



How do I register learners in Rosetta Stone?

➤ Registering Learners in Rosetta Stone

In order for learners to use Rosetta Stone, they must be registered in the system. As a Rosetta Stone administrator, you are able to register learners and assign them a curriculum.

Before beginning the registration process, you need to determine the user's official NASA Agency User ID.

Here's how to determine the user's Agency User ID

1. From a web browser, navigate to the NASA Enterprise Directory (NED) at <https://webdir.nasa.gov/#>

The screenshot shows the NASA Enterprise Directory (NED) search interface. The form fields are as follows:

- First Name: Dennis
- Middle Initial: [empty]
- Last Name: Lyon
- *Email: [empty]
- *Phone: [empty]
- *Agency User ID: [empty]
- USMC: [empty]
- Centre: [empty]

A large white arrow points to the search area. The 'Search' button is circled in red, and a large number '2' is overlaid on it. A 'Search Tips' section is visible at the bottom left.

Search Tips:

- Searches are case insensitive
- Use an asterisk * for a wildcard (one or more characters)
- Use two asterisks to find terms anywhere, for example "Dennis" finds
 - dennis@nasa.gov
 - dennis@nasa
- Technical terms
- Search fields marked with an asterisk are only valid for non-terminated users

2. Fill in as much information as you know about the user and click the **Search** button. (Note: in this example, we have filled in the user's first and last name. However, depending upon how common your user's name may be, you will have better success if you know their email address, and/or phone number as well)



Phone
202-555-4444

Detail	
Name:	User, Demo
Phone:	202-555-4444
Mobile:	
Fax:	
Center:	HQ
Org Code:	
Employer:	
UUPIC:	
Title:	
Email:	demouser2@email.com
Address:	NASA Headquarters
City:	Washington
State:	DC
Zip Code:	20546-0001
Building:	HQ
Room:	
NASA Mail Stop:	
Citizenship:	US
Preferred Name:	
Display Name:	
Common Name:	
IT Status:	Enabled
Agency User ID:	demouser2
IEMP User ID:	
x500 ID:	
Identity Status:	Active
Level of Conf:	40

3. Make note of the Agency User ID and the Email address for later use. (Note: you may see more than one user listed to the left of this screen. If so, you will need to know which user you are searching for).

Here's how to register a user in Rosetta Stone

1. Log in to Rosetta Stone at <http://nasa.rosettastoneenterprise.com/en-US>.

2. Click on the **Launch Rosetta Stone® Manager** link.



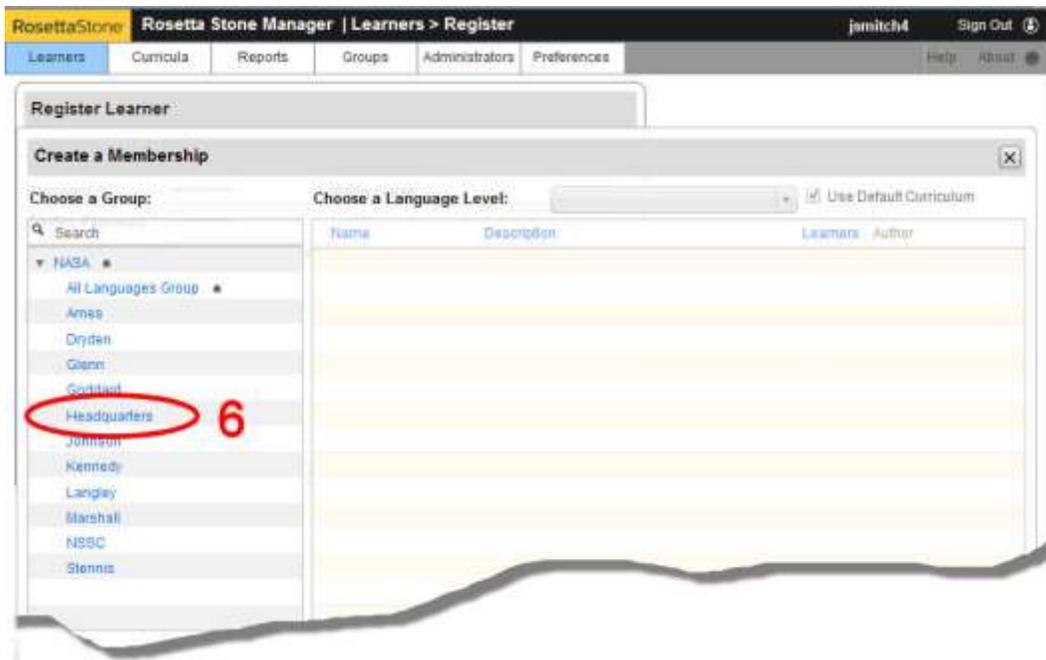
3. Hover your mouse over the **Learners** tab and click on the **Register** link.

