

Address http://computersforlearning.gov

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# Computers For Learning

U.S. General Services Administration

Sign in

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**About The Program**

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**Click 'Sign in' Button to Sign in**

## Welcome to the New CFL Website

In order to encourage and promote the reuse of computers, GSA is proud to sponsor the new re-engineered Computers for Learning (CFL) website.

The CFL program evolved as a guide for implementing Executive Order 12999, Educational Technology: Ensuring Opportunity for all Children in the Next Century. The executive order encourages agencies, to the extent permitted by law, to transfer computers and related peripheral equipment excess to their needs directly to schools and some educational nonprofit organizations. The CFL program specifically matches the computer needs of schools and educational nonprofit organization with excess equipment in Federal agencies.



Direct transfers are authorized by law through 15 USC 3710(i) commonly known as the Stevenson-Wylder Act (amended by Public Law 102-245 on February 14, 1992).

The CFL program's ambitious goal is to make modern computer technology an integral part of every classroom so that every child has the opportunity to be educated to his or her full potential. This program can be phenomenally successful.

**CFL Sign in**

Sign in

**CFL Registration**

If you do not have a User ID click [Register](#)

If you are a school, you must supply a valid [NCES](#) number; if you are an educational nonprofit organization you must supply a valid [501C](#) number on the registration form.

After you successfully complete the registration, the system will instantly assign and send you a User ID via email.

**Contact CFL Staff**

If you have questions, contact CFL Staff by email [computers.learning@gsa.gov](mailto:computers.learning@gsa.gov)  
Phone (866) 472-9161

Transferring computers to schools/educational nonprofits extends the useful life of the computer, helps a needy school, and contributes to a cleaner, greener environment.

**Registration:** Schools and Educational nonprofit organizations must re-register at the new CFL web site at: [www.computersforlearning.gov](http://www.computersforlearning.gov). The new CFL registration form will not allow a participant to complete the registration process unless:

- Schools enter an authentic National Center for Education Statistics (NCES) number issued by the U.S. Department of Education. Link to the web address is provided [www.nces.ed.gov](http://www.nces.ed.gov).
- Educational nonprofits will be approved after they have entered their 501c Tax ID number which can be obtained at: [www.irs.gov](http://www.irs.gov).
- An Approving Official and a Point of Contact are provided.

**Contact the CFL Help Desk for assistance if you need further assistance.  
866-472-9161**

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**Registration Screen for Schools and Educational Nonprofit**

Fields marked with an asterisk \* are required.

[Submit](#) [Back](#) [Help](#)

Type of Educational Organization \*  Schools (Pre-K to 12th grade)  Educational Non-profit

Enter NCES OR 501C #

**Information about the Person Getting the Access Code**

First Name \*  Middle Initial  Last Name \*

Title or Position \*

Phone Number \*  -  -  Extension

Email Address \*

Confirm Email Address \*

**School or Educational Nonprofit Organization Information**

School/Organization Name \*

Address \*

City \*

State \*  Zipcode \*  -

County \*

**Approving Official Information**

First Name \*  Middle Initial  Last Name \*

Title or Position \*

Phone Number \*  -  -  Extension

Fax Number \*  -  -

Email Address \*

Confirm Email Address \*

What is the ratio of computers to the number of students in your School? \*  Computers TO  Students

Has your school or educational nonprofit received computer equipment in the past 12 months? \*  Yes  No

Is your school or education nonprofit an Empowerment Zone/Enterprise Community? \*  Yes  No

To begin registration, select the type of Educational Organization you are applying for: School or Educational nonprofit.

An **NCES** number will have up to 12 digits. Please be sure that you enter the complete NCES number and not the District NCES number.

A **501c Tax ID** number is 10 digits including the "-". It may also be referred to as an Employer Identification Number (EIN).



**Submit**

Type of Educational Organization \*  Schools (Pre-K to 12th grade)  Educational Non-profit

Enter NCES Number

---

**Information about the Person Getting the Access Code**

First Name \*  Middle Initial  Last Name \*

Title or Position \*

Phone Number \*  -  -  Extension

Email Address \*

Confirm Email Address \*

---

**School or Educational Nonprofit Organization Information**

School/Organization Name \*

Address \*

City \*

State \*  Zipcode \*  -

County \*

---

**Approving Official Information**

First Name \*  Middle Initial  Last Name \*

Title or Position \*

Phone Number \*  -  -  Extension

Fax Number \*  -  -

Email Address \*

Confirm Email Address \*

---

**Information about Principal / Director of the Organization or Designee (required if different from Approving Official)**

First Name \*  Middle Initial  Last Name \*

Title or Position \*

Phone Number \*  -  -  Extension

Fax Number \*  -  -

Email Address \*

Confirm Email Address \*

---

What is the ratio of computers to the number of students in your School? \*  **Computers** **TO**  **Students**

Has your school or educational nonprofit received computer equipment in the past 12 months? \*  Yes  No

Is your school or education nonprofit an Empowerment Zone/Enterprise Community? \*  Yes  No

How many students in your school are registered for State/Federal lunch assistance? \*

Continue to fill in the application. If you miss a field, you will get an error message when you select the submit button. All four of the questions at the bottom of the registration form are mandatory. They will be used by the selecting agency if there are competing requests for the property.

