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



0	From the My Employees tab, click the <b>Approvals</b>	Welcome James Mitchell   Sign Out				
	link in the <b>Supervisor</b> <b>Links</b> box.	Employees  MEREDITH LOWERY MEREDITH LOWERY MEREDITH LOWERY MEREDITH LOWERY MEREDITH LOWERY MEREDITH LOWERY Meredit  Mere				
Pending Reviews and Approvals The Pending Reviews page displays and opens to the pending approval. Performance Management (0) Performance Management (0) Training (2)						
3	Click the <b>expand icon</b> ( <b>&gt;</b> ) next to the Learner's name and/or click the	Irraining     6       Image: Internal Training (1)     6       Image: Internal Training (1)     8 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only       Image: Internal Training (1)     9 All © Direct Reports Only				
	<b>Title</b> link for additional information on the request.	Fahey, Brian A Writing Effective Business Documents 0.00 US Dollar (USD) ONLINE COMPONEN Approve Deny Skip Esternal Training (0) Estimature Verification (0)				
4	Select the <b>Enter Reasons</b> <b>for Approvals or Denials</b> checkbox to allow for comments.	<b>Note:</b> For APPEL and/or LMD courses, you will need to click on the title of the offering and check the comments to ensure the Learner included the Estimated Travel and Per Diem. If the Comments field did not include the Estimated Travel and Per Diem information relevant to attend this course, you have two options:				
5	Select the <b>Approve</b> radio button next to the	<ol> <li>Deny the request and ask the Learner to fill-in the information him/herself, or</li> <li>Call/email the Learner and add the information for the Learner during your approval action.</li> </ol>				
	Learner's request.					

<ul><li>7 En ap</li><li>8 Cli</li></ul>	nter reasons for oproval, if applicable. ick <b>Next</b> .	Pending Reviews and A Approve or Deny → Approval Rease Enter a reason for approving your e Approval Reasons	Approvals ons mployee's training request below.	() Previous	Help 8 Next			
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B Cli	ick <b>Next</b> .	Enter a reason for approving your e Approval Reasons User Name and Schedule	mployee's training request below.	Previous	8 Next			
		Approval Reasons		Previous	Next			
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		User Name and Schedule		Approval Reasons				
		oper manie and venedare	Approval Reason (optional)					
		Fahey, Brian A Writing Effective Business Docume	ents					
9 Cli	ick <b>Confirm</b> .	Pending Reviews and A	oprovals	Q	) Help			
No	Notifications are sent to the affected users.	Approve or Deny → Approval Reasons → <b>Confirm</b>			9			
the				Previous Co	onfirm			
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		Fahey, Brian A Wr	iting Effective Business Documents	0.00 US Dollar	r (USD)			