A screenshot of the 'Register Learner' form in the Rosetta Stone Manager. The form contains several input fields: 'Username: *' (containing 'demouser2'), 'Password: *' (containing '*****'), 'Confirm Password: *' (containing '*****'), 'E-mail: *' (containing 'demouser2@email.cor'), 'First Name: *' (containing 'Demo'), 'Middle Name:' (empty), 'Last Name: *' (containing 'User2'), and 'Interface Language:' (a dropdown menu set to 'English'). A red circle highlights the 'Assign Language and Curriculum' button, with the number '5' next to it. Another red circle highlights the 'Username', 'Password', 'Confirm Password', 'First Name', 'Last Name', and 'E-mail' fields, with the number '4' next to it. The form also includes a 'Curricula: *' dropdown and a 'Notes:' text area.

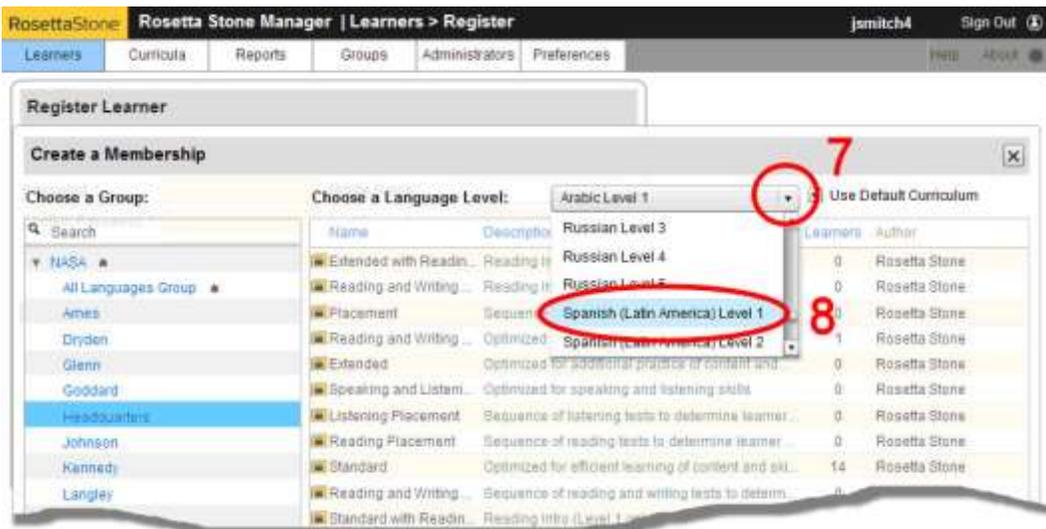
4. Enter the details for each required field as indicated by an asterisk.

Note: use the Agency User ID and email address you copied from the user's NED record earlier. As the administrator, you assign a unique password for the learner. The password must adhere to standard NASA password policy. It must contain at least one capital letter, one small case letter, one number and one special character.

5. Click the **Assign Language and Curriculum** button.



- To choose a group from the drop down list, click on its link. In this example, we've chosen **Headquarters**.



