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

a. 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.

b. Educational nonprofits will be approved after they have entered their 501c Tax ID number which can be obtained at: www.irs.gov.

c. 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
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).
Data Categories for Registration

First Name: - You must supply your first name.

Last Name: - You must supply your last name.

Title or Position: - This person can be a teacher, member of the PTA, a school board member, superintendent or any individual who has a relationship with the school and regular access to the Internet.

Phone Number: (   ) -

E-mail Address/Confirm E-mail Address: You must supply your work E-mail address and confirm it. The system will ensure that the e-mails match. If your e-mail and your confirm e-mail do not match you will see an error.

School or Educational Nonprofit Organization Information

School/Organization Name:

Address:

City: State: Zip Code

County

Approving Official Information

First Name: - You must supply your first name.

Last Name: - You must supply your last name.

Title or Position: - This person can be a teacher, member of the PTA, a school board member, superintendent or any individual who has a relationship with the school and regular access to the Internet.

Phone Number: (   ) -

E-mail Address/Confirm E-mail Address: - You must supply your work E-mail address and confirm it. The system will ensure that the e-mails match. If your e-mail is incorrect or does not match your confirm e-mail address you will see an error message.
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.
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.”
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”.
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.
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 *
**************************************************************
NOTE: The system will prompt you to create a password after you submit your User ID.
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.
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.
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.
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.
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.
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.”
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.
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.
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.
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.
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.