

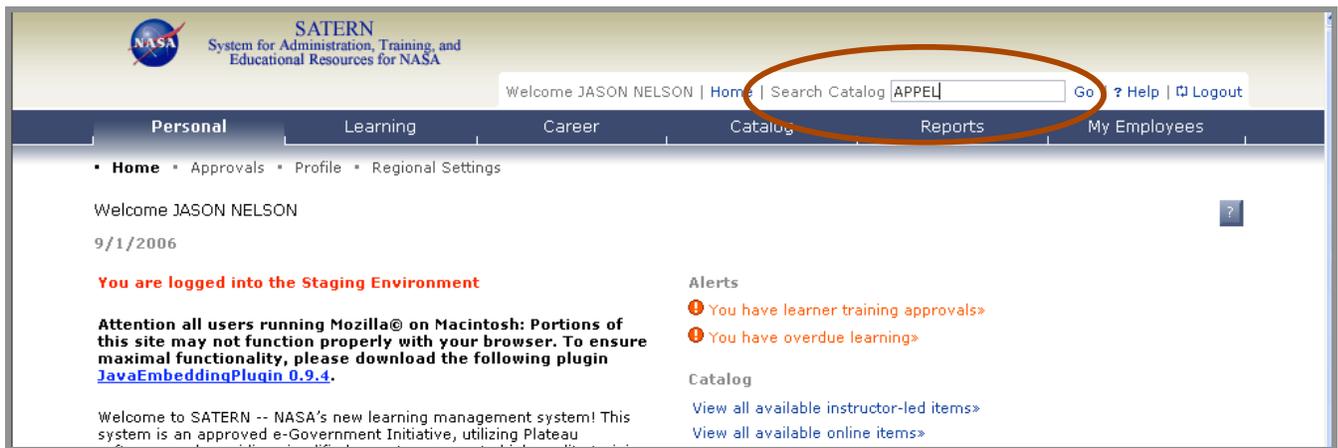
## Instructions on How to Register for APPEL and LMD Courses

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

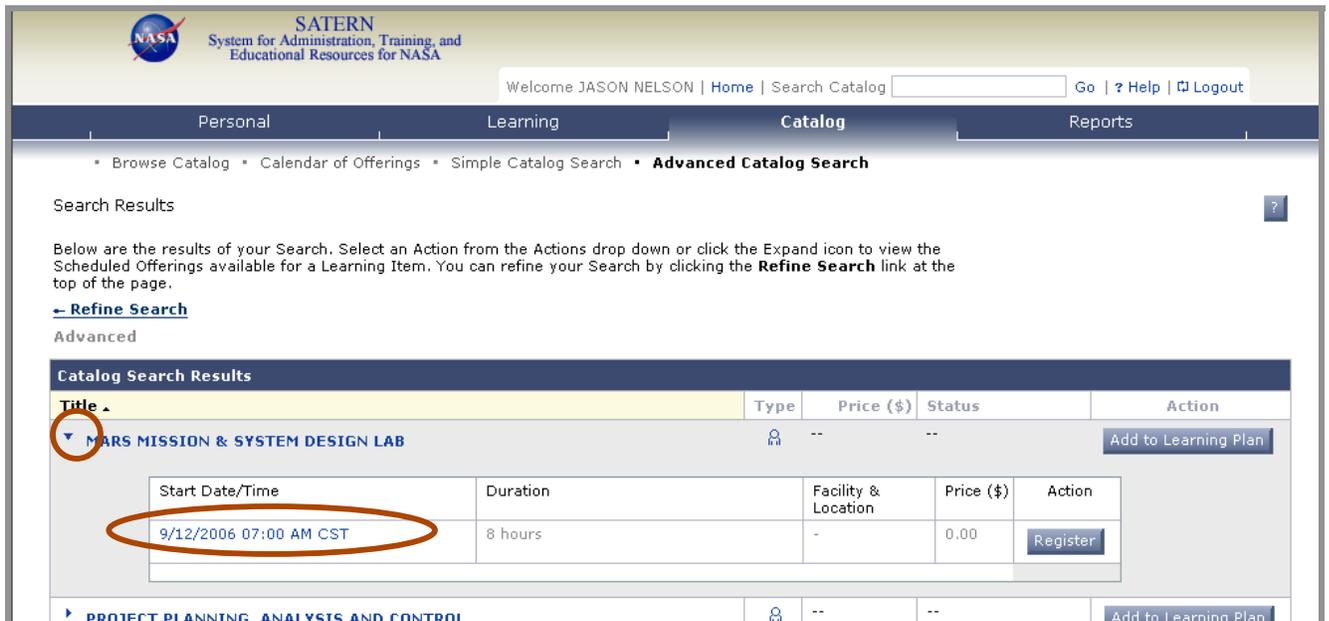
**STEP 1:** Login to SATERN at <https://satern.nasa.gov>

**STEP 2:** In the **Search Catalog** field, type *APPEL* or *LMD* then, click **Go**. 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 Start Date/Time information.

