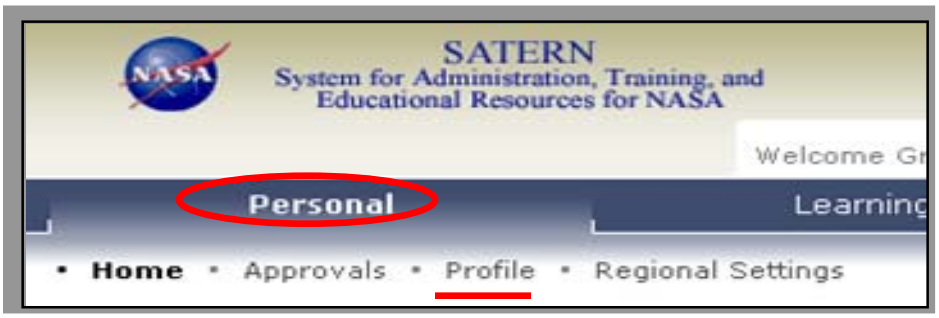
4. Search for and select your correct Supervisor.

5. Click **Apply Changes**.

➢ How Do I Know that My Supervisor Updates will not be Overwritten?

Since your **Learner Profile** information is automatically updated from FPPS and WebTADS each week, you must tell SATERN that you have updated your Supervisor so that your new changes are not overwritten during the next updates.

1. Select **Personal** then **Profile** from your personal home page menus.



2. Click **Edit Custom Columns**.

3. Scroll down to the **Supervisor Bypass Flag** field.

4. Select **Y** (for **Yes**).

5. Click **Apply Changes**.

Notes

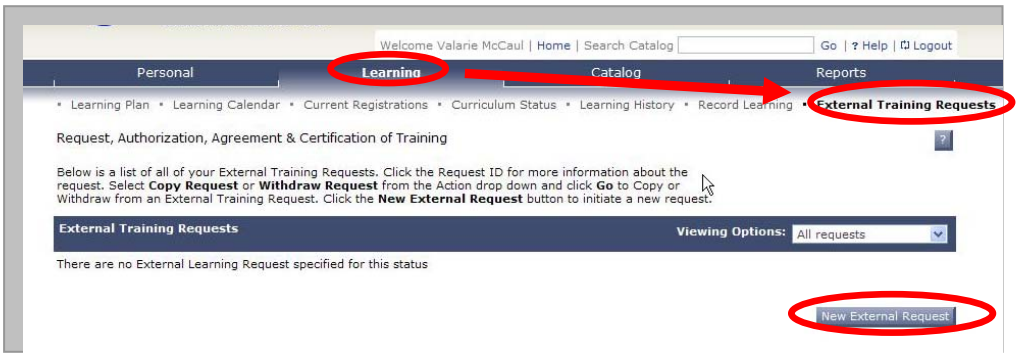
➢ How Do I Request External Training?

1. Login to your SATERN Home Page (**https://satern/nasa.gov**).

2. Select **Learning** from the main menu.

3. Choose **External Training Requests** from the submenu.

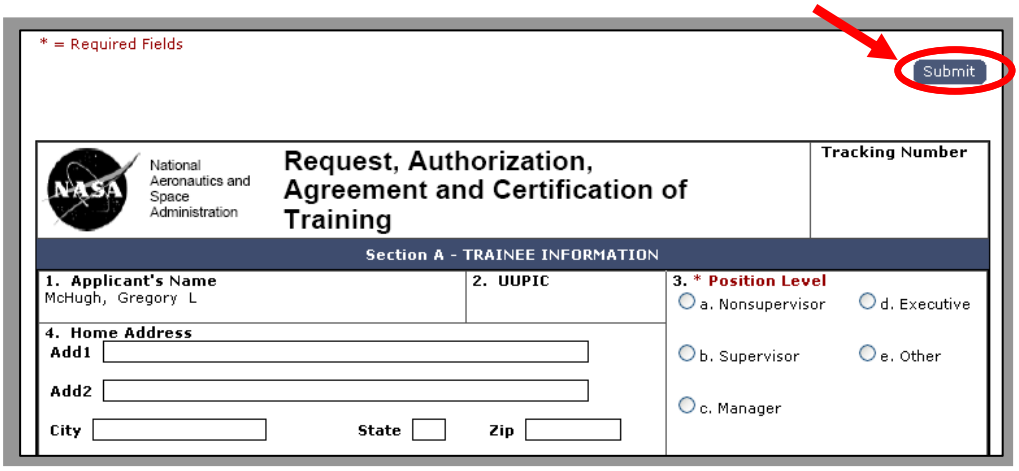
4. Click **New External Requests** to access an electronic NF-1735.



