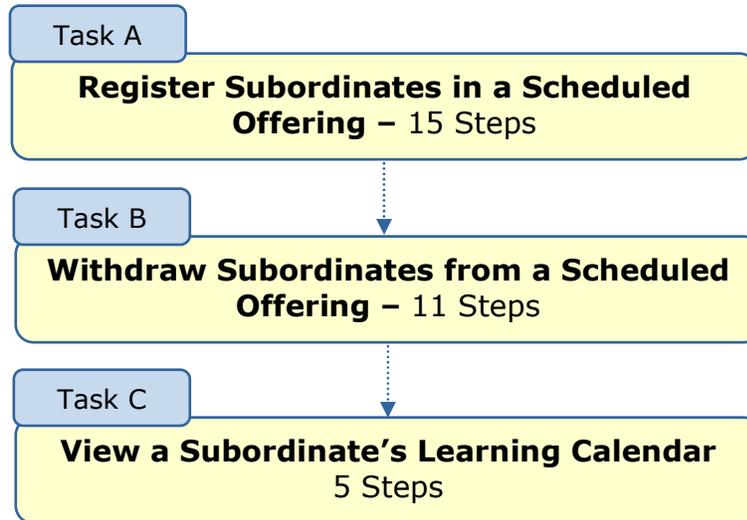


Job Aid: Registration – Supervisor

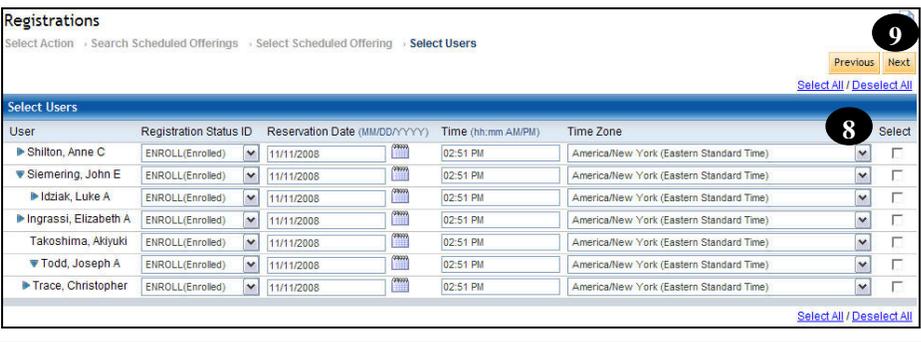
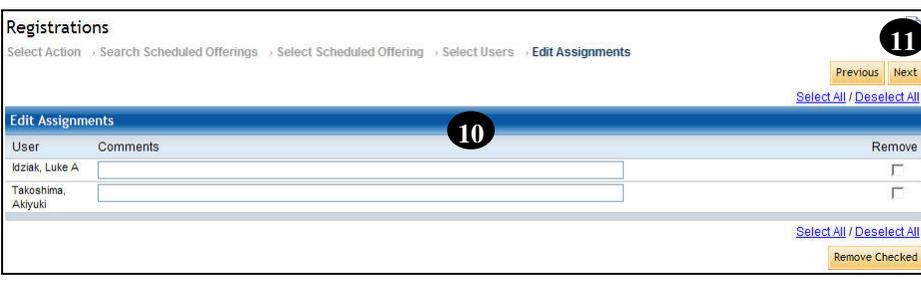
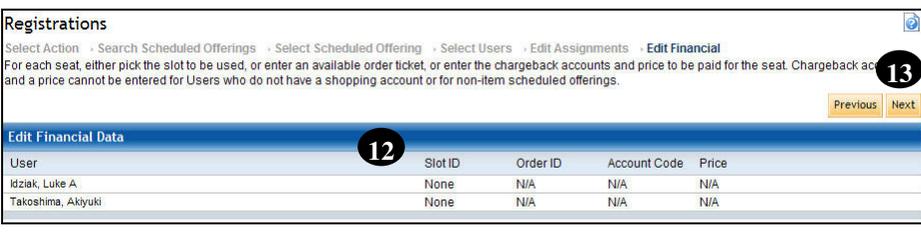
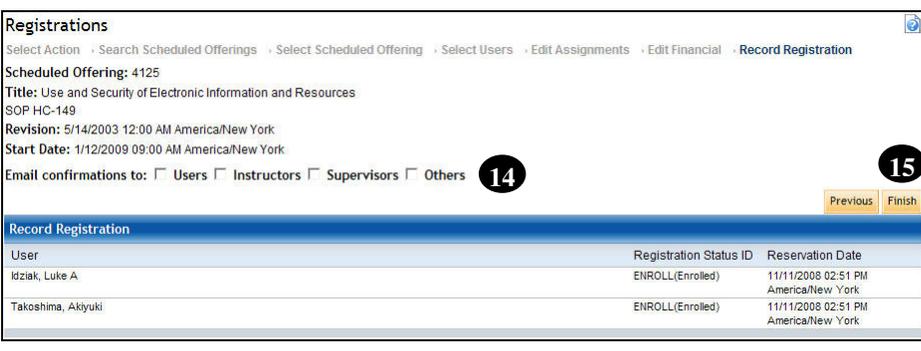
Purpose

The purpose of this job aid is to guide supervisor users through the step-by-step process of managing the registration of subordinates in scheduled offerings.



