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

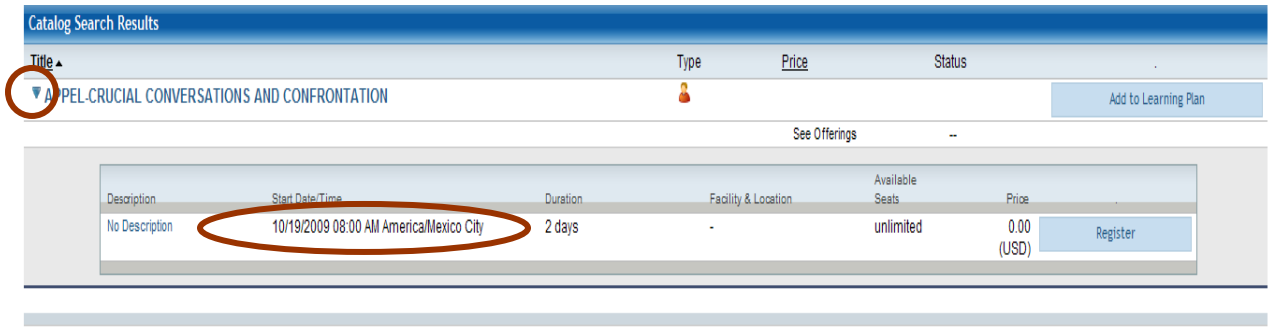
STEP 1: Login to SATERN at https://satern.nasa.gov

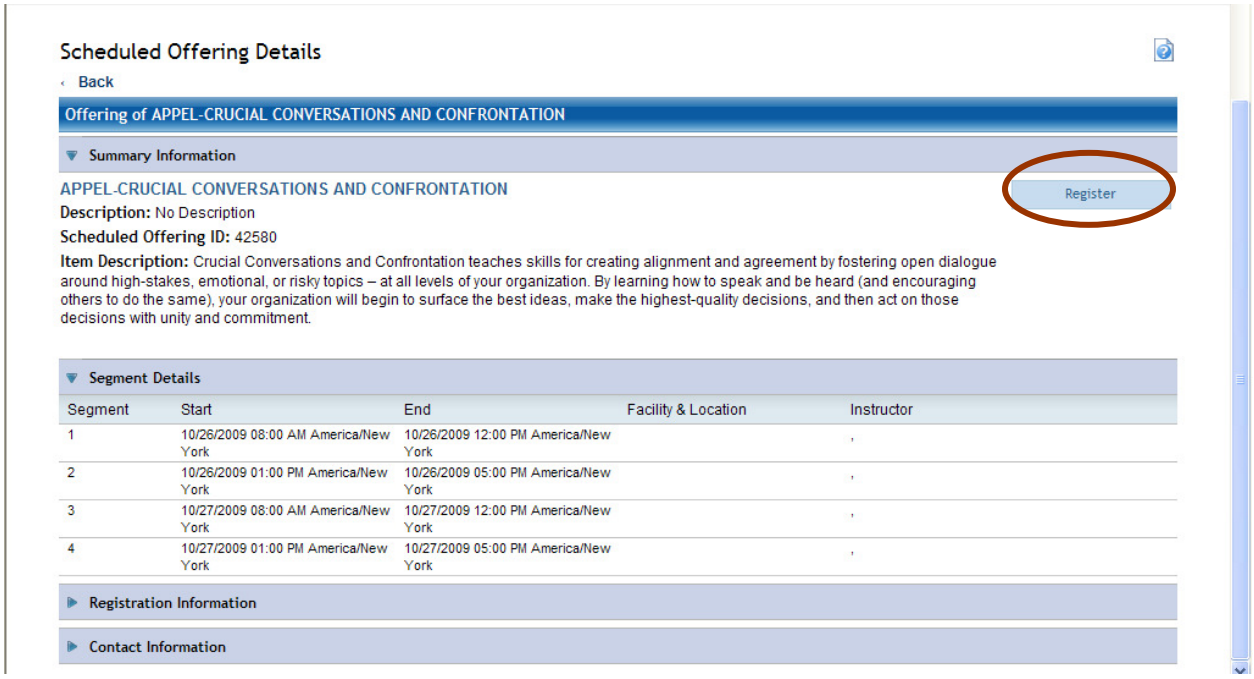
STEP 2: In the **Search Catalog** field, type *APPEL* or *LMD* then, click **Go**. This search will return all APPEL and LMD items in SATERN.