**Submit**

Type of Educational Organization \*  Schools (Pre-K to 12th grade)  Educational Non-profit

Enter NCES Number

---

**Information about the Person Getting the Access Code**

First Name \*  Middle Initial  Last Name \*

Title or Position \*

Phone Number \*  -  -  Extension

Email Address \*

Confirm Email Address \*

---

**School or Educational Nonprofit Organization Information**

School/Organization Name \*

Address \*

City \*

State \*  Zipcode \*  -

County \*

---

**Approving Official Information**

First Name \*  Middle Initial  Last Name \*

Title or Position \*

Phone Number \*  -  -  Extension

Fax Number \*  -  -

Email Address \*

Confirm Email Address \*

---

**Information about Principal / Director of the Organization or Designee (required if different from Approving Official)**

First Name \*  Middle Initial  Last Name \*

Title or Position \*

Phone Number \*  -  -  Extension

Fax Number \*  -  -

Email Address \*

Confirm Email Address \*

---

What is the ratio of computers to the number of students in your School? \*  TO

Has your school or educational nonprofit received computer equipment in the past 12 months? \*  Yes  No

Is your school or education nonprofit an Empowerment Zone/Enterprise Community? \*  Yes  No

The screen shot above is a completed school registration. When the School option is selected, a block for the NCES number appears. After the registration application is submitted, the user will receive a confirmation e-mail.

After successful completion of registration, you will be returned to the login screen. Note the message to "Check Your E-mail".

The User will receive an e-mail message that reads: "You have successfully completed the registration form to obtain a User ID to access the Computers For Learning (CFL) system.

Items marked with an asterisk \* are required.

**Back** **Help**

**User Title/Position must be entered**

**Submit**

Type of Educational Organization \*  Schools (Pre-K to 12th grade)  Educational Non-profit

Enter 501C Number (Eg:12-3456789)

**Information about the Person Getting the Access Code**

First Name \*  Middle Initial  Last Name \*

Title or Position \*  OFFICE MANAGER

Phone Number \*  -  -  Extension

Email Address \*

Confirm Email Address \*

**School or Educational Nonprofit Organization Information**

School/Organization Name \*

Address \*

City \*

State \*  Zipcode \*  -

County \*

**Approving Official Information**

First Name \*  Middle Initial  Last Name \*

Title or Position \*

Phone Number \*  -  -  Extension

Fax Number \*  -  -

Email Address \*

Confirm Email Address \*

What is the ratio of computers to the number of students in your School? \*  **Computers** **TO**  **Students**

Has your school or educational nonprofit received computer equipment in the past 12 months? \*  Yes  No

Is your school or education nonprofit an Empowerment Zone/Enterprise Community? \*  Yes  No

How many students in your school are registered for State/Federal lunch assistance? \*

**Submit**

[Privacy and Security](#)

This screen shot is an Educational nonprofit. When Educational nonprofit is selected, a block for the 501c Tax ID number appears (which is 10 digits including the "-"). Note that the principal information field is omitted from this screen, as it is not required for an Educational nonprofit. After the registration application is submitted, the user will receive a confirmation e-mail.

After successful completion of registration, you will be returned to the login screen. Note the message to "Check Your E-mail".

The User will receive an e-mail message that reads:

"You have successfully completed the registration form to obtain a User ID to access the Computers For Learning (CFL) system".

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## Welcome to Computers For Learning Login Screen

Enter User ID and Password then click 'Login' button

User ID

Password

Change Password? Enter User ID, Password and [Click here](#).

Forgot Password? Enter User ID and [Click here](#).

Microsoft Internet Explorer

Registration completed. Please check your Email

OK

### CFL Registration

If you do not have a User ID click [Register](#)

If you are a school, you must supply a valid [NCEES](#) number; if you are an educational nonprofit organization you must supply a valid [501C](#) number on the registration form.

After you successfully complete the registration, the system will instantly assign and send you a User ID via email.

