

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

Instructions on How to Update your Learner Profile

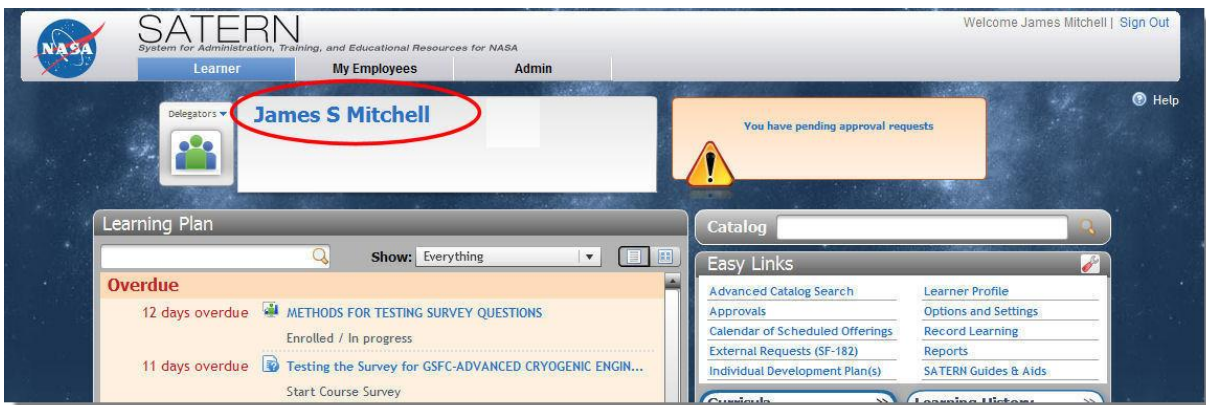
Before registering for any training, it is important that all employees verify and update the following under their *Profile* and *Regional Settings*:

- ORGANIZATION FIELD** – Review the *How do I Update my Organization?* section of this handout for detailed instructions.
- SUPERVISOR FIELD** – Review the *How do I Verify my Supervisor?* section of this handout for detailed instructions.
- EMAIL ADDRESS** – Review the *How do I Verify my Email Address?* section of this handout for detailed instructions.
- TELEPHONE NUMBER** – Review the *How do I Update/add my Telephone Number?* section of this handout for detailed instructions.

Here's what to do

STEP 1: Log into SATERN.

STEP 2: From the Learner tab Home Page, click on your name from the Learner Card.



Your profile is displayed.

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Profile Print Help

Contact the talent profile administrator if you need to change information in a section that you cannot edit.

2 of 3 sections completed. 1 required section is still incomplete

Contact Information ✎

JAMES S MITCHELL
noemail@nasa.gov

Employee Information ✎

Learner ID: XXXXXXXXXX
 Employee Type: XXXXXXXXXX
 Number of Direct Reports: 0





Hired on: 10/2/2011
 Length of Service: 7 months
 Domain: XXXXXXXXXX

[More Employee Information](#)

Contact Numbers Incomplete ✎

No Information

Use the icons as described below to view information in your profile:

Icon	
	Expand icon: Click to expand the section to see additional information. The icon turns into a minus sign icon.
	Minus icon: Click the minus sign icon to return to default view.
	Edit icon: Click this icon to edit the information. Only information with this icon can be edited by the user; all other data can be updated by sending an email to your SAL.
	Add icon: Click this icon to add additional information for that section.

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➤ How do I Update my Organization?

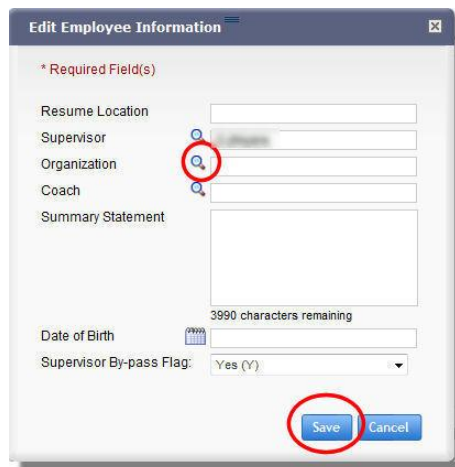
Contractors, Military Personnel, and Non-NASA Civil Servants Employees must verify that the Organization ID is correct in your profile. This information is needed to assist with the course registration process. If the organization listed is incorrect or blank, click on the *Picker icon* next to the **Organization** field then search for and select your proper organization.

Here's what to do

STEP 1: Click on the **Edit** icon () next to Employee Information section.



STEP 2: On the **Edit Employee Information** box, click on the **Picker** icon () to get to the **Search Organization** window, then follow directions to refine your search.



STEP 3: To save your changes, click on the **Save** button.

➤ How do I Verify my Supervisor?

