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Instructions on How to Register for a Scheduled Offering (APPEL and LMD courses)

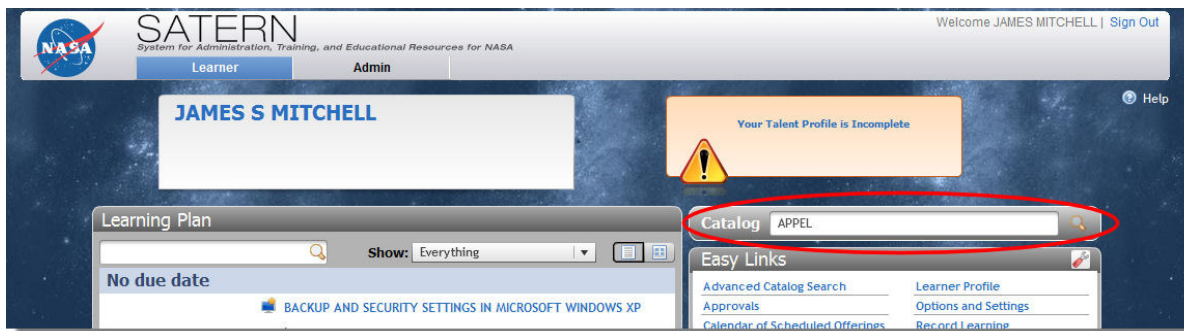
These instructions are specifically written to instruct a Learner on how to register for a APPEL and/or LMD course, however, the process is the same for any Scheduled Offering

When self-registering for APPEL and LMD Courses, please verify Estimated Travel costs and Per Diem information is included. If this information has not been entered in the *Comments* field, the request will be denied.

Here's what to do

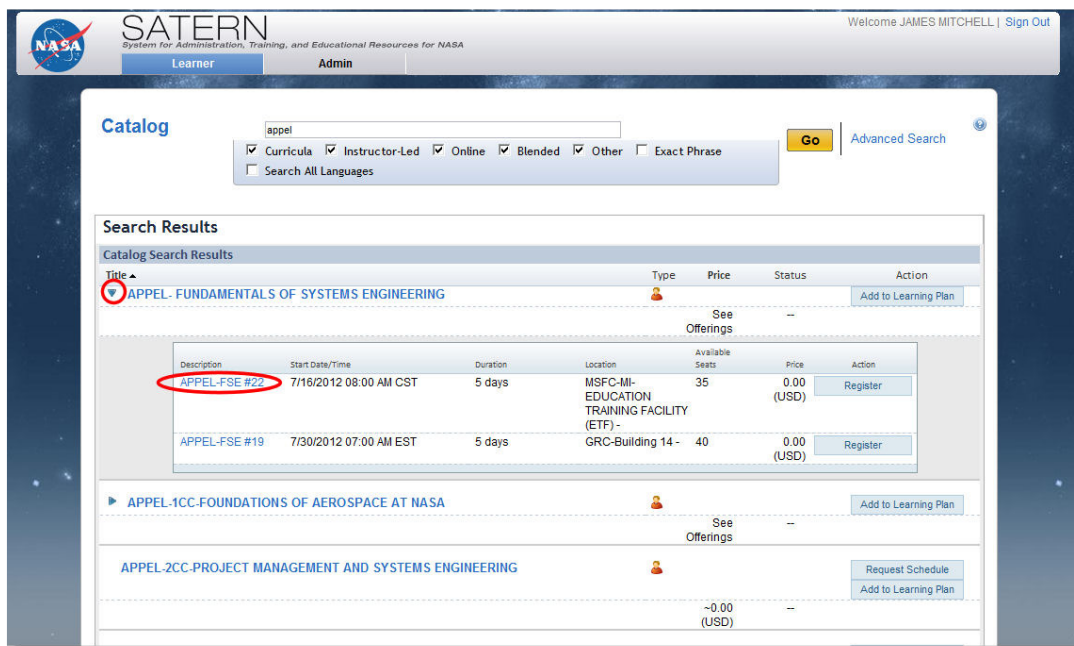
STEP 1: Login to SATERN at <https://satern.nasa.gov>

STEP 2: In the **Search** field, on the Home Page, type *APPEL* or *LMD* then, click the **Search** (🔍) icon. This search will return all APPEL and LMD items in SATERN.