**Note:** If a blue arrow does not appear next to the Item title, it means that a scheduled offering is not currently available. However, you may click the "Request Schedule" button to request that the item be scheduled.



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

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

**Offering of MARS MISSION & SYSTEM DESIGN LAB**

**▼ Summary Information**

**MARS MISSION & SYSTEM DESIGN LAB**  
 Scheduled Offering ID: 1057

**Item Description:** DUE TO TECHNICAL ISSUES INVOLVING SELF-REGISTRATION FOR AGENCY-WIDE TRAINING COURSES, UNTIL FURTHER NOTICE PLEASE CONTINUE TO USE THE NOMINATION FORMS FOUND AT <http://nasapeople.nasa.gov/Training/Nomform/ILDPMgmt.doc> TO REGISTER TO ATTEND THIS COURSE.

**Audience**  
 Designed for NASA's technical workforce, including systems engineers and project managers working on project teams who are developing Level 2 capabilities, as well as members of project teams, including discipline engineers, technologists, designers, analysts, operators, users of space systems and professionals involved in creating overall mission architectures, detailed design and the operation of space systems. VMS 250 was previously referred to as MMSD.

**Goal**  
 This four-day workshop provides an integrated view of space mission design and operations from conceptual design and requirements definition, through spacecraft design, development, test, and launch, to development of mission operations concepts and ground infrastructure capabilities.

**Competencies Addressed**  
 This course addresses the following Systems Engineering (SE) Competencies: Mission Needs Statement, System Environments, System Architecture, Technical Requirements Definition, Logical Decomposition, Design Solution Definition, Product Integration, Product Validation, Operations, Technical Planning, Requirements Management, Technical Assessment, Technical Decision Analysis, Systems Engineering Management, NASA PM/ SE Procedures and Guidelines, Knowledge Capture and Transfer. This course also addresses the following Project Management (PM) Competencies: Requirements Development, Systems Engineering, Design and Development, Agency Structure and Internal Goals, Knowledge Capture and Transfer, and Knowledge Sharing.

**▼ Segment Details**

Segment	Start	End	Facility & Location	Instructor
1	9/12/2006 07:00 AM CST	9/12/2006 03:00 PM CST	-	,

**▼ Registration Information**

Capacity: 0 enrolled, 0 waitlisted  
 Cutoff Date: 9/1/2006 12:00 AM CST  
 Self Registration: Yes

**▼ Contact Information**

Contact Name: Anita Ibbott

**STEP 5:** The Self-registration process for all APPEL and LMD items require approval from:

- a. Supervisor
- b. Training Coordinator at Center
- c. APPEL/LMD POC at Center
- d. RGI Coordinator.

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

NASA **SATERN**  
 System for Administration, Training, and Educational Resources for NASA

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**Warning Details:**

- The scheduled offering (156) 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?**

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

**STEP 6: IMPORTANT:** 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:** Click the **CONFIRM** button to submit your registration.

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

Previous Confirm

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**Offering**

MARS MISSION & SYSTEM DESIGN LAB  
 COURSE APPEL-MMSD  
 Revision: 8/31/2006 03:38 PM CST  
 Start Date: 9/5/2006 08:30 AM CST  
 End Date: 9/5/2006 04:30 PM CST  
 Capacity: 0 enrolled, 0 waitlisted  
 Price (\$): 0.00

**Approval Steps**

Approval Step	Approvers
Initial Approval	Supervisor Level 1 (Show All)
TRAINING COORDINATOR	TRAINING COORDINATOR (Show All)
POC-APPEL	POC-APPEL (Show All)
RGI-COORD APPEL	RGI-COORD APPEL (Show All)

**Registration Comments**

Learner Name: Mintz, Cheryl L  
 Registration Status: PENDING (Pending)  
 Comments: Estimated Travel: \$500.00  
 Per Diem: \$50.00

Previous Confirm