5. Complete the NF-1735 form for each External Training Request.

Insert any specific information about your training course/conference in the **Comments** block of this form.

> *Note: For detailed information on completing each block of the NF-1735, see the **External Training Quick Reference Guide** located at https://saterninfo.nasa.gov.*



Notes

If the NF-1735 **Comments** field is insufficient space, forward all supporting documentation for your training request (i.e. brochures, registration forms, etc.) to the MSFC Training Office.

The MSFC Training Office will be responsible for faxing all the supplemental information for your external training requests to the NSSC Contact Center.

6. Click **Submit**.

➢ Can I Copy an External Training Request?
(New 2007 Enhancement)

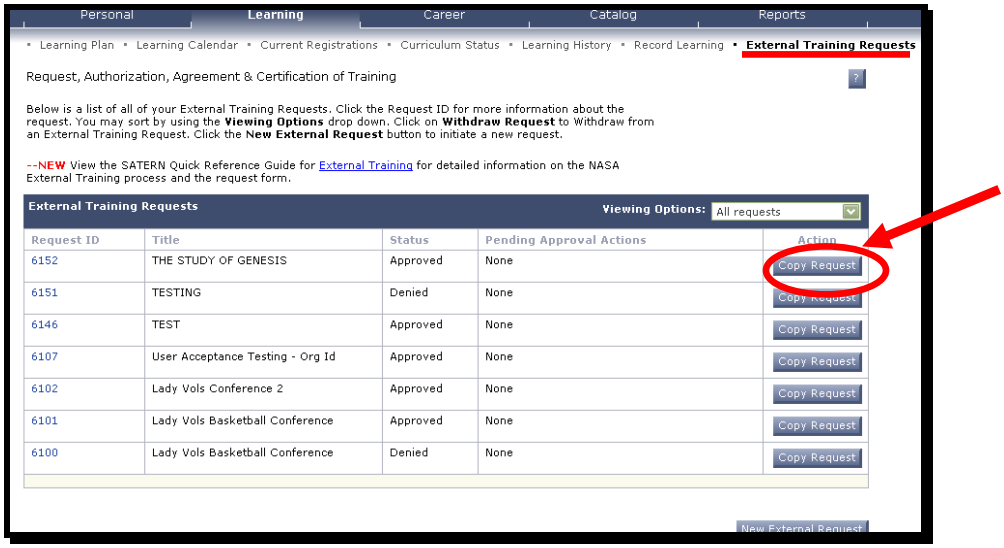
You can now create a copy of an External Training Request Form (NF-1735) that you previously submitted in SATERN. This great timesaver will allow you to use the **Copy Request** button instead of re-entering similar information for a new external training request.

To copy an External Request that you have previously submitted:

1. Login to SATERN and select **Learning** then **External Training Requests** from the menus.

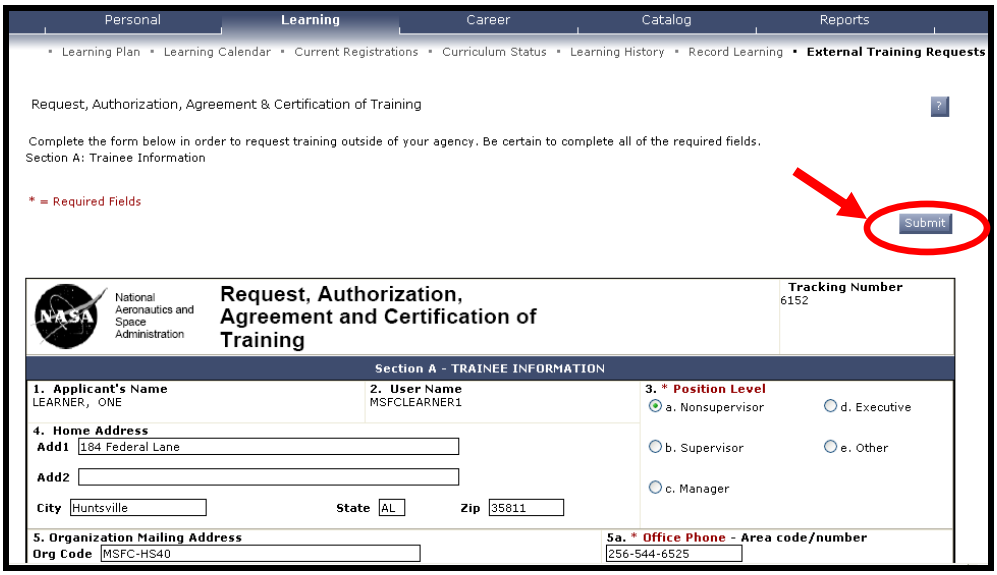
2. Choose one of your previously submitted external training requests from the list.

