Personal Property Management System (PPMS)

GSA

User Guide Features	Impacted Users
This User Guide provides an overview of the CFL Requester (CS) capabilities in the Personal Property Management System (PPMS).	CFL Requester (CS)

CFL Requester Account (CS) Capabilities

Schools and educational nonprofits serving pre-kindergarten through grade 12 students in the US and their territories can register on the GSA-hosted Computers for Learning (CFL) website. Each entity will have two accounts: the requester (CS) and the approving official (CO). This user guide covers registration and requester capabilities in CFL. For more information on the approving official (CO) capabilities, please see the related user guide.

Table of Contents

GSA **Personal Property Management System (PPMS)**

Need more help? Contact the PPMS help desk:
ppmshelp@gsa.gov

CFL - Registration

Public schools, private schools, and educational nonprofits serving pre-kindergarten through grade 12 students in the US and its territories can register to participate in the Computers for Learning (CFL) Program. To register on the GSA-hosted CFL website, the registrant must have either their school's NCES number or educational nonprofit's 501(c) number available to include in the registration form.
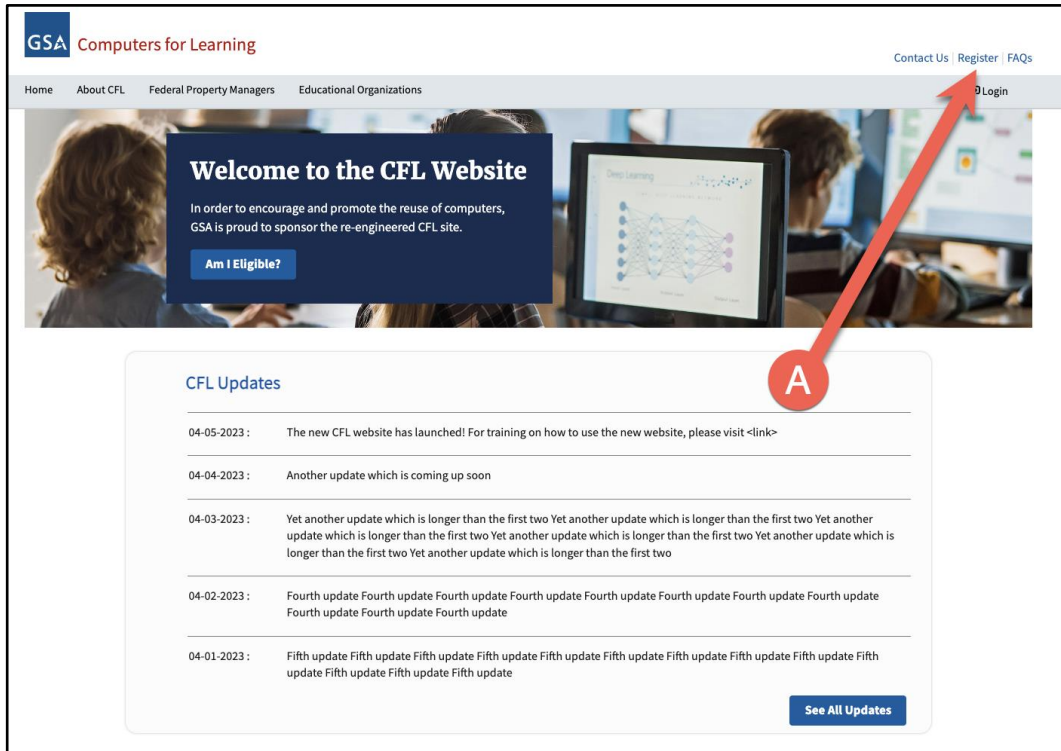
1. Click the **Register** link.

Computers for Learning Registration

Form Sections

ⓘ Educational Organization Type

Submit Cancel

— Educational Organization Type

Educational Organization Type
● School (Public or Private)
○ Educational Nonprofit

Confirm

Submit Cancel

2. In the **Educational Organization Type** section:
   A. Select the **School (Public or Private)** or **Educational Nonprofit** radio button.
   B. Click **Confirm**.