Note: A nightly IDMS/FPPS feed will overwrite any updates made by Civil Servant Employees to their Organization, Office Telephone Number, and Supervisor fields. To overwrite the Supervisor field, Civil Servant Employees must set the Supervisor By-Pass flag to 'Yes.'


Contractors, Military Personnel, and Non-NASA Civil Servants Employees must verify that the Supervisor field lists your government Technical Representative (TR).

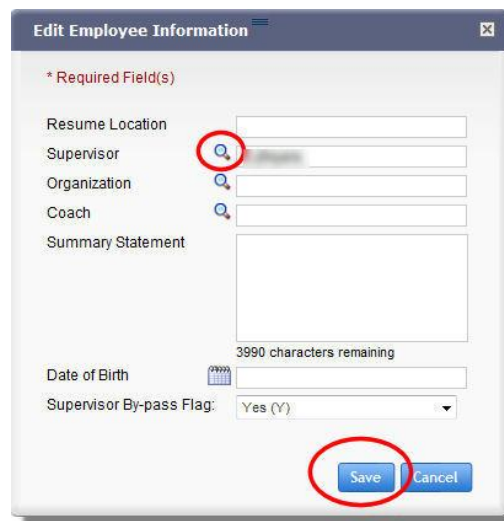
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Here's what to do

STEP 1: Click on the **Edit** icon () next to Employee Information section.



STEP 2: Click on the **Picker** icon () next to Supervisor field to get to the **Search Learner** window, then follow directions to refine your search.

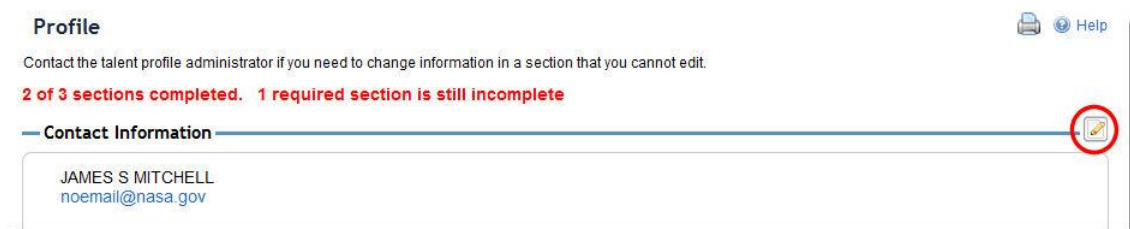


STEP 3: To save your changes, click on the **Save** button.

➤ How do I Verify my Email Address?

Here's what to do

STEP 1: Click on the **Edit** icon () next to Contact Information section. **Edit Contact Information** screen displays.



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STEP 2: Verify your email address in the Email Address prompt and change as appropriate.

Edit Contact Information

* Required Field(s)

* Learner First Name: JAMES

* Learner Middle Initial: S

* Learner Last Name: MITCHELL

* Email Address: noemail@nasa.gov

Save Cancel

STEP 3: To save your changes, click on the **Save** button.

➤ How do I Update my Contact Number Information?

Here's what to do

STEP 1: Click on the **Edit** icon () next to the number you wish to update.

Contact Numbers

 202-358-0867

STEP 2: In the **Edit Contact Numbers** screen, update the appropriate information.

Edit Contact Numbers

* Required Field(s)

* Contact Number: 202-358-0867

Contact Description:

Delete Save Cancel

STEP 3: To save your changes, click on the **Save** button.

➤ How do I add new Contact Number?

Here's what to do

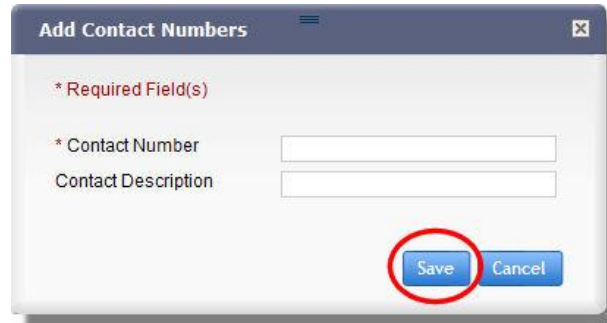
STEP 1: Click on the **Add** icon () next to Contact Numbers section.

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A screenshot of a web interface showing a list of contact numbers. The list is titled "Contact Numbers" and has a red circle with a plus sign icon in the top right corner. Below the title, there is a single entry with a pencil icon on the left and the number "202-358-0867" in the center.

STEP 2: In the **Add Contact Numbers** screen, enter the appropriate information.



A screenshot of a dialog box titled "Add Contact Numbers". The dialog box has a dark blue header with the title and a close button (X). Below the header, there is a red asterisk followed by the text "* Required Field(s)". There are two input fields: the first is labeled "* Contact Number" and the second is labeled "Contact Description". At the bottom right of the dialog box, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red.

STEP 3: To save your changes, click on the **Save** button.