Task A: Register Subordinates in a Scheduled Offering

<p>1 Navigate to My Employees > Registrations.</p>	
<p>2 Click the Register Users radio button.</p> <p>3 Click Next.</p>	
<p>4 Search for a scheduled offering by entering keywords.</p> <p>5 Click Next.</p>	

<p>6 Click the Select radio button to select a scheduled offering option.</p> <p>7 Click Next.</p>	 <p>Registrations Select Action · Search Scheduled Offerings · Select Scheduled Offering Keywords: Security Exact Phrase: Yes</p> <p>Previous Next 7</p> <p>Select Offerings</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Description</th> <th>Facility & Location</th> <th>Start Date/Time</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Use and Security of Electronic Information and Resources</td> <td>Use and Security of Electronic Information and Resources</td> <td>New York Office -</td> <td>1/12/2009 09:00 AM America/New York</td> <td><input type="radio"/> 6</td> </tr> <tr> <td>Use and Security of Electronic Information and Resources</td> <td>Use and Security of Electronic Information and Resources</td> <td>Plateau Systems HQ -</td> <td>1/19/2009 09:00 AM America/New York</td> <td><input type="radio"/></td> </tr> <tr> <td>Use and Security of Electronic Information and Resources</td> <td>Use and Security of Electronic Information and Resources</td> <td>-</td> <td>2/2/2009 09:00 AM America/New York</td> <td><input type="radio"/></td> </tr> <tr> <td>Use and Security of Electronic Information and Resources</td> <td>Use and Security of Electronic Information and Resources</td> <td>-</td> <td>2/16/2009 09:00 AM America/New York</td> <td><input type="radio"/></td> </tr> <tr> <td>Use and Security of Electronic Information and Resources</td> <td>Use and Security of Electronic Information and Resources</td> <td>-</td> <td>3/2/2009 09:00 AM America/New York</td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>Records per Page 5 Page: 1 2 «Previous Next» (7 total records)</p>	Title	Description	Facility & Location	Start Date/Time	Select	Use and Security of Electronic Information and Resources	Use and Security of Electronic Information and Resources	New York Office -	1/12/2009 09:00 AM America/New York	<input type="radio"/> 6	Use and Security of Electronic Information and Resources	Use and Security of Electronic Information and Resources	Plateau Systems HQ -	1/19/2009 09:00 AM America/New York	<input type="radio"/>	Use and Security of Electronic Information and Resources	Use and Security of Electronic Information and Resources	-	2/2/2009 09:00 AM America/New York	<input type="radio"/>	Use and Security of Electronic Information and Resources	Use and Security of Electronic Information and Resources	-	2/16/2009 09:00 AM America/New York	<input type="radio"/>	Use and Security of Electronic Information and Resources	Use and Security of Electronic Information and Resources	-	3/2/2009 09:00 AM America/New York	<input type="radio"/>																		
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<p>10 Verify the list of users, enter optional comments.</p> <p>11 Click Next.</p>	 <p>Registrations Select Action · Search Scheduled Offerings · Select Scheduled Offering · Select Users · Edit Assignments</p> <p>Previous Next 11</p> <p>Select All / Deselect All</p> <p>Edit Assignments</p> <table border="1"> <thead> <tr> <th>User</th> <th>Comments</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>Idziak, Luke A</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Takoshima, Aktyuki</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Select All / Deselect All</p> <p>Remove Checked</p>	User	Comments	Remove	Idziak, Luke A	<input type="text"/>	<input type="checkbox"/>	Takoshima, Aktyuki	<input type="text"/>	<input type="checkbox"/>																																							
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<p>12 Enter financial information, if applicable.</p> <p>13 Click Next.</p>	 <p>Registrations Select Action · Search Scheduled Offerings · Select Scheduled Offering · Select Users · Edit Assignments · Edit Financial</p> <p>Previous Next 13</p> <p>For each seat, either pick the slot to be used, or enter an available order ticket, or enter the chargeback accounts and price to be paid for the seat. Chargeback accounts and a price cannot be entered for Users who do not have a shopping account or for non-item scheduled offerings.</p> <p>Edit Financial Data</p> <table border="1"> <thead> <tr> <th>User</th> <th>Slot ID</th> <th>Order ID</th> <th>Account Code</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Idziak, Luke A</td> <td>None</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Takoshima, Aktyuki</td> <td>None</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table>	User	Slot ID	Order ID	Account Code	Price	Idziak, Luke A	None	N/A	N/A	N/A	Takoshima, Aktyuki	None	N/A	N/A	N/A																																	
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<p>14 Select the email recipients by checking the corresponding Email confirmation checkboxes.</p> <p>15 Click Finish.</p>	 <p>Registrations Select Action · Search Scheduled Offerings · Select Scheduled Offering · Select Users · Edit Assignments · Edit Financial · Record Registration</p> <p>Scheduled Offering: 4125 Title: Use and Security of Electronic Information and Resources SOP HC-149 Revision: 5/14/2003 12:00 AM America/New York Start Date: 1/12/2009 09:00 AM America/New York</p> <p>Email confirmations to: <input type="checkbox"/> Users <input type="checkbox"/> Instructors <input type="checkbox"/> Supervisors <input type="checkbox"/> Others 14</p> <p>Previous Finish 15</p> <p>Record Registration</p> <table border="1"> <thead> <tr> <th>User</th> <th>Registration Status ID</th> <th>Reservation Date</th> </tr> </thead> <tbody> <tr> <td>Idziak, Luke A</td> <td>ENROLL(Enrolled)</td> <td>11/11/2008 02:51 PM America/New York</td> </tr> <tr> <td>Takoshima, Aktyuki</td> <td>ENROLL(Enrolled)</td> <td>11/11/2008 02:51 PM America/New York</td> </tr> </tbody> </table>	User	Registration Status ID	Reservation Date	Idziak, Luke A	ENROLL(Enrolled)	11/11/2008 02:51 PM America/New York	Takoshima, Aktyuki	ENROLL(Enrolled)	11/11/2008 02:51 PM America/New York																																							
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Task B: Withdraw Subordinates from a Scheduled Offering