### Contact CFL Staff

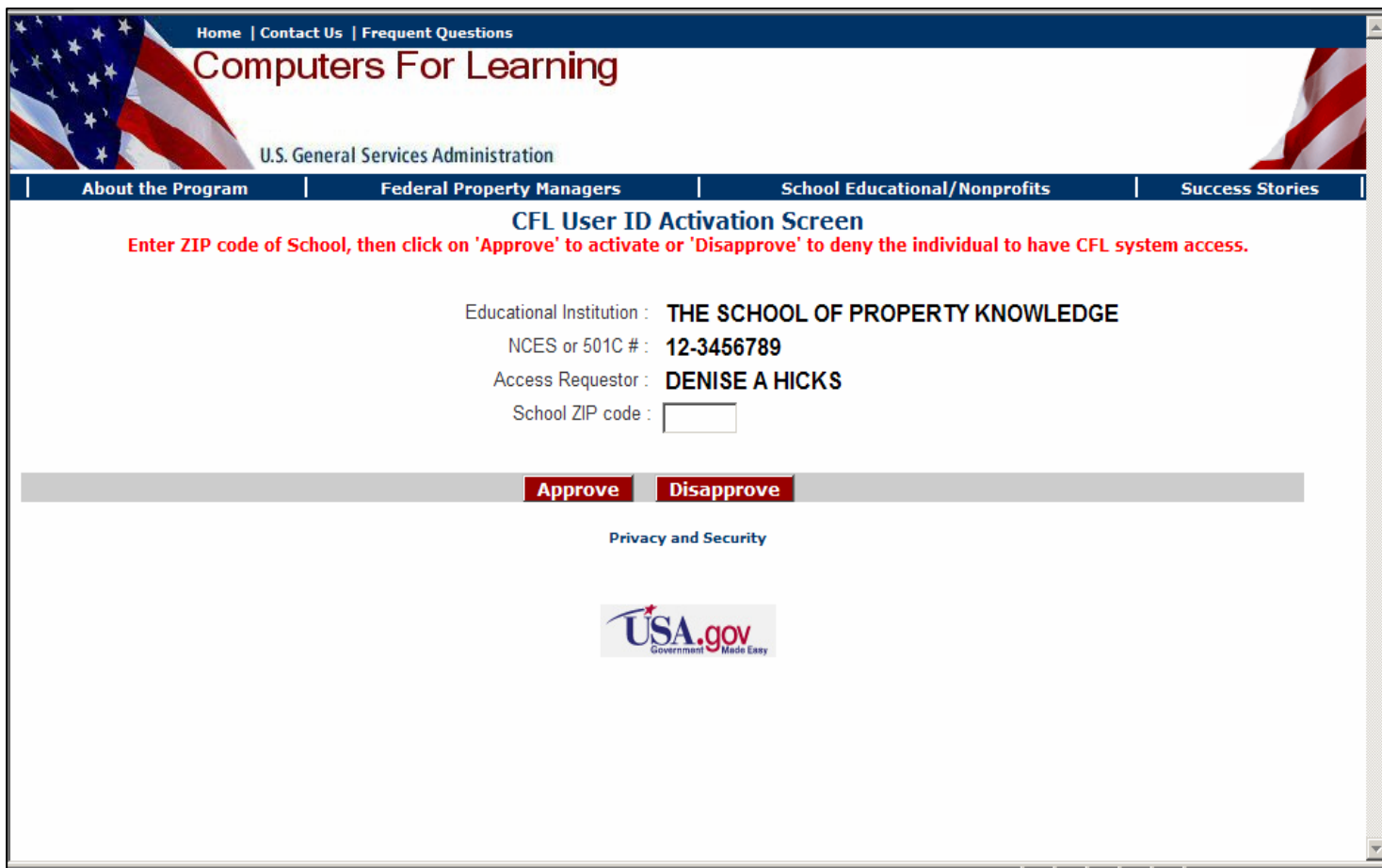
If you have questions, contact CFL Staff by email [Computers.Learning@gsa.gov](mailto:Computers.Learning@gsa.gov) Phone (866) 472-9161

[Privacy and Security](#)

At the same time the system sent you the first e-mail message, it also sent a separate e-mail to the approving official, requesting approval of your User ID request.

When the Approving Official authorizes the request, you will receive a second e-mail containing a User ID and Login instructions.

The approving official response to the e-mail constitutes authorization for your use of the CFL system and will activate your User ID account.



The Approving Official will receive a message that reads in part:

**Subject: Access to Computers for Learning (CFL) System Requested**

“Dear Approving Official

A Computers for Learning User ID was granted to **(User Name)**, a representative of **(Name of Educational Organization)**.

To APPROVE/DISAPPROVE this individual getting a CFL User ID, please click the link below: (an embedded web link will be included).

If the Approving Official selects “DISSAPPROVE, the requesting user will receive a cancellation e-mail.



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## CFL User ID Activation Screen

User ID has been activated successfully.

The individual will receive an email with User ID and instructions to Sign in to CFL system.

[Click here go to CFL Home page](#)

[Click here close Window](#)

[Privacy and Security](#)



If the Approving Official approves the application, a third e-mail will be sent to the User with a User ID and an "Activate" link to the CFL web site, which will direct the user to set up a password. Once this is accomplished the User can then start to search for equipment in the CFL module. The e-mail message will read in part:

SUBJECT: Access to Computers for Learning (CFL) System Granted

'FOR ADDRESSEE ONLY', -- PLEASE SAFEGUARD THIS INFORMATION

For DENISE A, HICKS

You have been granted access to CFL to:

SEARCH, SELECT, AND CHECKOUT (FREEZE) Computer Equipment.

\*\*\*\*\*

\*\*\*\*\*

\* USER ID : CLA364 \*

To LOGIN click link below \*

\*\*\*\*\*

\*\*\*\*\*

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## CFL User ID Activation Screen

Enter CFL User ID and click 'Submit' to activate your User ID to access CFL System

Educational Institution : **THE SCHOOL OF PROPERTY KNOWLEDGE**

NCES or 501C # : **12-3456789**

Access Requestor : **DENISE A HICKS**

CFL User ID :

**Submit**

[Privacy and Security](#)



NOTE: The system will prompt you to create a password after you submit your User ID.