- Click on the drop down arrow for **Choose a Language Level**.
- Scroll to find the language you want to choose and click the link. In this example, we've chosen **Spanish (Latin America) Level 1**.

RosettaStone Rosetta Stone Manager | Learners > Register jsmith4 Sign Out

Learners Curricula Reports Groups Administrators Preferences Help About

Register Learner

Create a Member

Choose a Group: ▶ Choose a Language Level: Spanish (Latin America) Level 1 Use Default Curriculum

Search	Name	Description	Learners	Author
▼ NASA	Extended with Readin...	Reading Intro (Level 1 only) teaches characters ...	0	Rosetta Stone
All Languages Group	Reading and Writing ...	Reading Intro (Level 1 only) teaches characters ...	1	Rosetta Stone
Ames	Placement	Sequence of lesson-based tests to determine le...	0	Rosetta Stone
Dryden	Reading and Writing ...	Optimized for reading and writing skills	0	Rosetta Stone
Glenn	Extended	Optimized for additional practice of content and ...	0	Rosetta Stone
Goddard	Speaking and Listeni...	Optimized for speaking and listening skills	5	Rosetta Stone
Headquarters	Listening Placement	Sequence of listening tests to determine learner...	0	Rosetta Stone
Johnson	Reading Placement	Sequence of reading tests to determine learner ...	0	Rosetta Stone
Kennedy	Standard	Optimized for efficient learning of content and ski...	0	Rosetta Stone
Langley	Reading and Writing ...	Sequence of reading and writing tests to determ...	0	Rosetta Stone
Marshall	Standard with Readin...	Reading Intro (Level 1 only) teaches characters ...	0	Rosetta Stone
NSSC	Test	Optimized for efficient learning of content and ski...	0	Bonita Oliver
Stennis				

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The Learners column reflects only Learners within the selected Group

You can choose a specific curriculum from the list, or you can use the default curriculum by leaving that box checked.

9. Click the **Submit** button to continue.



RosettaStone Rosetta Stone Manager | Learners > Register

Learners | Curricula | Reports | Groups | Administrators | Preferences

Register Learner

Username: * demouser2 First Name: * Demo
Password: * ***** Middle Name:
Confirm Password: * ***** Last Name: * User2
E-mail: * demouser2@email.cor Interface Language: English

Curricula: *

Group	Language & Level	Curriculum	Actions
Headquarters	Spanish (Latin America) Level...	Use Default Curriculum	

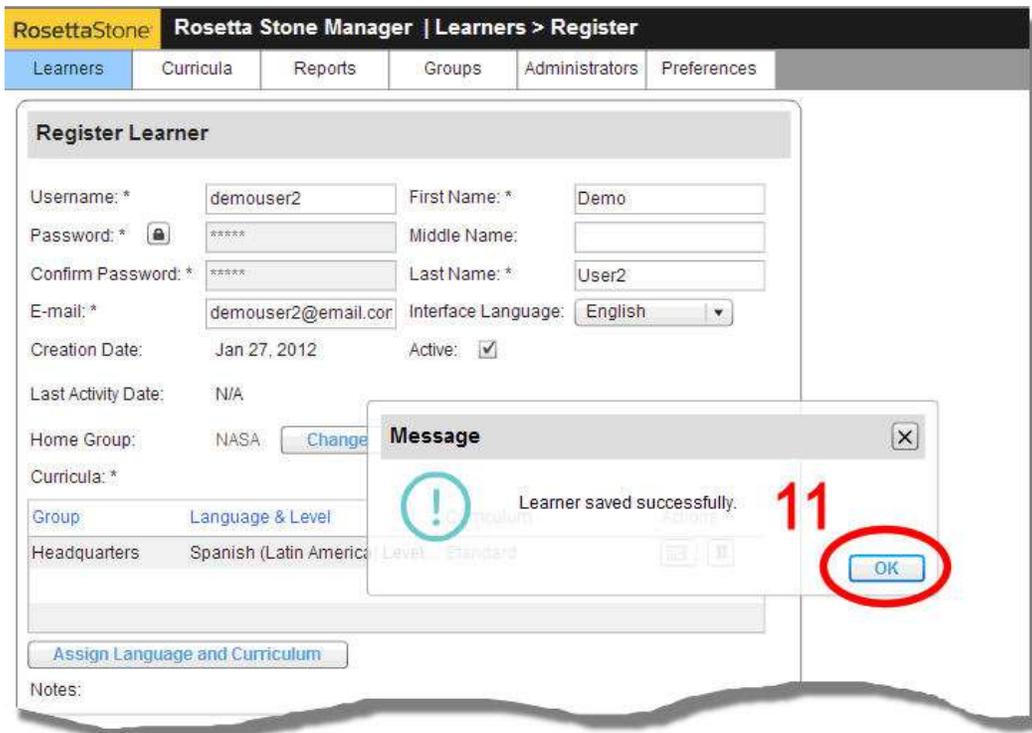
[Assign Language and Curriculum](#)

