



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:

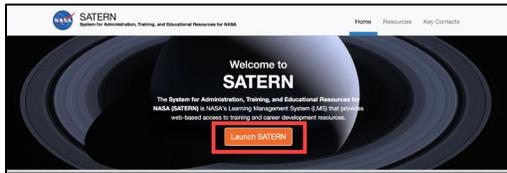
Add Civil Service Reserved Seats to a Class..... 2

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.

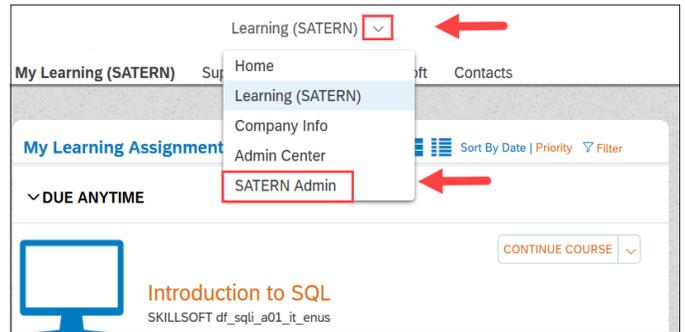
1. Visit <https://satern.nasa.gov>, and click the **Launch SATERN** button as shown in the following figure:

Figure 1: SATERN Welcome Page Showing Launch SATERN Button



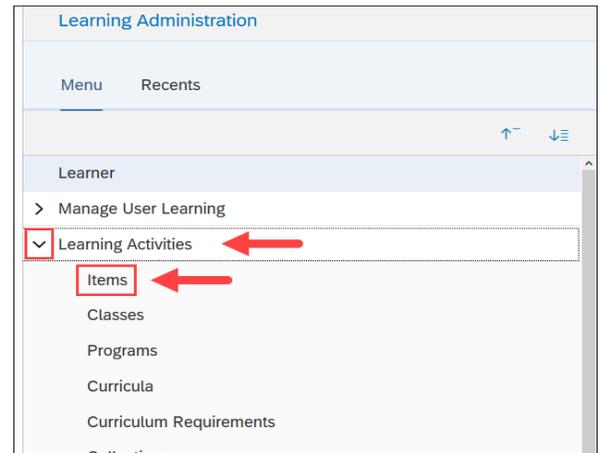
2. Do you already know how to add a class to an item?
 - a. If you already know how to add a class to an item, perform that action, and skip to Step 8.
 - b. If you do not know how to add a class, from your **My Learning (SATERN)** page, click the **Learning (SATERN)** page, click the **Learning (SATERN)**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

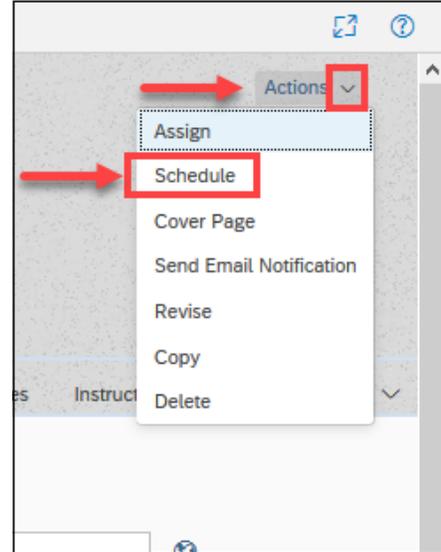
Add/Remove Criteria Search Save As Reset

Field Chooser Download Search Results

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

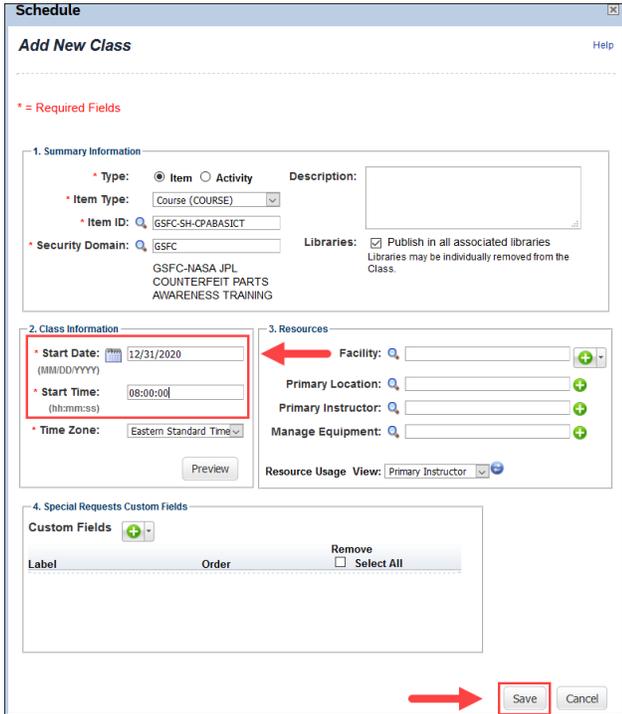
6. In the top right corner of the course summary, from the **Action** arrow icon, select the **Schedule** link as shown in the following figure:

Figure 5: Location of the Schedule Link



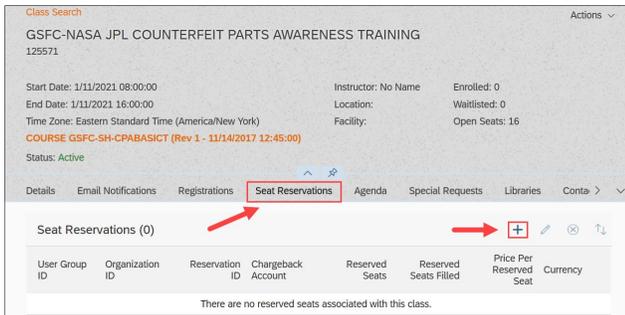
7. Create a new class by entering a new **Start Date** (i.e., a date in the future), **Start Time** (HH:MM AM or PM), and any other information desired. Then click the **Save** button.

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



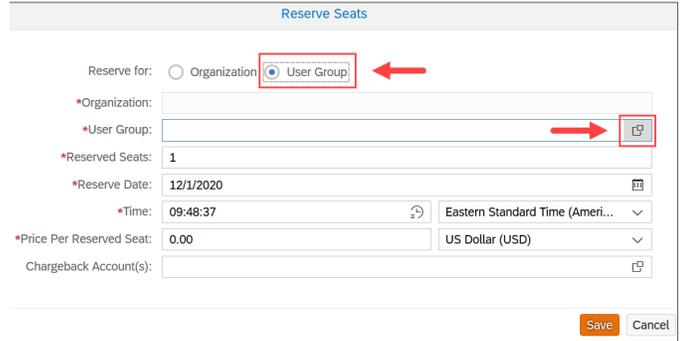
8. Select **Seat Registrations**, then the  icon to create a group reservation.

Figure 7: Location of the Reserve Seats Menu



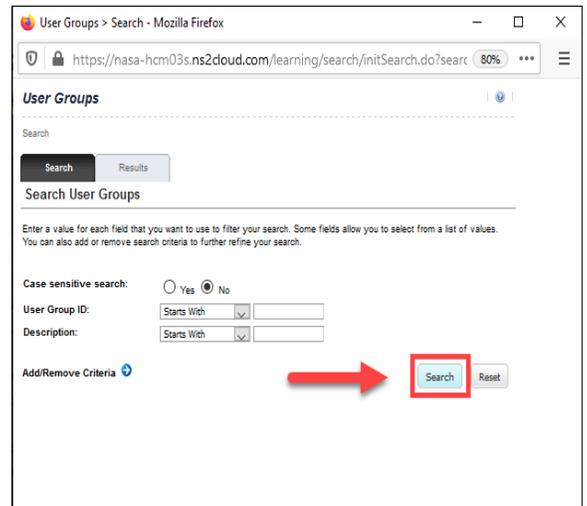
9. From the **Reserve Seats** sub-menu, select the **User Group** button. Next click the filter icon in the **User Group** search field, as shown in the following figure:

Figure 8: Location of the User Group Options



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

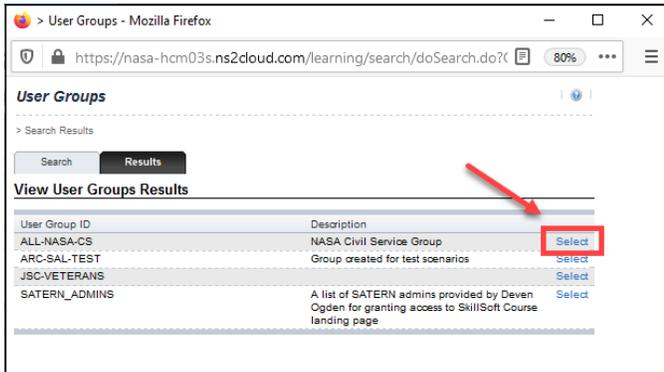
Figure 9: User Group Search Menu



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

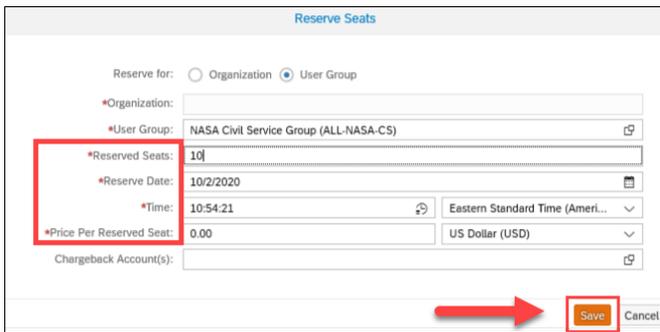
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Figure 10: User Group Search Results



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



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

Figure 12: Seat Reservation Confirmation