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## Password Change

Your User ID has been activated, enter new password and click submit

Access Code : CLA364 User Name : DENISE A. HICKS

Fields marked with an asterisk \* are required.

Enter New Password\*  (Must be 3 to 10 Characters)  
 Confirm New Password\*

Please Choose a question in case you forget your password

Please select your personal clue question\* Enter the answer to your clue question\*

----- Select your clue question -----  Must be 3 to 20 characters

[Exit](#) [Cancel](#) [Submit](#)

[Privacy and Security](#)

### Setting Password

Screen shot of user submitting assigned User ID and creating new password.

For Schools – The principal and the Approving Official will receive a courtesy e-mail advising them of completion of your application.

For Educational/nonprofits – The Approving Official will receive a courtesy e-mail advising of your completion of your application.

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## Welcome to Computers For Learning Login Screen

Enter User ID and Password then click 'Login' button

User ID

Password

Change Password? Enter User ID, Password and [Click here](#)

Forgot Password? Enter User ID and [Click here](#)

### CFL Registration

If you do not have a User ID click [Register](#).

If you are a school, you must supply a valid [NCES](#) number; if you are an educational nonprofit organization you must supply a valid [501c](#) number on the registration form.

After you successfully complete the registration, the system will instantly assign and send you a User ID via email.

### Contact CFL Staff

If you have questions, contact CFL Staff by email [Computers.Learning@gsa.gov](mailto:Computers.Learning@gsa.gov)  
Phone (866) 472-9161

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[Privacy and Security](#)

## Search and Select Equipment

In this new CFL module, re-registered schools and Educational nonprofits will search for computer equipment using a variety of search tools including commodity classes, noun name, and state.

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All Items | Desktop Systems | Laptops | CPUs | Servers | Keyboards | Modems | Monitors | Mouses | Printers | Scanners

Search Entire Site | All Words | Search | or Browse by State: Select State

## All Items by Equipment

### All Items

View Current Orders | View Cart (0) | Checkout | Help

Total number of items available: [108](#) / Total number of items available with Photos: [18](#)

[CPUs \(12/0\)](#) | [Keyboards \(4/0\)](#)

[Desktop Systems \(24/8\)](#) | [Modems \(1/0\)](#)

[Laptops \(15/0\)](#) | [Monitors \(1/0\)](#)

[Servers \(21/0\)](#) | [Mouses \(2/0\)](#)

[Other Computers \(5/0\)](#) | [Printers \(9/0\)](#)

[Scanners \(2/0\)](#)

[Other Accessories \(12/10\)](#)

After logging into the re-engineered CFL system, the system will display the search screen.

This page is a window into all of the computer items available for transfer in the Computers for Learning (CFL) system. Your User ID was granted with permission to **Select** (by Adding item to your cart) computer equipment.

This screen displays three ways of searching for computers:

- Commodity category
- Noun Name
- State

### Searching for Computer Equipment

On this page, all of the computer equipment available in the CFL system has been assigned to categories based on Federal Supply Group/Class. These categories appear as clickable hypertext. The total number of items available for a category and the total number of items with pictures for a category appear in parentheses following the category name. If there are no items presently available for a category, the category will not be shown. However, if you click on the "See all categories" link you will see all categories including the ones with no available quantity. In addition, all the categories are shown across the page on top as clickable links. The "Total number of items available" figure that appears as clickable hypertext above the list of categories represents the sum of all of the category totals. The number that is hyperlinked in the parentheses shows the number of pictures available for that Category.

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All Items | Desktop Systems | Laptops | CPUs | Servers | Keyboards | Modems | Monitors | Mouses | Printers | Scanners

Search Entire Site | All Words | Search | or Browse by State: Select State

## All Items by Equipment

### All Items

View Current Orders | View Cart (0) | Checkout | Help

Total number of items available: [108](#) / Total number of items available with Photos: [18](#)

[CPUs \(12/0\)](#) | [Keyboards \(4/0\)](#)

[Desktop Systems \(24/8\)](#) | [Modems \(1/0\)](#)

[Laptops \(15/0\)](#) | [Monitors \(1/0\)](#)

[Servers \(21/0\)](#) | [Mouses \(2/0\)](#)

[Other Computers \(5/0\)](#) | [Printers \(9/0\)](#)

[Scanners \(2/0\)](#)

[Other Accessories \(12/10\)](#)

### Searching for Computer Equipment (continued)

- Clicking on the hypertext Total number of items available will take you to the **Search Results List of Items** with all property items available. Clicking on the hypertext category name will take you to the **All Items by Equipment** page and show subcategory of items by make. Clicking on the hypertext Total number of items with pictures will take you to the **Search Results List of Items** with all property items available with pictures. Clicking on a hypertext category will take you to the **Search Results List of Items** screen.
- A **CPU (central processing unit)** is the component in a digital computer that interprets computer program instructions and processes data.
- A **desktop** computer is a personal computer made for use on a desk in an office or home and is distinguished from portable computers such as laptops or personal digital assistants (PDAs).
- A **laptop computer**, or simply **laptop** (also **notebook computer** or **notebook**), is a small mobile computer which usually weighs 2.2-18 pounds (1-6 kilograms), depending on size, materials, and other factors.
- A **server** is a computer system that provides services to other computer systems—called clients—over a computer network.
- A **printer** is a computer device that produces a hardcopy of documents stored in electronic form.
- A **computer keyboard** is a peripheral partially modeled after the typewriter keyboard. Keyboards are designed for the input of text and characters and also to control the operation of a computer.
- A **scanner** is a device that analyzes an image (such as a photograph, printed text, or handwriting) or an object (such as an ornament) and converts it to a digital image. Most scanners today are variations of the *desktop (or flatbed) scanner*.