3. Click **Copy Request** from the Action column of the request being copied.



Notes

4. Revise the selected external training request.



5. Click **Submit**.

➢ How Do I Check the Status of my External Training Requests?

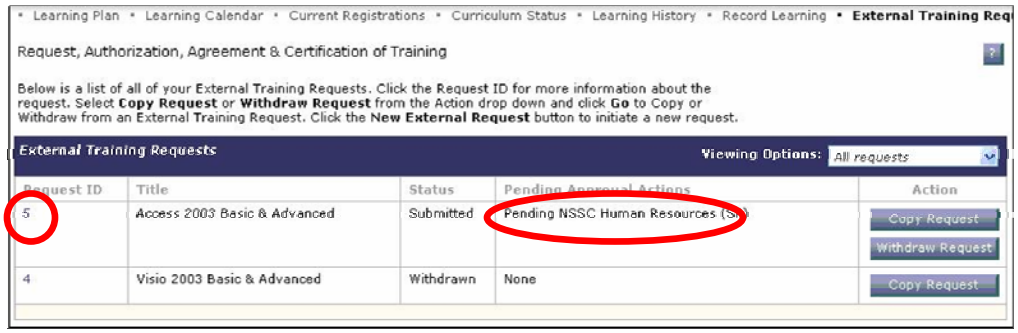
SATERN will send you an e-mail notification at every step of the approval chain.

You are the only one who can monitor your request through the entire SATERN approval process. To ensure that your request arrives at the NSSC before the training/conference registration deadline, you will need to be aware of the ongoing status of your request. To do this:

1. Select **Learning** and **External Training Requests** from your personal SATERN home page menus.

2. Click on the **Request ID** of the training request you wish to view.

3. View status of your request and any pending approvals.



Notes:

➢ Can I Print My External Training Request?

On the **External Training Requests** page:

1. Click **Request ID.**

2. Click **Printable Version.**

3. Click **Print** in your browser tool bar.

➢ How Do I Receive Credit for My External Training?

After you have attended training, NASA Shared Services (NSSC) will forward you a link to the training evaluation via email.

1. Click on the link and complete the survey questions.

2. Click **Submit** and NSSC will record the external training into your SATERN Learning History.

Notes

➢ What is Marshall's Approval Process for External Training Requests? (New change as of 1/07)

As the NASA Shared Services Center (NSSC) is responsible for the procurement and registration of all External Training Requests for the agency, Marshall now includes the NSSC in its internal approval process. After submission of your NSF-1735, the following entities will need to approve your external training request:

1: Supervisor
2: Training Coordinator
3: Training Office
4: NSSC

Note: An email notification will be sent at each step in the approval chain. Be aware of the ongoing status of your request to ensure timely action.

1. Upon submission of an external training request, SATERN notifies your **Supervisor** by email that he/she has a pending approval. Your **Supervisor** will login to SATERN to review and approve your request.

Note: Notification emails include a link to the SATERN login page.

2. Upon your **Supervisor's** approval, your **Org's Training Coordinator** will receive a SATERN email notifying them of your pending request for approval.

3. The **Training Coordinator** will login to SATERN and review your external training request.

If the request requires the expenditure of training funds, the **Supervisor** will contact your **Org's Funds Allocation POC** to ensure that money is available to cover your training request.

If funds are available, the **Supervisor** will approve the request in SATERN. If funds are not available, the **Supervisor** will deny your request.