— Certification Questions for Schools (Private or Public)

Through the Computers for Learning Program (established by Executive Order 12999), eligible schools and educational nonprofits can receive computer equipment that is excess to the Federal Government's needs.

Eligibility

- Must be located in the United States, including the U.S. Virgin Islands, American Samoa, Guam, the Commonwealth of Puerto Rico, or the Commonwealth of the Northern Mariana Islands;
- Must serve pre-kindergarten through grade 12 students; AND
- Must be approved, accredited, or licensed.

I attest that:

☑ The NCES number used in this application is a current, valid NCES number.

☑ This organization supports students within the range of Pre-K through 12th grade.

☑ This organization meets ALL of the eligibility criteria; AND

☑ This organization will provide proof of eligibility upon registration and whenever requested (such as by a Federal agency reviewing eligibility).

I certify, in accordance with 18 U.S.C. 1001, that the statements I have made on this form and any attached statements are true, complete, and correct to the best of my knowledge.

I Certify

3. Depending on the registrant type, the user will have to complete a set of **Certification Questions** (shown above is the public/ private school certification)**.** Complete the **Certification Questions** section:
   A. Check all available boxes to **Attest** to eligibility.
   B. Click **I Certify**.

4. Depending on the user type selection, enter the **NCES Number** in the **NCES Number** section or the **501 C** number in the **501 C** section:
    A. Enter the school's **NCES Number** (or nonprofit's 501(c) number).
    B. Click **Confirm**.

5. Add document(s) in the **Upload Documents** section. Nonprofits are required to upload their 501(c) certification (for schools, document upload is optional).
    A. Click **Browse** then select and upload a document.

6. Complete the **Registrant Information** section:
    A. Enter required fields - **First Name** and **Last Name**.
    B. Select the corresponding option from the **Title/Position** dropdown menu.
    C. Add the required **Phone Number**.
    D. Enter the **Email Address** then re-enter the email in **Confirm Email Address.** The email address must be unique (you cannot use the same email for multiple CFL accounts).

Educational Organization Information

School/Organization Name

BURNLEY-MORAN ELEMENTARY

Address Line 1

1300 LONG STREET

Address Line 2 (Optional)

City

CHARLOTTESVILLE

County

ALBEMARLE

State

Virginia

Zip Code

22901

Zip Ext. (Optional)

4936

7. Fields in the **Educational Organization Information** section automatically populate based on the NCES number provided if the entity is a school. If the educational organization is an educational nonprofit, they will need to enter their information. If the information that populates is incorrect, please contact ppms@gsa.gov.

8. Complete the **Approving Official Information** section. Your CFL Approving Official will approve your registration along with any allocated equipment requests.
    A. Enter the **Email Address** then re-enter the email in **Confirm Email Address.**
    B. Enter required fields - **First Name** and **Last Name**.
    C. Select the corresponding option from the **Title/Position** dropdown menu.
    D. Add the Approving Official's **Phone Number**.

Note: If the **Approving Official** is not the Principal/ Director, the educational organization will be required to enter in that information in addition to the **Approving Official** information.

9. Complete the **Additional Information** section:
    A. Enter the **Number of Computers** to **Number of Students** ratio in the designated fields.
    B. Select the radio button in response to the **prior receipt of CFL equipment** question.
    C. Enter the Total number of students receiving State/Federal Lunch assistance to Total number of students in the school ratio in the designated fields.
    D. Check all options that apply in response to the **referral** question.
    E. Click **Submit** to register or **Cancel** to take no action.

CFL Registration Confirmation

Additional Information required:

You have successfully completed your portion of the Computer for Learning (CFL) registration process.

At this time, the person you designated as your CFL Approving Official has been emailed to approve your registration. Once they have approved it, you will receive another email with the login instructions.

Your registration is not complete until your CFL Approving Official approves the request.

Please contact your Approving Official or the CFL Help Desk with any questions.