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Search Entire Site All Words Search or Browse by State: Select State

## All Items by Equipment

### All Items

View Current Orders View Cart (0) Checkout Help

Total number of items available: **108** / Total number of items available with Photos: **18**

<b>CPUs (12/0)</b>	<b>Keyboards (4/0)</b>
<b>Desktop Systems (24/8)</b>	<b>Modems (1/0)</b>
<b>Laptops (15/0)</b>	<b>Monitors (1/0)</b>
<b>Servers (21/0)</b>	<b>Mouses (2/0)</b>
<b>Other Computers (5/0)</b>	<b>Printers (9/0)</b>
	<b>Scanners (2/0)</b>
	<b>Other Accessories (12/10)</b> ←

### Commodity Class

The underscored commodities in blue font are clickable hypertext. Once clicked the font color will turn red.

The first number in parentheses after the commodity is the total number of line items available for transfer. The second number in parentheses after the commodity is the number of line items available with photos.

Clicking on the first number in parentheses will take you directly to the entire list of line items available for that commodity.

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All Items | Desktop Systems | Laptops | CPUs | Servers | Keyboards | Modems | Monitors | Mouses | Printers | Scanners

Search Entire Site  All Words  or Browse by State:

## All Items by Equipment

**All Items**

[View Current Orders](#) [View Cart \(0\)](#) [Checkout](#) [Help](#)

Total number of items available: **108** / Total number of items available with Photos: **18**

<a href="#">CPUs (12/0)</a>	<a href="#">Keyboards (4/0)</a>
<a href="#">Desktop Systems (24/8)</a>	<a href="#">Modems (1/0)</a>
<a href="#">Laptops (15/0)</a>	<a href="#">Monitors (1/0)</a>
<a href="#">Servers (21/0)</a>	<a href="#">Mouses (2/0)</a>
<a href="#">Other Computers (5/0)</a>	<a href="#">Printers (9/0)</a>
	<a href="#">Scanners (2/0)</a>
	<a href="#">Other Accessories (12/10)</a>

### Noun Name

Noun names may be entered in the box in the blue banner at the top of the screen. Once entered, click the Search button.

If more than one word is entered, such as “laptop Pentium” or “laser printer”, you may limit the search by one of the drop down options.

“Exact phrase” for “laptop Pentium” means the item searched must be described with both words in the same order and not separated by other names. Items described as “Pentium laptop” or “laptop dell Pentium” will not show up in the search results.

“All Words” for “laptop Pentium” means the item searched must be described with both words but they may be separated by other names and be in any order. Items described as “Pentium laptop” or “laptop dell Pentium” will show up in the search results.