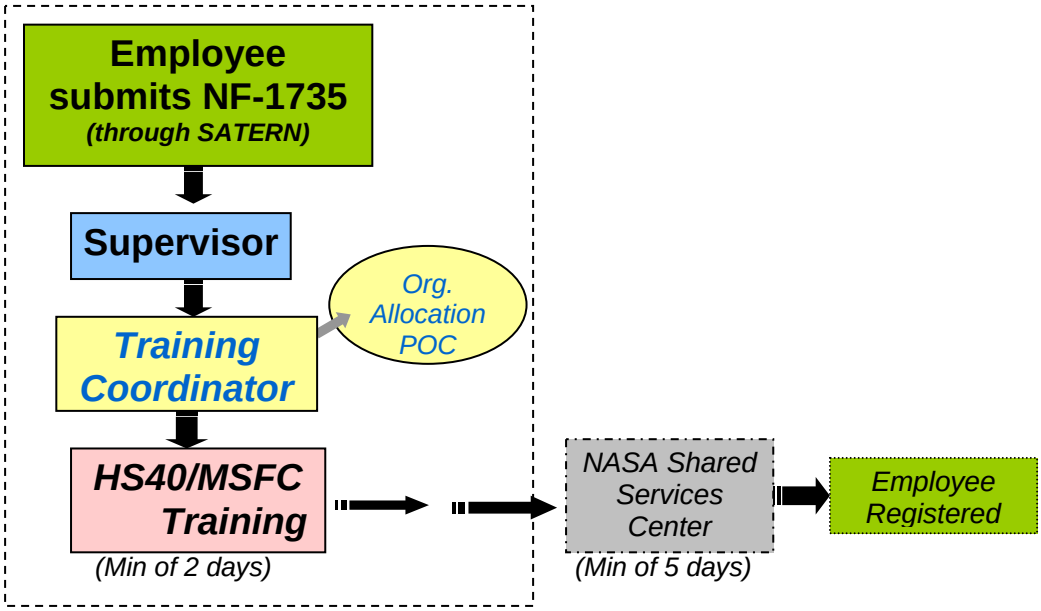
4. SATERN then forwards your request to **Marshall's Training Office**, for approval, and then to the **NSSC** for processing and registration in the training course/conference.

Note: Your external training requests are not approved/registered until the NSSC HR and Procurement Depts. have approved and processed your request.

Note: The NSSC needs 5 days to process and register a training request.

Notes

Marshall's Approval Process for External Training



Notes:

Learning History and Reports

The Learning History is a list of learning activities that you have successfully completed or attempted to complete. It includes a record of the date and time of your attempt to complete the learning activity, the completion status, the Item ID and Title, and the instructor and grade (if applicable).

Your past training history was merged into SATERN in June 2006. You should be able to both view and print a report of your training history for all the onsite and external training courses that you have taken while employed with NASA.

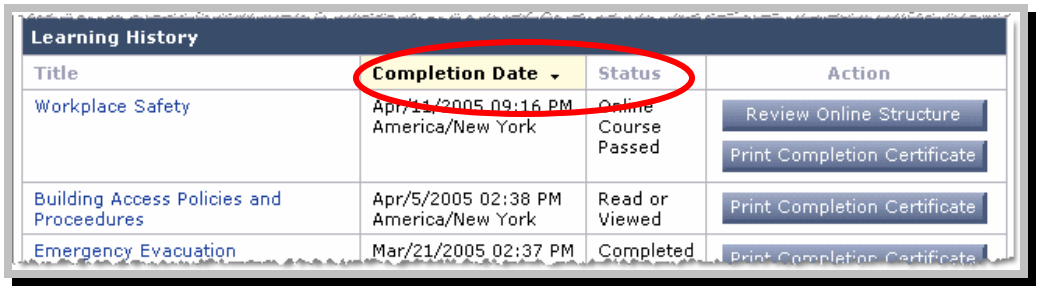
You can also print a Certificate of Completion for any **Item** you successfully completed.

➢ How Do I View My Learning History?

1. Login to your personal home page (https://satern.nasa.gov).

2. Select **Learning** then **Learning History** from the menus.

3. View Item **Completion Date/Time** and **Status**.



Learning History

Title	Completion Date	Status	Action
Workplace Safety	Apr/11/2005 09:16 PM America/New York	Online Course Passed	Review Online Structure Print Completion Certificate
Building Access Policies and Proceedures	Apr/5/2005 02:38 PM America/New York	Read or Viewed	Print Completion Certificate
Emergency Evacuation	Mar/21/2005 02:37 PM	Completed	Print Completion Certificate

4. Click **Item** title to view training course description.

5. Choose desired **Action** – **Review Online Structure**; **Print Completion Certificate**, etc.

Notes:

Running SATERN Reports

➢ How Do I Run Reports in SATERN?

SATERN provides standard reports for you including: Learning Plan, Learning History, and Item training requests.

Note: All reports have the same options to describe how you want to run the report.

To run a SATERN report:

1. Login to your personal home page (https://satern.nasa.gov).

2. Select **Reports** from the main menu.

3. Click **Report Name** you wish to open.

Note: To run a training history report that includes courses taken *prior* to SATERN, select the **Combined History Report** option.