Success ⊗
Registration successfully submitted

10. The screen refreshes to show the **CFL Registration Confirmation** page and a success message. At this time, the system will email the CFL Approving Official to review and approve the registration. Once approved, the system will email login instructions to the CFL user.

Search CFL

In order to review available CFL equipment for request, educational organizations should use the **Search Property** page.

1. Click **Search CFL** in the navigation bar.
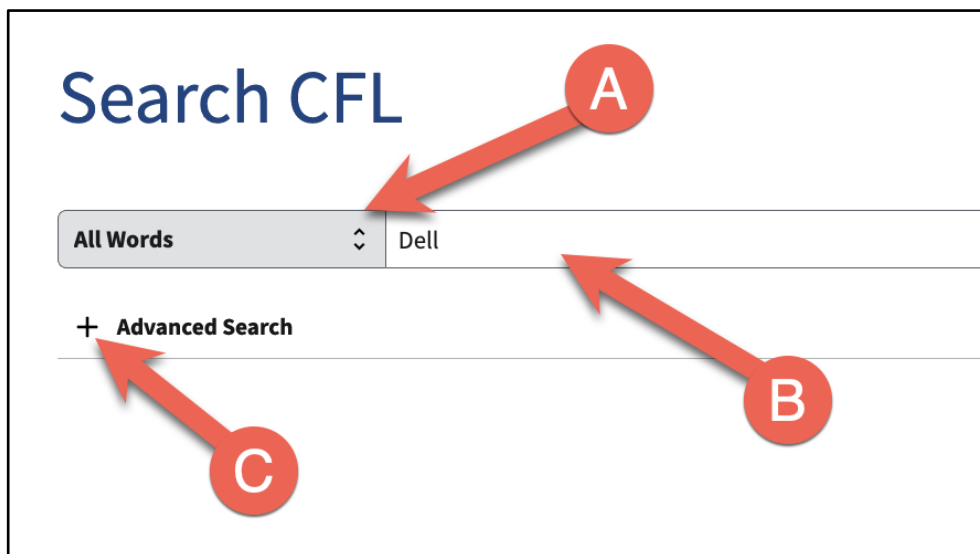
2. By default, the basic search features are available:
   A. Select the type of search to conduct a keyword search- **All Words**, **Exact Phrase**, or **Any Word**.
   B. Enter keyword(s) to search property. The system will search item names and descriptions.
   C. Click the **plus icon** to view **Advanced Search** fields.

3. **Advanced Search** properties allow a user to filter results further:
   A. **Property Details** share specific identifiers of a property such as **Item Control Number (ICN)**, **Federal Supply Class (FSC)**, **Hard Drive Status**, **Condition**, **State**, and **Photo Filter**.
   B. **Property Dates** display results based on specific dates in time such as **Date Reported** or **CFL Release Date** (the last day a property is available for request in CFL).
   C. Click **Search** to apply specified search options.
   D. Click **Clear All** to remove all specified options.

4. Navigate search results provided:
   A. Check or uncheck the Category filters to add or remove property items assigned to a category.
   B. View the total number of property items the search has produced.
   C. Scroll through items found as a result of the search.
   D. Click the **ICN** of an item to view a Property Data Sheet with additional information.

1. To select a piece of property directly from the **Search Property List**:

    A. Notice the **Quantity Available** and type the requested number in the **QTY. box**.

    B. Click **Add to Cart**.

    Note: This action will either create a new Transfer Control Number (TCN) or add the property to an existing TCN. Items are grouped onto transfer documents by several criteria, such as Property Location and CFL Release Date (CRD).

2. If the property requires reimbursement, a call out window will appear after clicking **Add to Cart**. Click **Ok**.

   Note: Most CFL items do not require reimbursement, so seeing this message is rare. The educational organization is always responsible for shipping, handling, and any other costs related to pick up and removal.

