Instructions for recording externally completed training in SATERN.

1. After completing the course, print either the completion certificate or the course summary page.
2. Identify your locale SATERN Administrator (listed at <https://saterninfo.nasa.gov/key_contacts.html> ).
3. Forward the printed certificate or page to your local SATERN Administrator or to the NSSC Customer Contact Center at [NSSC-ContactCenter@mail.nasa.gov](mailto:NSSC-ContactCenter@mail.nasa.gov) .
4. If your SATERN Administrator or the Contact Center have any questions regarding this action, have them contact the NSSC SATERN Administrative Support Level 2 Team at [NSSC-SATERNSupport@nasa.gov](mailto:NSSC-SATERNSupport@nasa.gov) .