

Instructions on How to Update your User Profile

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

- ORGANIZATION (ORG ID)** – Review the *How do I update my Org ID?* section of this handout for detailed instructions.
- SUPERVISOR** – Review the *How do I verify my Supervisor?* section of this handout for detailed instructions.
- EMAIL ADDRESS** – SATERN Email notifications will be sent to the email listed in your profile.
- TELEPHONE NUMBER** – Click on **Telephone:** to correct your phone number or add more than 1 phone number.
- TIME ZONE** – Review the *How do I change my time zone?* section of this handout for detailed instructions.
- CUSTOM COLUMNS** – Click on **Edit Custom Columns** button to view the **Custom Fields**. To save your changes, click the **Apply Changes** button.

Note on Custom Columns:

→ **Civil Service Employees:** Do not change any Custom Field except for the **Supervisor By-pass Flag** field. If you changed your supervisor, you'll need to tell SATERN not to overwrite that entry during the next FPPS/WebTADS automatic update. Select Edit Custom Columns, set the Supervisor By-pass Flag to Y for YES and click Apply Changes. If changes to any other Custom Fields are required, make those changes directly in FPPS.

→ **Contractors and Military Personnel:** Verify the **Company Name** field. This is the only custom field that pertains to you. All other fields are only applicable to NASA Civil Service employees. If the **Company Name** field is incorrect or blank, click on the *Picker icon* next to this field to search and select an appropriate listing. You can also enter the appropriate answer in the field.

Here's what to do

STEP 1: Log into **SATERN**.

STEP 2: Under the **Personal** tab, click on **Profile** to get to your own Profile.

The screenshot shows the SATERN user interface. At the top, there is a NASA logo and the text "SATERN System for Administration, Training, and Educational Resources for NASA". Below this is a navigation bar with tabs: Personal, Learning, Catalog, Reports, and My Employees. The "Personal" tab is active. Under "Personal", there are links for Home, Approvals, Profile, and Regional Settings. The "Profile" link is highlighted. Below the navigation, there is a "Profile" section with a description: "This section allows you to review and/or edit your profile. The profile is divided into three sections: Employment & Account Information, Contact Information and Notification Settings." At the bottom of this section, there are two buttons: "Edit Custom Columns" and "Apply Changes". The "Apply Changes" button is highlighted. Below the "Apply Changes" button, there is a section for "Employment & Account Information" with input fields for "First Name" (Natalie) and "Last Name" (Pastorin).

STEP 3: Update and make necessary changes to your Profile. To save your changes, click on the **Apply Changes** button.

➤ How do I update my Org ID?

Note: Contractors and Military Personnel 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 *Picker icon* to get to the **Search Organizations** window then, follow directions to refine your search.

TIP: In the **Organization ID** field, enter your center abbreviation and delete the pre-populated Domain in the **By ID** field before executing the search.

The screenshot shows the SATERN profile page on the left and the 'Search Organizations' window on the right. In the profile page, the 'Organization' field under 'Employment & Account Information' has a picker icon. In the search window, the 'Organization ID' field contains 'hq', and the 'Domains' dropdown is set to 'HQ-Contractor'. A red dashed line connects the picker icon in the profile to the search window.

STEP 2: Click on **Select** to choose your correct Organization.

The screenshot shows the 'View Organizations Results' page with a table of search results. The 'Select' button for the first row is circled in red.

ID	Description	
HQ-LE030	TRAINING & DEVELOPMENT DIV	Select
HQ-LE040	WORKFORCE STRATEGY DIVISION	Select
HQ-LE050	WORKFORCE MANAGEMENT & DEV DIVISION	Select
HQ-LE060	WORKFORCE SYS & ACCOUNTABILITY DIV	Select
HQ-LF000	OFFICE OF DIVERSITY & EQUAL OPPORTU	Select
HQ-LF010	DIVERSITY & EO PROG & STRAT PLANNIN	Select
HQ-LF020	EO COMPLIANCE, COMPLAINTS RESOL & A	Select

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

➤ How do I verify my Supervisor?

Note: Contractors and Military Personnel must verify that the Supervisor field lists your government Contracting Officer's Technical Representative (COTR). If the name listed is incorrect or blank, click on the *Picker icon* next to the **Supervisor** field then search for and select your COTR as the Supervisor.

Here's what to do

STEP 1: Click on the *Picker icon* to get to the **Search Supervisor** window then, follow directions to refine your search.

TIP: In the **Last Name** field, enter your supervisor's last name and delete the pre-populated Domain in the **By ID** field before executing the search.

The screenshot shows the SATERN user interface. On the left, the 'Profile' section has a 'Supervisor' field with a picker icon. A red dotted arrow points from this icon to the 'Supervisors > Simple Search' window. In this window, the 'Last Name' field is filled with 'Brewster' and the 'By ID' dropdown is set to 'HQ-Contractor'. Both are circled in red. The 'Search' button is visible at the bottom right of the search window.