Property Functions - Manage Cart

1. Select **View Cart** on the navigation bar to access the **View Cart** page.

2. The **View Cart** page provides details on the properties in the cart.
    A. Click on the **+ icon** to view individual transfer order details.
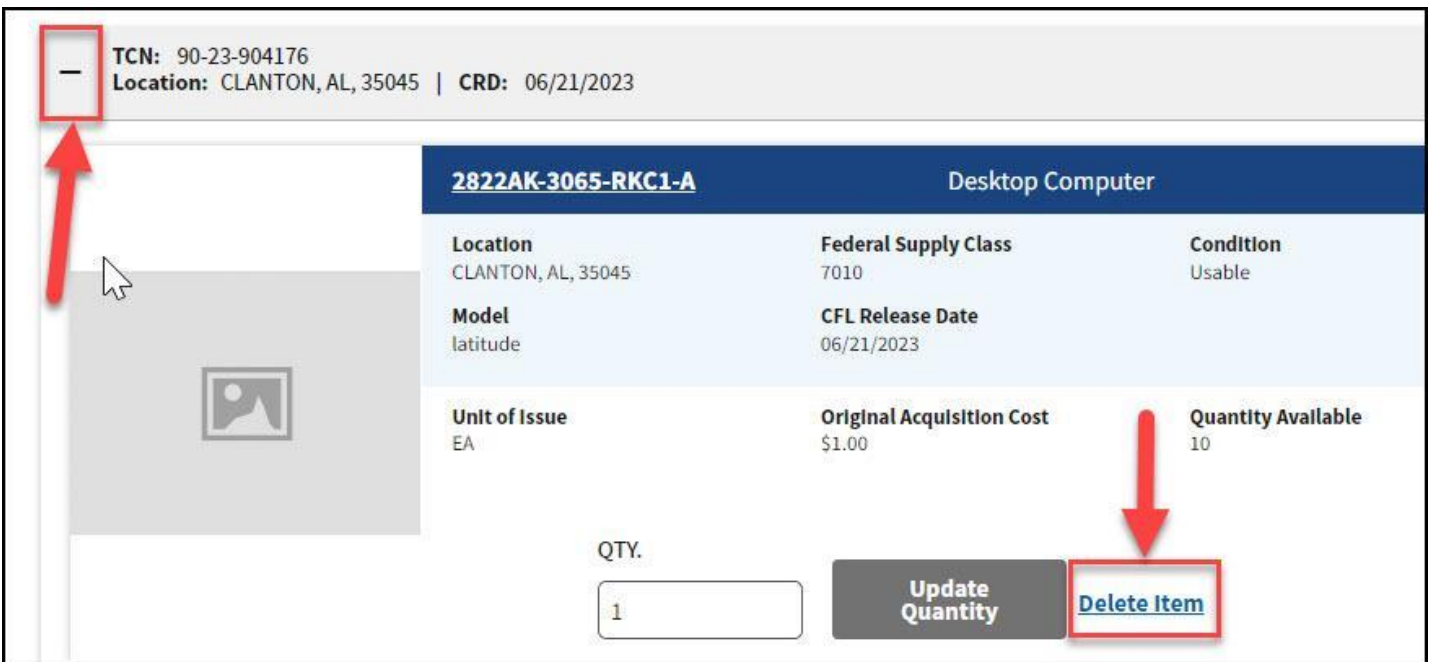   B. Select **Back to Search Result(s)** to find additional property to add to cart.

3. To **Delete** an item of property from the cart:
   - Select **Delete** for the entire transfer order to be removed.
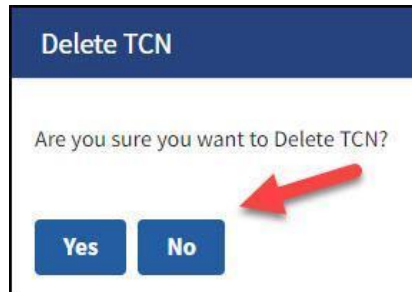
   - Select **Yes** or **No** to keep or remove the entire transfer order from the cart.

4. To remove a specific item from the transfer order:
   - Click the **+ icon** and navigate to the specific ICN to delete.

