



Instructions on Reviewing/Updating the SATERN Supervisor

Before registering for any onsite training course, submitting an External Training Request (SF-182), or submitting an Individual Development Plan (IDP), it is important that employees verify the supervisor field in their SATERN *Profile*.

If an onsite registration, External Training Request, or Individual Development Plan (IDP) is submitted with the incorrect supervisor, it cannot be re-routed.

STEP 1: Log into SATERN (<https://satern.nasa.gov>).

STEP 2: In the *Personal* tab area, click on *Profile* to view your SATERN Profile.



STEP 3: Look at the section titled “Employee Information”. Verify the name in the Supervisor field. If the name is missing or incorrect, you must update your supervisor field.



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

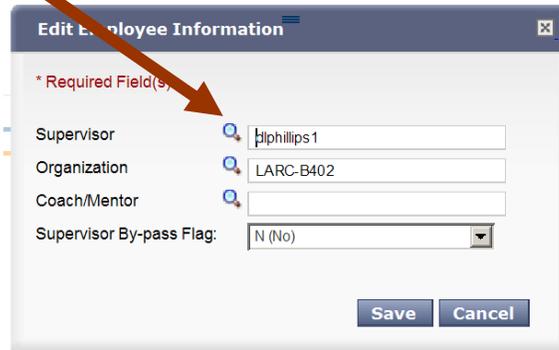
STEP 4: Click the pencil icon to edit your information.



STEP 5: Click inside the Employee Information box.



STEP 6: Click on the  search icon to view the **Search Supervisors** window.



SEARCH SUPERVISORS POP-UP WINDOW

Learner ?

Search Learner

Enter the Description and select the type of search from the drop-down menu. Click **Search** to browse the results.

Case sensitive search: Yes No

User Name:

 Last Name:

First Name:

Domains:

Organizations:

STEP 7: In the **Last Name** field, enter your supervisor's last name and click

Information For Contractors:

Contractors may also register for onsite training and should enter their NASA COTR (Contracting Officer's Technical Representative) in the supervisor field. Selection of the COTR as supervisor is only for training registration purposes. Actual approval of whether a contractor employee attends a course remains with the contractor organization.

Contractors may attend onsite training on a space-available basis.

STEP 8: Locate your supervisor's name and click **Select**.

https://satern.nasa.gov/ -> Learner - Windows Internet Explorer

Learner ?

< Refine Search

View Learner Results

User Name	Learner Name	
ahphillips	PHILLIPS, ALAN H	Select
ajphillips	PHILLIPS, ANTHONY J	Select
dlphillips1	PHILLIPS, DONNA L	Select
drphillips	PHILLIPS, DAWN R	Select
ewphillips	PHILLIPS, E W	Select
gdphillips	PHILLIPS, GEORGE D	Select
igphillips	PHILLIPS, IRIS G	Select
japhillips	PHILLIPS, JUDITH A	Select
jcphillips	PHILLIPS, JEFFREY C	Select
jephillips1	PHILLIPS, JIMMY E	Select

Records per Page Page: 1 [2](#) [3](#) [4](#) «Previous | [Next](#)» (36 total records)



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STEP 9:

NOTE: You may also select a coach/mentor. This field is used with the Individual Development Plan (IDP).

Supervisory By-pass Flag

The Supervisory By-pass Flag should be set to "Yes".

This will ensure that your changes are not overwritten by an automatic update from another software application.

NOTE: If you move to another position or your supervisor changes, you must manually update the SATERN supervisor field to reflect these changes.

Edit Employee Information

* Required Field(s)

Supervisor: dlphillips1

Organization: LARC-B402

Coach/Mentor:

Supervisor By-pass Flag: N (No) [dropdown menu open]

N (No)

Y (Yes)

Save Cancel

Save changes by clicking the **[Save]** button.

Edit Employee Information

* Required Field(s)

Supervisor: dlphillips1

Organization: LARC-B402

Coach/Mentor:

Supervisor By-pass Flag: Y (Yes)

Save Cancel

*NOTE: If you are using Internet Explorer Version 8, you may receive an error message when you try to change your supervisor. Use another web browser such as Mozilla Firefox and follow the steps in this job aid. If you continue to have problems, please contact the **SATERN Help Desk: 1-877-NSSC123 (1-877-677-2123)** or nasa-satern.support@nasa.gov.*