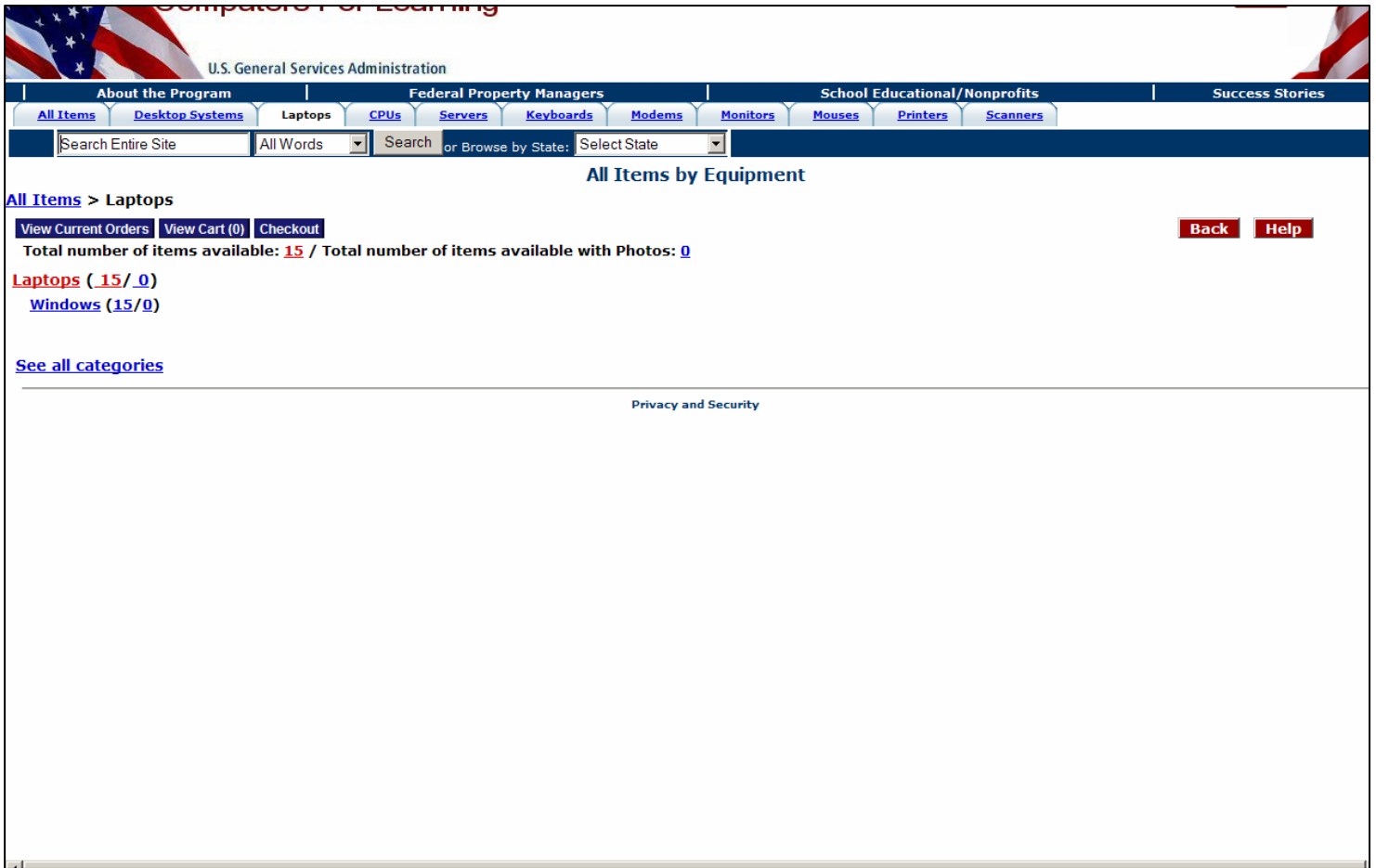
“Any Words” for “laptop Pentium” means the item searched must be described by at least one word - - “laptop” or “Pentium.”



The screenshot shows the 'Computers For Learning' website interface. At the top, there is a blue banner with the text 'Computers For Learning' and 'U.S. General Services Administration'. Navigation tabs include 'About the Program', 'Federal Property Managers', 'School Educational/Nonprofits', and 'Success Stories'. Below these are sub-tabs for 'All Items', 'Desktop Systems', 'Laptops', 'CPUs', 'Servers', 'Keyboards', 'Modems', 'Monitors', 'Mouses', 'Printers', and 'Scanners'. A search bar is present with a 'Search' button and a 'Browse by State' dropdown menu. The dropdown menu is open, showing a list of states including Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, Connecticut, and Delaware. The main content area displays 'All Items' with a 'View Current Orders' button, a 'View Cart (0)' button, and a 'Checkout' button. It also shows 'Total number of items available: 108 / Total number of items available'. Below this are links for various categories: CPUs (12/0), Desktop Systems (24/8), Laptops (15/0), Servers (21/0), Other Computers (5/0), Keyboards (12/0), Modems (12/0), Monitors (1/0), Mouses (2/0), Printers (9/0), Scanners (2/0), and Other Accessories (12/10). A 'Help' button is located in the top right corner. At the bottom, there is a 'Privacy and Security' link.

## State

A Select State drop down box is located in the blue banner at the top of the screen. Clicking on a state will display the number of line items available in that state by commodity.



## Commodity Class

Select "Laptops". This takes you to a screen which will show you all available laptops.

**NOTE:** Property will only be visible and available to schools and Educational nonprofits for seven days after it is first reported to GSA. Items placed in a virtual shopping cart will be held pending completion or cancellation of a transfer request.

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All Items | Desktop Systems | Laptops | CPUs | Servers | Keyboards | Modems | Monitors | Mouses | Printers | Scanners

Search Entire Site | All Words | Search | or Browse by State: Select State

## Search Results List of Items

View Current Orders | View Cart (0) | Checkout

No more records

Back | Help

Total number of items available: 15 / Total number of items available with Photos: 0