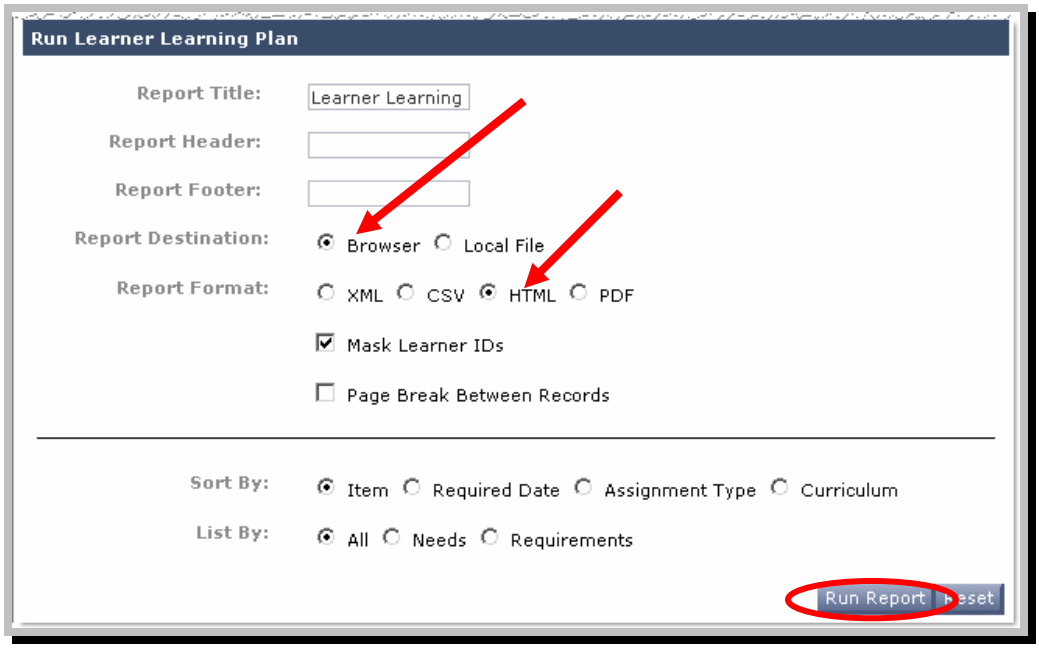
Notes:

Note: As a Supervisor, you have the option to run a report for yourself, your direct reports, or all in your chain of command.

4. Select report options for each area listed – **Report Format**, **Report Destination**, etc.

Choose **Local File** to generate the report to a new window or to save it to as a local file.

Choose **Browser** to generate the report in the same browser window.



*Note: Reports default to HTML format. If you are importing the information to Excel, click **CSV** format.*

5. Click **Run Report**.

Notes:

➢ How Do I Print a Combined History on My Subordinates?

1. From your personal SATERN home page, select the **My Employees** tab.

2. Select an employee from your subordinate list, and Click **Change to Selected Learner**.

3. From selected employee record, Select the **Reports** tab.

4. Follow **Steps 3-5** above.

Notes:

Managing Employees as a Supervisor

As a supervisor, you have the ability to perform management duties in SATERN. These duties include:

- Assigning Items to employees
- Enrolling employees in a Scheduled Offering
- Viewing the records of employees
- Approving enrollments

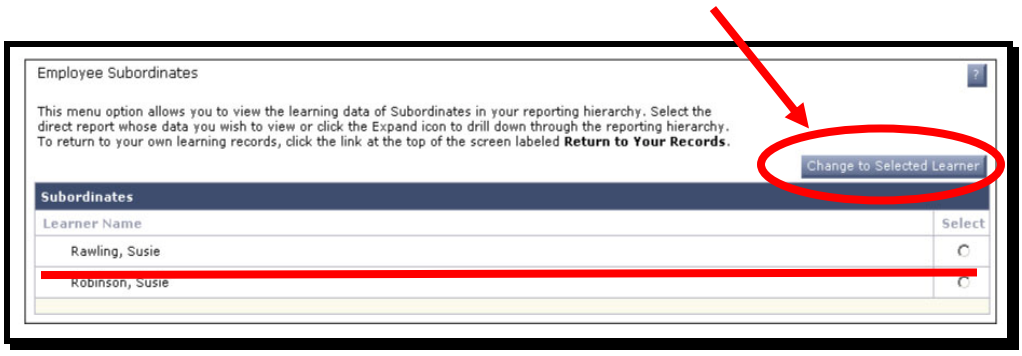
➢ How Do I Open an Employee's Record?

As a supervisor, you can open and view the records of employees on your team, including: Learning Plan, Curriculum Status, Registration, and Learning History.

To open an employee's record:

1. Select **My Employees** from the Main Menu on your personal SATERN home page.

2. Select a Learner from your list of employees, and Click **Change to Selected Learner**.



The selected Learner's record opens.

*Note: The **Currently Viewing** message on the top menu bar indicates whose record you are viewing.*

Once you've opened a Learner's record, all menu Items on the screen pertain to that Learner.