Notes:

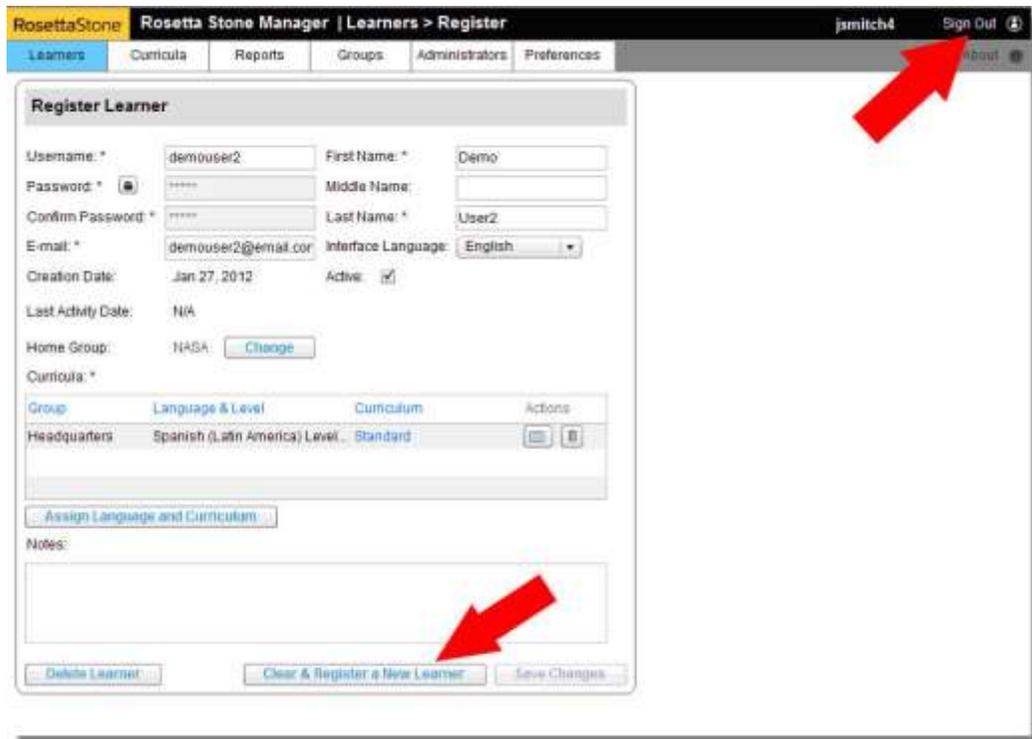
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[Delete Learner](#) [Clear & Register a New Learner](#) [Save Changes](#)

10. The Language and Curriculum is now added to the learner's registration. Click the **Save Changes** button to continue.



11. A message will appear indicating the learner was successfully saved. Click the **OK** button to complete the registration.



If you need to register another learner, you can click on the **Clear & Register a New Learner** button. Otherwise, click the **Sign Out** link.