Search in Results: | All Words | Search

Page: 1 <<< Go To

Select	Item Control Number	Item name	State	City	Make	Model	Hard Disk Status	Available Quantity	Condition Code	Closing Date	Requested Quantity
<a href="#">Add to cart</a>	<a href="#">473082-7009-CL01</a>	COMPUTER COMPUTER LAPTOP	VA	ARLINGTON	DELL		Not Sanitized	2	Usable	01/16/2007	2
<a href="#">Add to cart</a>	<a href="#">473082-7009-CL02</a>	COMPUTER COMPUTER LAPTOP	VA	ARLINGTON	DELL		Sanitized	1	New/Unused	01/16/2007	
<a href="#">Add to cart</a>	<a href="#">473082-7073-0001</a>	COMPUTER LAPTOP DELL LATITUD INTEL P	VA	ARLINGTON	DELL	LATITUDE600	Sanitized	100	Usable	03/21/2007	
<a href="#">Add to cart</a>	<a href="#">473082-7073-12341</a>	COMPUTER LAPTOP DELL IBM COM INTEL P	VA	SPRINGFIELD	DELL	COMPATIBLE	Sanitized	120	Usable	03/21/2007	119
<a href="#">Add to cart</a>	<a href="#">7031AA-7059-A003</a>	COMPUTER LAPTOP IBM DELL	VA	ARLINGTON	DELL		Removed	36394	Usable	01/17/2007	
<a href="#">Add to cart</a>	<a href="#">7031AA-7059-A004</a>	COMPUTER LAPTOP IBM DELL	VA	ARLINGTON	DELL		Removed	35755	Usable	01/17/2007	
<a href="#">Add to cart</a>	<a href="#">7031AA-7059-A005</a>	COMPUTER LAPTOP IBM DELL	VA	ARLINGTON	DELL		Removed	36375	Usable	01/17/2007	
<a href="#">Add to cart</a>	<a href="#">7031AA-7059-A006</a>	COMPUTER LAPTOP IBM DELL	VA	ARLINGTON	DELL		Removed	36421	Usable	01/17/2007	
<a href="#">Add to cart</a>	<a href="#">7031AA-7059-A007</a>	COMPUTER LAPTOP IBM DELL	VA	ARLINGTON	DELL		Removed	36469	Usable	01/17/2007	
<a href="#">Add to cart</a>	<a href="#">7031AA-7059-A008</a>	COMPUTER LAPTOP IBM DELL	VA	ARLINGTON	DELL	MODEL ONE	Removed	36473	Usable	01/17/2007	
<a href="#">Add to cart</a>	<a href="#">7031AA-7059-A009</a>	COMPUTER LAPTOP IBM DELL	VA	ARLINGTON	DELL		Removed	36473	Usable	01/17/2007	
<a href="#">Add to cart</a>	<a href="#">7031AA-7059-A010</a>	COMPUTER LAPTOP IBM DELL	VA	ARLINGTON	DELL		Removed	36470	Usable	01/17/2007	
<a href="#">Add to cart</a>	<a href="#">7031AA-7066-C001</a>	COMPUTER LAPTOP IBM	VA	ARLINGTON	SONY	TESTING MODEL		19	Usable	03/14/2007	
<a href="#">Add to cart</a>	<a href="#">7031AA-7066-C002</a>	COMPUTER LAPTOP IBM	VA	ARLINGTON	SONY	TESTING MODEL		13	Usable	03/14/2007	
<a href="#">Add to cart</a>	<a href="#">7031AA-7066-C003</a>	COMPUTER LAPTOP IBM	VA	ARLINGTON	SONY	TESTING MODEL		16	Usable	03/14/2007	

Privacy and Security

This page allows you to refine your search until you find the computer equipment that will meet your organizational needs. It also allows you to add the selected item into your cart and check it out. The most important buttons here are: add to cart, view cart, and check out.

This is the screen that allows you to select the items you wish to acquire. For the purpose of this exercise we will select the first item on the list.

### Search within the Search Result

On the "Search Results List of Items" screen you may search the entire site by typing your search word on the search box on top or you may search in search results by typing your search word or phrase in the lower search box. The Search in Results can also be performed with "all of the words, any of the words", or an "exact match" of the phrase. Narrow the search, until the resulting screen shows the Total Number of Items Available in hypertext. It can then be clicked to do a wildcard search on that number. You can also sort your result by clicking on the field name section of any of the fields with arrows pointing up and down.

### To Add and Checkout Your Selection

**Add Cart:** The **Add Cart** option allows you to add your selection to your cart. To review an item of interest before adding it to your cart, click on the hypertext Item Control Number (ICN) to display the Property Data Sheet screen

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All Items | Desktops | Laptops | CPUs | Servers | Keyboards | Modems | Monitors | Mouses | Printers | Scanners

Search Entire Site | All Words | Search | or Browse by State: Select State | View Request

## Property Data Sheet

[Add To Cart](#) | [View Cart \(0\)](#) | [Checkout \(0\)](#) | [Back](#) | [Help](#)

Item Control Number:	473082707312341		
Item Name:	COMPUTER LAPTOP DELL IBM COM INTEL P		
Screening Ends:	March 21, 2007		
FSC/National Stock Number:	7010		
Quantity Available:	120 EACH	Quantity Requested:	
Orig Unit Acq Cost:	\$ 2200.00	Total Acq Cost:	\$ 264000.00
Hardware Type:	LAPTOP		
Equipment Type:	WINDOWS		
Make:	DELL		
Model:	IBM COMPATIBLE		
Processor :	INTEL PENTIUM PRO		
Processor Speed:	3 GHZ OR MORE		
Hard Disk Size:	100 GB OR MORE		
Hard Disk Status:	SN		
Agency Bureau:	Federal Supply Service, All Other		
Reporting Agency:	GENERAL SERVICES ADMINISTRATION		
POC:	DENISE HICKS		
POC Phone:	703-605-2877 Ext:		
POC Fax:	703-605-5555		
POC Email:	DENISE.HICKS@GSA.GOV		
Property Location:	GSA, SURPLUS SALES CENTER 6808 LOISDALE ROAD BUILDING A, SUITE 2 SPRINGFIELD, VA-22150		
Property Custodian:	SHERLEAN ROUTE		

GSAxcess@ - Select Quantity - Microso...