Notes:

For example: If you click **Learning** and then click **Current Registrations**, as shown below, you'll see the registrations for the Learner you're currently viewing.

➢ How Do I Assign or Remove Items to My Employees' Learning Plan?

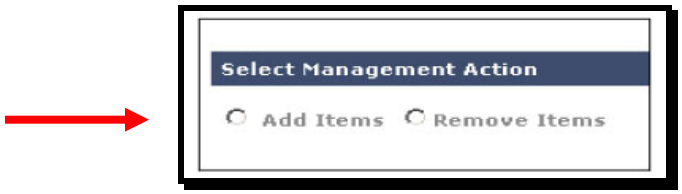
As a supervisor, you have the ability to add or remove **Item**(s) to the **Learning Plans** of your employees.

To assign **Items**:

1. Select **My Employees** from the main menu of your SATERN home page.

2. A list of your employees will appear. Select **Learning Plans.**

3. Click **Add Items** or **Remove Items** according to the action you desire to take.

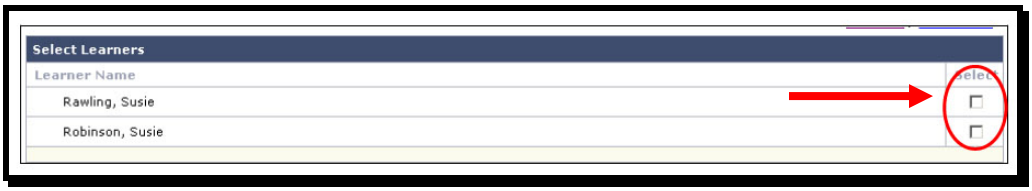


4. Click **Next**.

SATERN will display a list of your employees.

Notes:

5. Click the **Select** checkbox next to each employee to whom you want to assign an **Item**.



6. Click **Next** to display the Learners you've selected.

7. Click **Next** again to access a search screen.

8. Use the **Keywords** field to search for the **Item**(s) you want to add to an employee's **Learning Plan**.

9. Click **Search**.

*Note: If applicable, you may want to clear the checkmark in the **Exact Phase** box so your search doesn't have to be precise.*

SATERN will search the title and description of the **Items** and display any matches.

9. From the search list, check the **Add** checkbox for each Item you want to add.

10. Click **Add Checked**.

11. Review your selections, and click **Next**.

12. If necessary, edit the **Assignment Type** by clicking on **Select**, then **Search**.

Notes:

13. Select **MANDATORY**, **OPTIONAL**, **RECOMMENDED**, or **REQUIRED**.

14. If necessary, edit the **Assign Date** on the same screen.

Note: This date cannot be in the future, and will default to the current date.

15. Click the **calendar icon** to select a date, or just type it in the box.

16. Click **Next**.

17. If necessary, edit the **Required Date** (due date) for each Item.

18. Click **Next**.

You will receive status messages indicating the success of your actions - whether your addition or the removal of Item(s) to an employee's **Learning Plan** was successful.

Notes:

MSFC Supervisor Approval Process

This section discusses your role as a **Supervisor** in approving your employees' external training requests.

➢ How Will the External Approval Process Affect Me as a Supervisor?

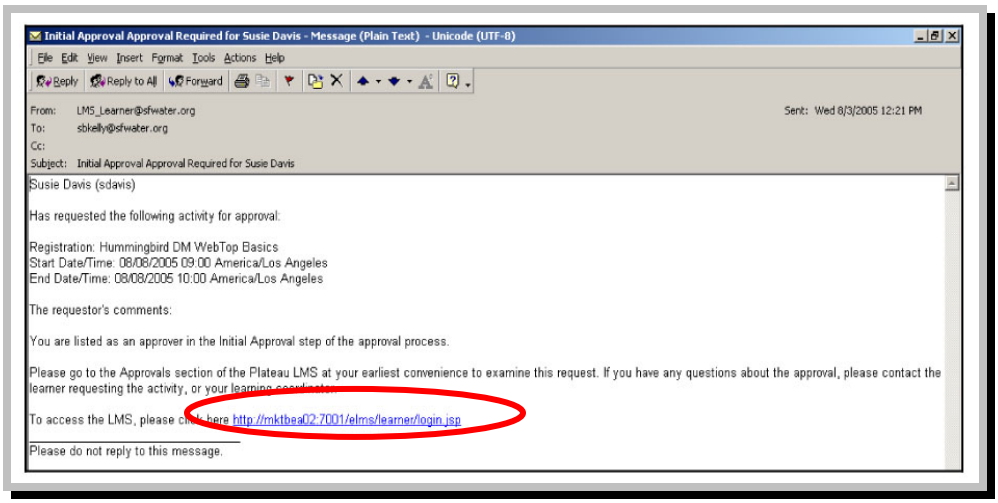
In July 2006, the NASA Shared Services Center became responsible for the final approval, procurement and registration of all external training (including conferences, academic studies, seminars…). Current process workflows attribute an additional 5 days for the NSSC to process training requests through its HR and Procurement Departments.

