Login to SATERN at https://satern.nasa.gov

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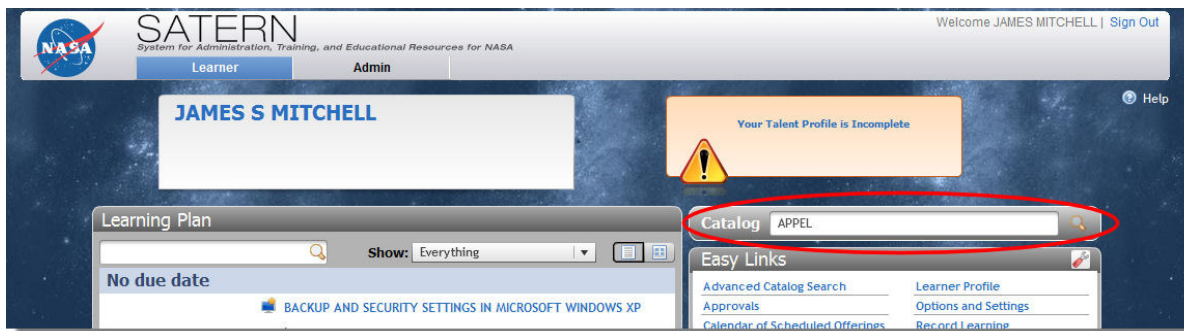
STEP 3: From the Catalog Search Results, click the blue arrow next to the Item title to see available scheduled offerings. To view the Scheduled Offering Details, click on the Description.

Note: If a blue arrow does not appear next to the Item title, it means that a scheduled offering is not currently available.
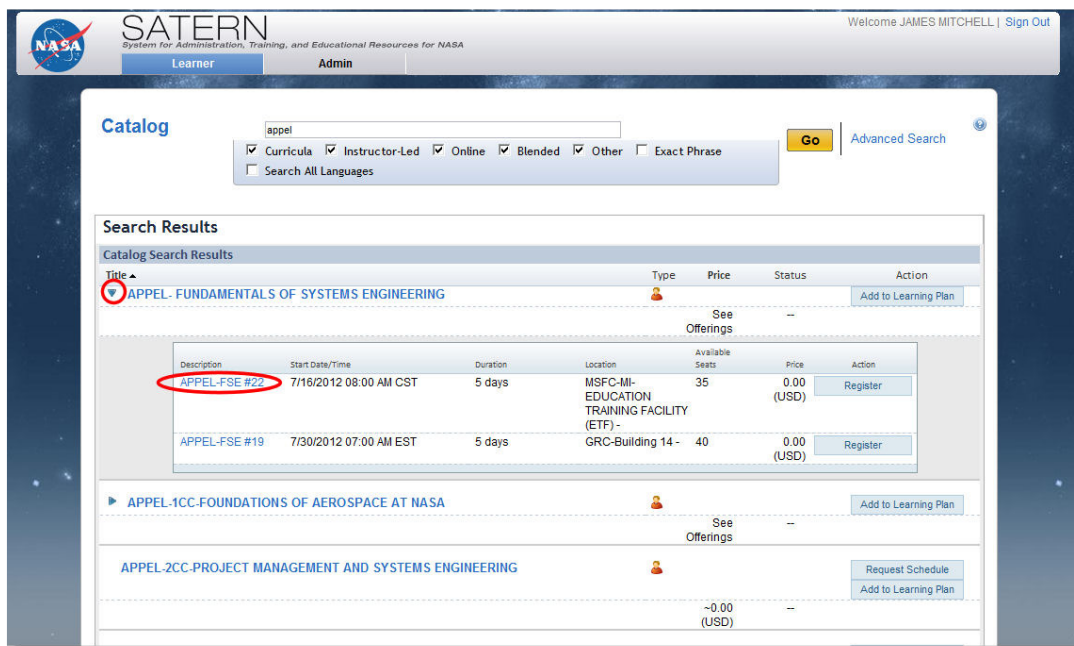
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STEP 4: The Scheduled Offering Details provide course description, segment details (e.g., dates, facility, location), and registration information (registration cut-off date, capacity, etc.). To register for the scheduled offering, click the **REGISTER** button.

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.

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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 **c**lick 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).