Available Quantity: 120

Selected Quantity:

Picture Not Available

## Property Data Sheet

Once you have made up your mind for an ICN, click on “add to cart button“ either from the property data sheet screen or from the search results screen. If an ICN has only one quantity, the quantity will be added to your cart immediately. If the ICN has multiple quantities, a small box is displayed where you will input the number of quantities (not greater than the available quantity) you want to add to your cart.

Click Submit.

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Search Entire Site All Words Search or Browse by State: Select State

## Update and Checkout Your Cart

View Current Orders View Cart Continue Selection Back Help

Please Review and Submit the Order

There are 1 items (ICNs) and 1 Orders in your cart

User Info: DENISE HICKS, Supervisor, Phone #: 703-605-2877 Extn: Email: DENISE.HICKS@GSA.GOV  
 School Info: THE SCHOOL OF PROPERTY KNOWLEDGE, Address: 2200 CRYSTAL DRIVE, ARLINGTON, VA, 22202  
 Approving Official Info: MONICA UGBAJA, Supervisor, Phone #: 703-605-2909, Email: COMPUTERS.LEARNING@GSA.GOV

Order Number: 90-7-000189 Submit Order Page No: 1

Item Control Number	Item Name	State	Make	Model	Quantity Available	Quantity Requested by Others	Quantity Selected	Option
473082 7009 CL01	COMPUTER COMPUTER LAPTOP	VA	DELL		2	2	<input type="text" value="2"/>	Change Qty

Order Number: 90-7-000189 Submit Order Page No: 1

Privacy and Security

## Update and Checkout Your Cart

**Change Qty** - Once an item has been added to your cart, the **Add to Cart** button beside the item becomes a 'Change Qty' button. Click this button to increase or decrease your selected quantity. You can remove an item from the cart by changing the quantity to zero (0). Changing the quantity to zero (0) will cause the **Change Qty** button to revert back to **Add to Cart**.

**Quantity Selected** - This is an "input" field. The number showing represents the quantity you selected when you added the item to your cart. You may change that number by overtyping it here and clicking "Update Cart". If you try to select a quantity greater than the Available Quantity you will get a pop-up error message and you must change the quantity back to an eligible quantity. If your Java scripting is disabled, and you try to select a quantity greater than the Available Quantity you will get an error message in the Item Name or Error Message field

**Quantity Requested by Others** - The number of units already requested. This is an unlimited amount and may exceed the quantity available for transfer. A CFL Request is an expression of user demand for the item and does not obligate or decrease the Available Quantity.

**Quantity Available** - The number of units available for transfer. AVAILABLE QUANTITY is decreased by a transfer but not by a Request or Select.

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Search Entire Site | All Words | Search | or Browse by State: Select State

## Checkout Confirmation

Checked out Transfer Orders : 1 ( 1 ICNs)

View Cart ( 0) | Continue Selecting | Back | Help

Page: 1

You have successfully checked out this Transfer Order 907000189  
There are no more items in the shopping cart to be checked out.

Transfer Control Number	Item Control Number	Quantity Available	Quantity Requested by Others	Quantity Requested by User	Item Name or Error Message
90-7-0001-89	473082-7009-CL01	2	2	2	COMPUTER COMPUTER LAPTOP

Privacy and Security

## Checkout Confirmation

Upon checkout, the system sends the reporting agency an e-mail notice and the school or nonprofit a confirmation notice.

SUBJECT: Checkout Confirmation

Dear DENISE A HICKS

This letter confirms the shipping address (ultimate destination of your checked out Computer Equipment) and the list of items selected under Transfer Control No 90-7-000260 from the CFL System on 04/11/2007.

S.No.	Item Control No	CFL Release Date	MAKE	Quantity
1	473082-7095-2258	04/12/2007	HP	1
Item Name: COMPUTER DESKTOP SYSTEM HP HP INTEL C				

Shipping Address:  
THE SCHOOL OF PROPERTY KNOWLEDGE  
2200 CRYSTAL DRIVE  
ARLINGTON,VA 22202

## **Processing the Transfer**

The reporting agency logs onto the CFL module and allocates the property to the school or Educational nonprofit organization, or denies their request. The CFL module provides indicator, such as number of students per computer, to assist the reporting agency to determine how allocate the computer equipment based on need.

Upon allocation, the system generates a transfer order for the computer equipment and e-mails it to the school or Educational nonprofit organization for signature.

The school or educational nonprofit organization signs the transfer order and faxes it to the reporting agency or scans it and returns it by e-mail.

The school or educational nonprofit organization picks up the computer equipment within 15 days of allocation.

Schools are responsible for the cost associated with the transportation of the equipment.

The school or educational nonprofit takes title to the property upon possession.

The school or Educational nonprofit disposes of the computer equipment in an environmentally friendly manner when the equipment is no longer needed.

At least one time a year, update your registration application to ensure CFL has the correct contact information for your organization.