> *Note: Supervisors are responsible for ensuring the accuracy of stated **Competencies** and **Justification for training** as entered on external training requests by their employees.*

➢ How Will I Know if I have Requests to Approve?

Learners will submit a training request within SATERN using the automated NF-1735. When a request is entered by one of your employees, you will receive an email informing you of the need to approve a request.

Example email notification:


Initial Approval Approval Required for Susie Davis - Message (Plain Text) - Unicode (UTF-8)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: LMS_Learner@sfwater.org
Sent: Wed 8/3/2005 12:21 PM
To: sbkelly@sfwater.org
Cc:
Subject: Initial Approval Approval Required for Susie Davis

Susie Davis (sdavis)

Has requested the following activity for approval:

Registration: Hummingbird DM WebTop Basics
Start Date/Time: 08/08/2005 09:00 America/Los Angeles
End Date/Time: 08/08/2005 10:00 America/Los Angeles

The requestor's comments:

You are listed as an approver in the Initial Approval step of the approval process.

Please go to the Approvals section of the Plateau LMS at your earliest convenience to examine this request. If you have any questions about the approval, please contact the learner requesting the activity, or your learning coordinator.

To access the LMS, please click here http://mktbea02:7001/elms/learner/login.jsp

Please do not reply to this message.

Notes

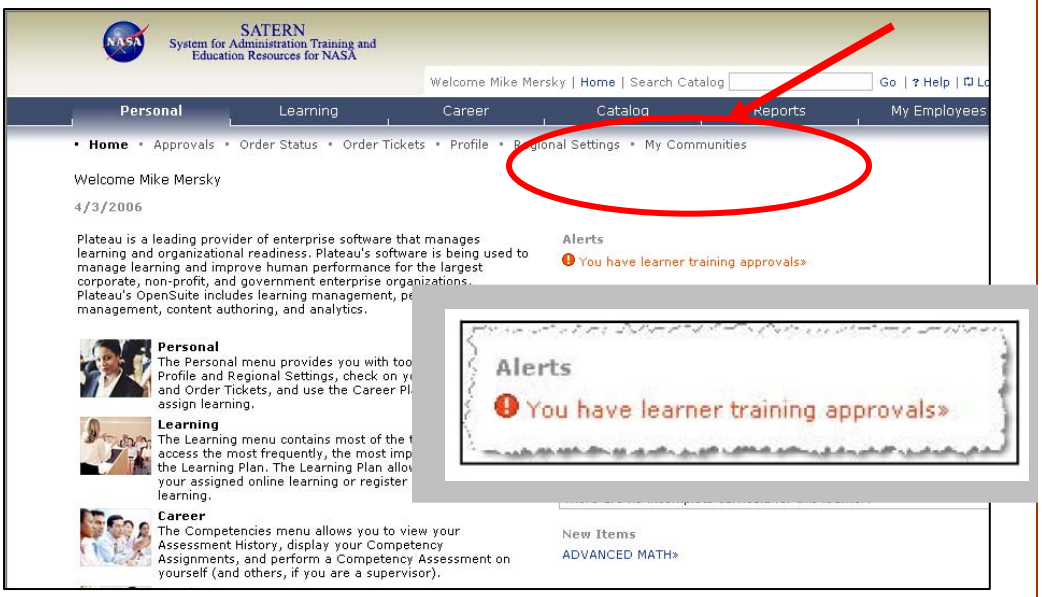
➢ How do I Approve/Deny Requests for my Org?

1. Click the blue **URL link** within the notification email to login to SATERN.

2. Enter your **User Name** and **Password**.

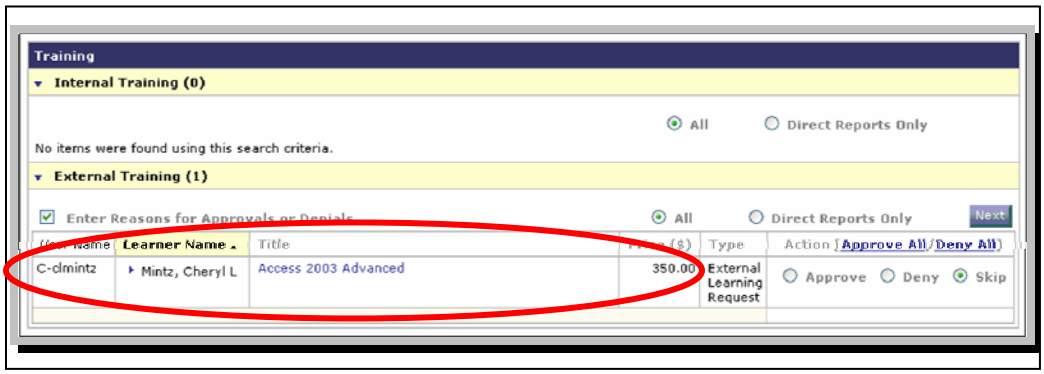
3. Note any red **Alerts** section on the left-hand side of your SATERN personal home page.

