



SATERN Job Aid

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.....2**
- Task B - Accessing SATERN Admin Page from Your Learning Page2**
- Task C – Accessing Your Learning Page from Your SATERN Admin Page ..3**

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

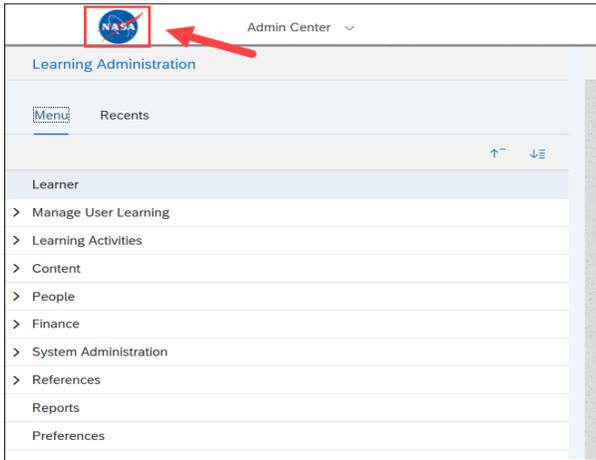


Your SATERN Admin page is displayed.

Task C - Accessing Your Learning Page from Your SATERN Admin Page

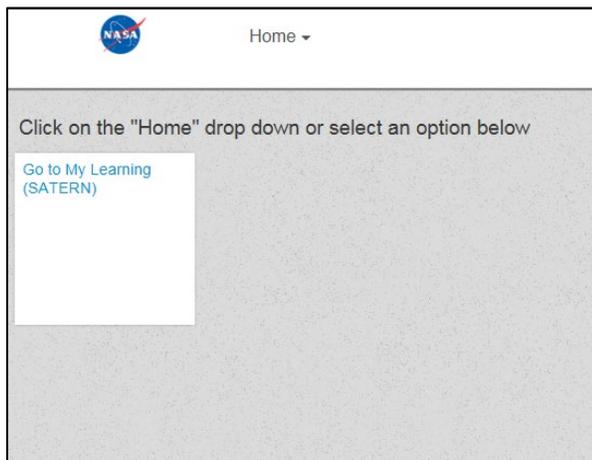
1. In the upper-left-hand corner of the page, click the **NASA** icon.

Figure 3: SATERN Admin Page Showing NASA Icon



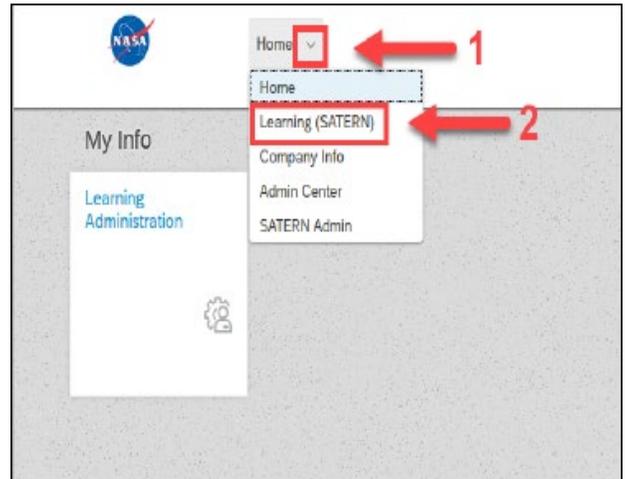
Your **Human Capital Management (HCM)** Home page is displayed as shown in the following figure:

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.