1 Navigate to **My Employees > Registrations**.

Welcome Jennifer Myers | Home | Search Catalog | Help | Logout

SATERN
System for Administration, Training, and Educational Resources for NASA

Personal Learning Career Catalog Reports **My Employees**

Welcome Jennifer Myers
11/10/2009

Welcome to SATERN, NASA's official learning management system. The System for Administration, Training, and Educational Resources for NASA (SATERN) provides simplified one-stop access to high-quality training products and processes to support learning and development.

SATERN provides desktop access to training enrollment and continuous learning

Alerts
 You have subordinate IDPs that require review and approval.
 Your Talent Profile is Incomplete.

Dashboard
Subordinates
Learning Plans
Registrations

2 Click the **Withdraw Users** radio button.
3 Click **Next**.

Registrations
Select Action

This menu option is available to supervisors. It provides features to manage the learning Activities of your subordinates. On this page you can register and withdraw subordinates to and from schedule offerings.

Select
 Withdraw Users Register Users

Next

4 Search for a scheduled offering by entering keywords.
5 Click **Next**.

Registrations
Select Action · Search Scheduled Offerings

Search

Enter Keywords to search for a scheduled offering.

Keywords: Security Exact Phrase

Previous Next

6 Select a scheduled offering option.
7 Click **Next**.

Registrations
Select Action · Search Scheduled Offerings · Select Scheduled Offering

Keywords: Security
Exact Phrase: Yes

Select Offerings

Title	Start Date/Time	Select
Use and Security of Electronic Information and Resources	1/12/2009 09:00 AM America/New York	<input checked="" type="radio"/>
Use and Security of Electronic Information and Resources	1/19/2009 09:00 AM America/New York	<input type="radio"/>
Use and Security of Electronic Information and Resources	2/2/2009 09:00 AM America/New York	<input type="radio"/>
Use and Security of Electronic Information and Resources	2/16/2009 09:00 AM America/New York	<input type="radio"/>
Use and Security of Electronic Information and Resources	3/2/2009 09:00 AM America/New York	<input type="radio"/>
Use and Security of Electronic Information and Resources	3/16/2009 09:00 AM America/New York	<input type="radio"/>
Use and Security of Electronic Information and Resources	3/30/2009 09:00 AM America/New York	<input type="radio"/>

Records per Page 10 (7 total records)

8 Check the **Select** checkbox next to the corresponding subordinate to withdraw.
9 Click **Next**.

Registrations
Select Action · Search Scheduled Offerings · Select Scheduled Offering · Select Users

Select All / Deselect All

Select Users to Withdraw

User	Registration Status	ID	Reservation Date	Withdraw
Idziak, Luke A	ENROLL(Enrolled)		11/11/2008 02:58 PM America/New York	<input checked="" type="checkbox"/>
Takoshima, Akiyuki	ENROLL(Enrolled)		11/11/2008 02:58 PM America/New York	<input type="checkbox"/>

Select All / Deselect All

Note: Supervisor cannot withdraw the user if they were registered by an admin.

Note: Supervisors who withdraw a user from an offering will see a warning if this item is a prerequisite for another enrollment. Then the system will automatically withdraw the user from the dependent offering.

10 Select the email recipients by checking the corresponding **Email confirmation** checkboxes. Remove the item from the subordinate's learning plan by checking the corresponding checkbox.

11 Click **Finish**.

The message displays that withdrawal from the scheduled offering is successful.

Task C: View a Subordinate's Learning Calendar

1 Navigate to **My Employees > Subordinates** from the top menu.

A Subordinates chart displays.

2 Click the **Learning** link to navigate to the subordinate's record.

3 The menu defaults to the subordinate's Learning Plan.
3 Click the **Learning Calendar** top menu link.

4 When the subordinate's learning calendar displays, you may choose to see it in monthly, weekly, or daily view.
Verify the registration or withdrawal of the relevant scheduled offering.
5 Click the **Return to Org Chart** link to view additional subordinate records.