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.

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.





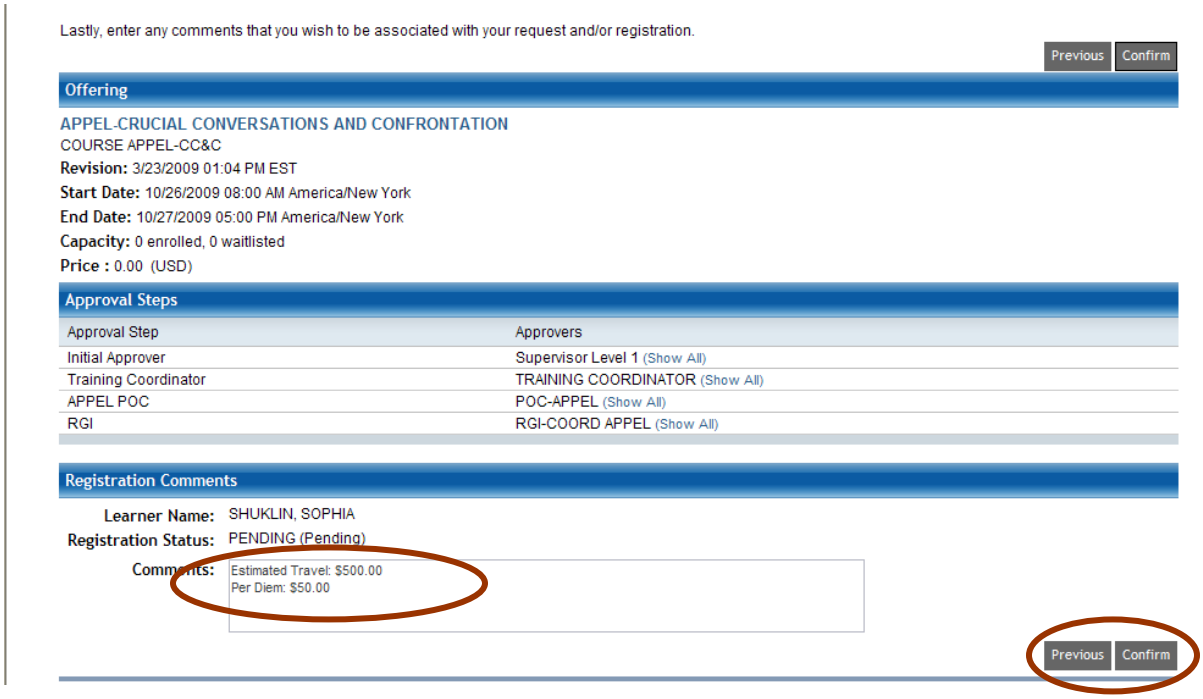
STEP 5: The Self-registration process for all APPEL and LMD items require approval from:

a. Supervisor
b. Training Coordinator at Center
c. APPEL/LMD POC at Center
d. Agency Logistics Provider or ATLS

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

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

Offering

APPEL-CRUCIAL CONVERSATIONS AND CONFRONTATION
COURSE APPEL-CC&C
Revision: 3/23/2009 01:04 PM EST
Start Date: 10/26/2009 08:00 AM America/New York
End Date: 10/27/2009 05:00 PM America/New York
Capacity: 0 enrolled, 0 waitlisted
Price : 0.00 (USD)

Approval Steps

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

Registration Comments

Learner Name: SHUKLIN, SOPHIA
Registration Status: PENDING (Pending)
Comments: Estimated Travel: $500.00
Per Diem: $50.00

Previous Confirm