4. Click **You Have Learner Training Approvals** to open the approval tool.



Notes

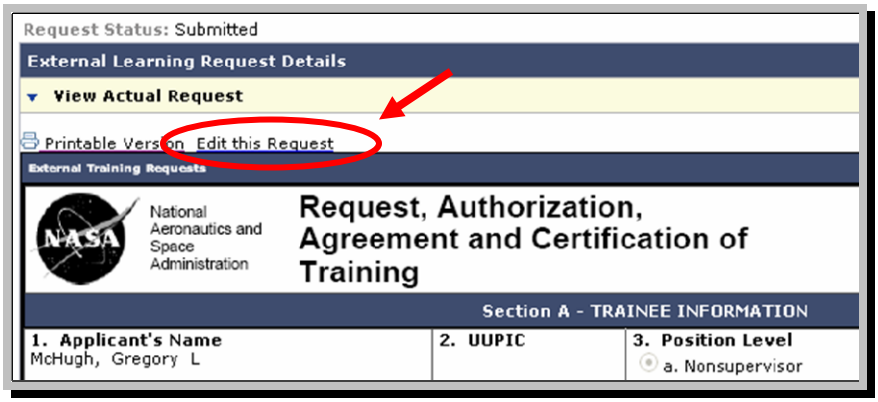
5. From the list of **pending approvals**, Click course title to view your employee's submitted **NF-1735**.



6. Review the **NF-1735** to ensure the employee has correctly identified his/her:

- Competencies, and
- Justification for external training request.

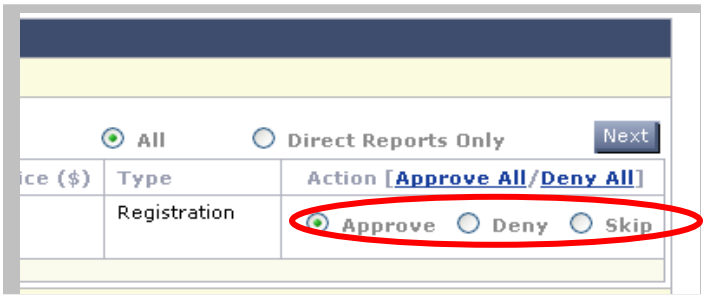
7. If edits are needed, Click **Edit this Request**.



8. Remove the checkmark from the **Enter Reasons for Approvals or Denials** checkbox (unless you want to enter a reason and have it emailed to the Learner).

Notes

9. Select **Approve**, **Deny**, or **Skip** for each submitted training request.



*Note: Enter reason for **Approval** or **Denial** in the **Comments** section of the **NF-1735**.*

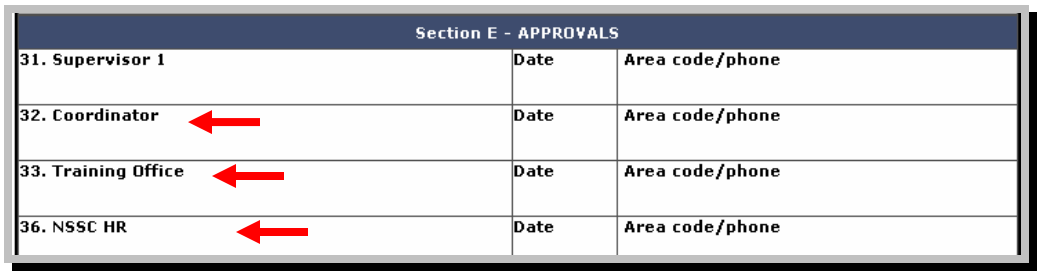
10. Click **Next**.

11. Review your approval selections.

12. Click **Confirm**.

Note: You should see a screen indicating your approval process was successful.

13. After you have approved your employee's request, the Approval Process continues automatically with the rest of the steps in the chain.



*Note: A request may by denied at any step of the approval process (missing **NF-1735** information, lack of training allocation funds or requirements as noted by approvers).*