STEP 2: Click on **Select** to choose your correct Supervisor.

The screenshot shows the search results page. A table titled 'View Supervisors Results' contains the following data:

Supervisor Name	Email Address	Phone Number	
BREWSTER, BILLY J	bill.j.brewster@nasa.gov	2023583788	Select
BREWSTER, HENRY L	Henry.L.Brewster@nasa.gov	2565441607	Select
BREWSTER, LINDA L	Linda.Brewster@nasa.gov	2565440169	Select
BREWSTER, PAUL F	Paul.F.Brewster@nasa.gov	7578646574	Select
BREWSTER, STEVE R	Steve.Brewster@nasa.gov	2565441122	Select
Brewster, Edward C	Edward.C.Brewster@grc.nasa.gov	216-433-9366	Select
Brewster, John K	john_k_brewster@raytheon.com	301-925-0974	Select
Brewster, Rick G	rbrewster@mail.arc.nasa.gov	650-604-1872	Select

The 'Select' button in the first row is circled in red.

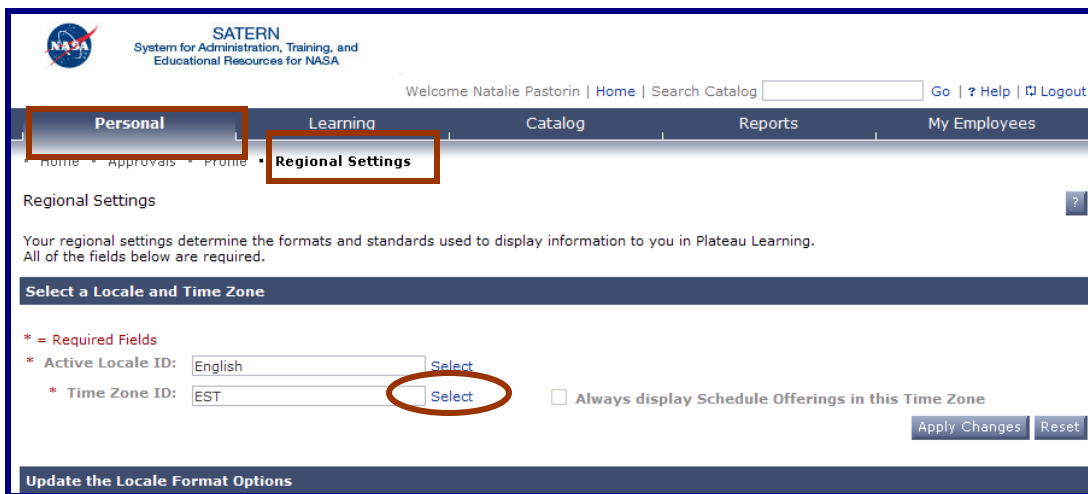
STEP 3: To save your changes, click on the **Apply Changes** button.

➤ How do I change my time zone?

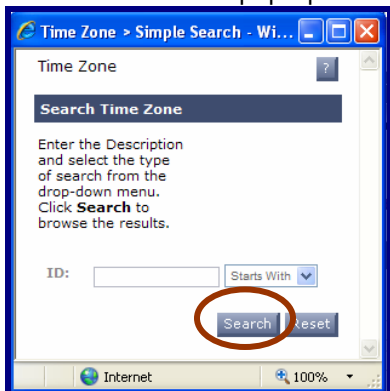
Here's what to do

STEP 1: Under the *Personal* tab, click on **Regional Settings**.

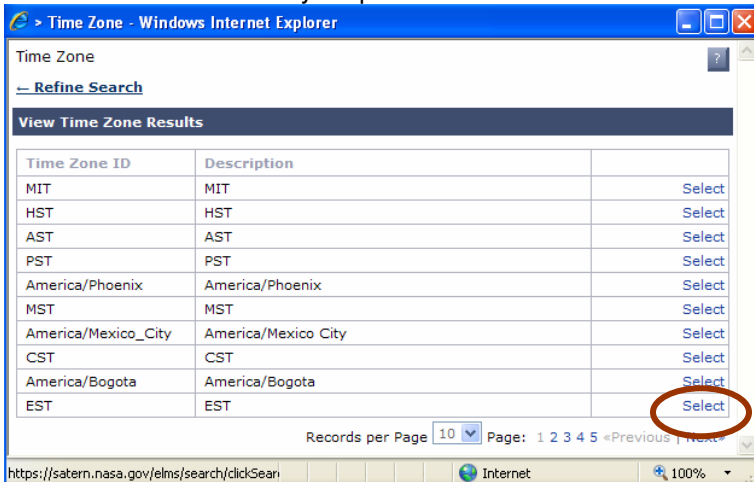
STEP 2: Find the **Time Zone ID** and click on **Select** at the end of the field.



STEP 3: In the **Time Zone** pop-up window, click on **Search** to view all time zones.



STEP 4: Click on **Select** next to your preferred time zone.



STEP 5: Click on **Apply Changes** to save your preferred time zone.