5. To checkout a property, click the Checkout button at the bottom of the page.

6. The subsequent **Successful Checkout** screen provides applicable details and guidance related to the property selected and claimed.

CFL My Requests

[(Back to Table of Contents)](#)

Individuals have the ability to review and revise property requests via the **My Requests** function.

1. The **Property Requests** page houses all of your submitted requests and lets you see the status of your requests.
   A. Filter your search by adding information to the **Filters** section and clicking **Apply Filter**.
   B. Click **Update/View TCN Details** to view details of a TCN and upload documents to a TCN (in any status).
   C. **TCN status** is indicated on the top right-hand corner.

2. If a TCN is still in **Requested Status** you can update the quantity or delete an item.
   A. Enter the new quantity requested.
   B. Click **Update Quantity**, or,
   C. Click **Delete Item.** Deleting an item will remove it from the TCN or, if it is the only item on a TCN, will cancel the entire TCN.

123159-3079-RKIN-4	COMPUTER DESKTOP SYSTEM DELL OPTIPLEX I3

Location Hill AFB,UT,84056	**Federal Supply Class** 7010	**Condition** New or Unused
Item status EXCESS SCREENING	**Excess release date** 03/04/2023	**Surplus release date** 04/05/2023

Unit of Issue EACH	**Original Acquisition Cost** $1,000.00	**Quantity Available** 100
Quantity Requested by Me 2	**Total quantity requested** 6	

QTY.

2   Update Quantity   **Delete Item**

Success ⊗
Quantity Updated
Successfully

3. Updates to the quantity of a property are complete when the **Update Quantity** button is no longer available (gray) and a **success message** has appeared.

    Note: If the TCN is not in requested status, please contact the point of contact listed on the property record and request the update to the TCN (or cancellation of the request).

Appendix A: New CFL Approving Process

In the new GSA-hosted Computers for Learning website, educational organizations and Federal agencies can digitally sign their transfer orders. Your CFL approving official must now login to approve the transfer request in the system.

The new process is as follows:

Step #	Stage / Description	Responsible Party	Digital Signature Added to the OF 122
1	**Request** (the educational organization (EO) makes a request for CFL property in the system)	**Educational Organization Requester**	**None**
2	**Allocate** (after reviewing competing requests and verifying eligibility of the requesting organization, the federal agency allocates or denies the request from the EO)	**Holding Federal Agency**	**None**
3	**EO Approval** (once an allocation is made, the EO approving official reviews and approves or denies the transfer to their EO - **this is now done IN CFL**)	**Educational Organization Approving Official**	**EO Approving Official**
4	**Requisition** (once the EO approves the transfer, the holding agency can final review and requisition - aka completely transfer - the items to the EO. After requisition, the federal agency can make adjustments through overages, shortage, or cancellations)	**Holding Federal Agency**	**Federal Agency CFL Approving Official**

Appendix B: TCN Statuses in CFL

Once you have completely checked out your items, your request (called TCN for "Transfer Control Number") is available for tracking on the CFL My Requests page. Here are the possible statuses you can see while your request moves through the allocation process.

Status	Description
Requested	An educational organization has requested the item. It's awaiting holding agency allocation.
Pending Allocation	The holding agency has reviewed the request but has not yet made an allocation decision.
Allocation Confirmed	The holding agency has approved the request / allocated to the educational organization.
Allocation Denied	The holding agency has denied the request / denied allocation to the requesting agency.
Pending AO approval	The educational organization's AO has reviewed the transfer order, but has not processed it yet.
AO Approved	The educational organization's AO has approved the transfer order and it's been sent to the holding agency for final review.
AO Denied	The educational organization's AO has denied the transfer order.
Pending CFL Requisition	The holding agency has reviewed the school signed transfer order but has not yet taken final requisition action.
CFL Transferred	The holding agency final approved the school signed transfer order - the agency signature was added to the transfer order and it is now considered complete.
CFL Transfer Denied	The holding agency denied the transfer at the requisition stage.
CFL Recall Denied	This item was recalled back into screening for further action.