STEP 3: From the Catalog Search Results, click the blue arrow next to the Item title to see available scheduled offerings. To view the Scheduled Offering Details, click on the Description.

Note: If a blue arrow does not appear next to the Item title, it means that a scheduled offering is not currently available.



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STEP 4: The Scheduled Offering Details provide course description, segment details (e.g., dates, facility, location), and registration information (registration cut-off date, capacity, etc.). To register for the scheduled offering, click the **REGISTER** button.

Scheduled Offering Details Help

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Offering of APPEL- FUNDAMENTALS OF SYSTEMS ENGINEERING

Summary Information

APPEL- FUNDAMENTALS OF SYSTEMS ENGINEERING Register

Description: APPEL-FSE #22
Scheduled Offering ID: 62811
Item Description: Audience:
 This course is designed for novice NASA systems engineers, functional engineers, project managers, integrated product team members, and business managers. Those involved in or supporting a system development will improve their abilities to work as an integrated team.

Learning Methods:
 Learning will be accomplished through lecture and class discussion. Attendees then practice the "how-to" of the principles through case studies and illustrative examples. Practical exercises provide experience in the techniques and decisions required in a real world environment.

If the hands-on life cycle activity option is selected, the participants will develop and present appropriate artifacts and content based upon a real NASA case study. This activity will be conducted post-course with guidance from the instructor.

APPEL ATTENDANCE POLICY:
 Participants in APPEL events are expected to attend all sessions of the event to receive credit for participation. In exceptional circumstances, if a participant cannot attend a session or part of a session the participant may apply to APPEL Management for a waiver of the policy.

Segment Details				
Segment	Start	End	Facility & Location	Instructor
1	7/16/2012 08:00 AM CST	7/16/2012 12:00 PM CST	MSFC-MI-EDUCATION TRAINING FACILITY (ETF) (facility)	
2	7/16/2012 01:00 PM CST	7/16/2012 05:00 PM CST	MSFC-MI-EDUCATION TRAINING FACILITY (ETF) (facility)	
3	7/17/2012 08:00 AM CST	7/17/2012 12:00 PM CST	MSFC-MI-EDUCATION TRAINING FACILITY (ETF) (facility)	

Registration Information

Capacity: 0 of 35 enrolled, 0 wallisted, 16 pending
 Cutoff Date: 6/4/2012 11:59 PM CST
 Self Registration: Yes

Contact Information

Contact Name: Sherry Cuyton
 Contact Email: noemail@nasa.gov
 Contact Phone: 703-778-6900 *113
 Contact Fax: (703) 778-6898

STEP 5: The Self-registration process for many items require approval. APPEL and LMD courses require approval from:

- a. Supervisor
- b. Training Coordinator at Center
- c. APPEL/LMD POC at Center
- d. Agency Logistics Provider or ATLS

To start the approval process, click **YES** button to proceed or **NO** button to cancel.

Warning Details:

- The scheduled offering (62811) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.

Do you wish to proceed?

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STEP 6: IMPORTANT for APPEL and LMD courses: In the **Registration Comments** field, add the *Estimated Travel* and *Per Diem* information relevant to attend this course. Otherwise, registration requests without this information will be denied and employees will be required to re-register.

STEP 7: Be sure there is an entry in the **Training Coordinator Approvers** field and click the **CONFIRM** button to submit your registration (**Note:** if there is no entry in the Training Coordinator/Approvers field, you will need to click on **Select Learner for Approval** and search for the appropriate approver).

Registration Help

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a Learner to serve as Approver in any steps that are indicated with a 'Select Learner for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

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Offering

APPEL- FUNDAMENTALS OF SYSTEMS ENGINEERING
 COURSE APPEL-FSE
 Revision: 12/28/2007 12:30 PM EST
 Start Date: 7/16/2012 08:00 AM CST
 End Date: 7/20/2012 05:00 PM CST
 Capacity: 0 of 35 enrolled, 0 waitlisted, 16 pending
 Price : 0.00 (USD)

Approval Steps

Approval Step	Approvers
Initial Approver	Select Learner for Approval
Training Coordinator	TRAINING COORDINATOR (Show All)
APPEL POC	POC-APPEL (Show All)
Sevatec ATLS	SEVATEC COORD APPEL (Show All)

Registration Comments

Learner Name: MITCHELL, JAMES S
 Registration Status: PENDING (Pending)

Comments:

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