

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.

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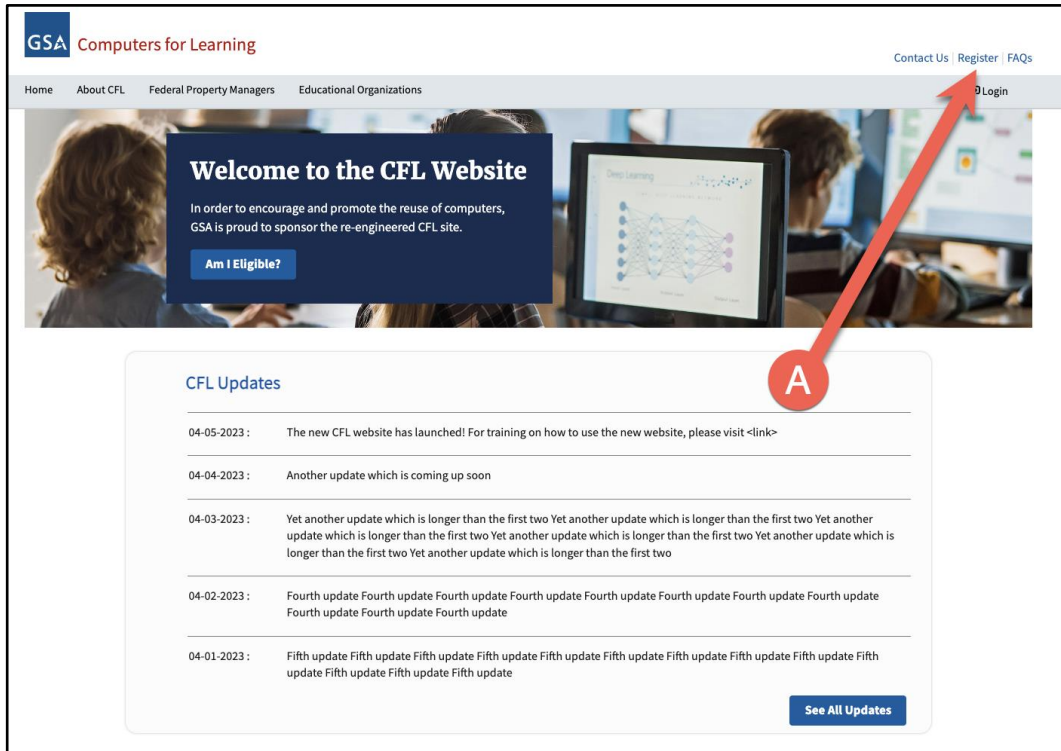
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CFL - Registration

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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

① Educational Organization Type

The screenshot shows the 'Educational Organization Type' section of the registration form. At the top, there are 'Submit' and 'Cancel' buttons. Below them is a section header 'Educational Organization Type'. A red circle labeled 'A' points to the 'Educational Organization Type' label. Below this label are two radio button options: 'School (Public or Private)' (which is selected) and 'Educational Nonprofit'. A red circle labeled 'B' points to a 'Confirm' button located at the bottom right of the section. Below the 'Confirm' button are another 'Submit' and 'Cancel' button pair.

2. In the **Educational Organization Type** section:

- Select the **School (Public or Private)** or **Educational Nonprofit** radio button.
- Click **Confirm**.

The screenshot shows the 'Certification Questions for Schools (Private or Public)' section. It begins with a paragraph explaining the Computers for Learning Program. Below this is an 'Eligibility' section with three bullet points. A red circle labeled 'A' points to the 'I attest that:' section, which contains four checked boxes. Below the attestations is a certification statement: '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.' At the bottom left is an 'I Certify' button, and a red circle labeled 'B' points to it with an arrow.

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:

- Check all available boxes to **Attest** to eligibility.
- Click **I Certify**.

— NCES Number

510078000272

Confirm

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**.

— Upload Documents (Optional)

i Please upload property Documents.

No Files

📁 Drag and drop files here, or [browse](#)

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.

The image shows a web form titled "Registrant Information" with several input fields. A red box labeled 'A' encloses the "First Name" (containing "Test"), "Middle Initial (Optional)", and "Last Name" (containing "User") fields. A red arrow labeled 'B' points to the "Title/Position" dropdown menu, which is currently set to "Principal". A red box labeled 'C' encloses the "Phone Number" (containing "(434) 245-2413") and "Phone Ext. (Optional)" fields. A red box labeled 'D' encloses the "Email Address" (containing "testuser.va@gmail.com") and "Confirm Email Address" (containing "testuser.va@gmail.com") fields.

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.

— Approving Official Information

Email Address

Confirm Email Address

First Name Middle Initial (Optional) Last Name

Title/Position

Phone Number Phone Ext. (Optional)

Limit: 10 digits Limit: 7 digits

Fax Number (Optional)

Fax Limit: 10 digits

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**.

Information About Principal / Director

First Name

Middle Initial (Optional)

Last Name

Title/Position
- Select Title/Position -

Phone Number
Limit: 10 digits

Phone Ext. (Optional)
Limit: 7 digits

Fax Number (Optional)
Fax Limit: 10 digits

Email Address

Confirm Email Address

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.

Additional Information

What is the ratio of computers to number of students in your school?

Number of Computers: To Number of Students:

Has your school or educational nonprofit received computer equipment through the Computers for Learning program in the past 12 months?

Yes No

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

Total number of students receiving State/Federal Lunch assistance: To Total number of students in the school:

How did your school or educational nonprofit learn about the Computers for Learning program? Select all that apply

- Recommended by friend, colleague, or someone else
- Federal/GSA training or event
- State/SASP training or event
- News/Media
- Social media
- Internet search
- Other

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.

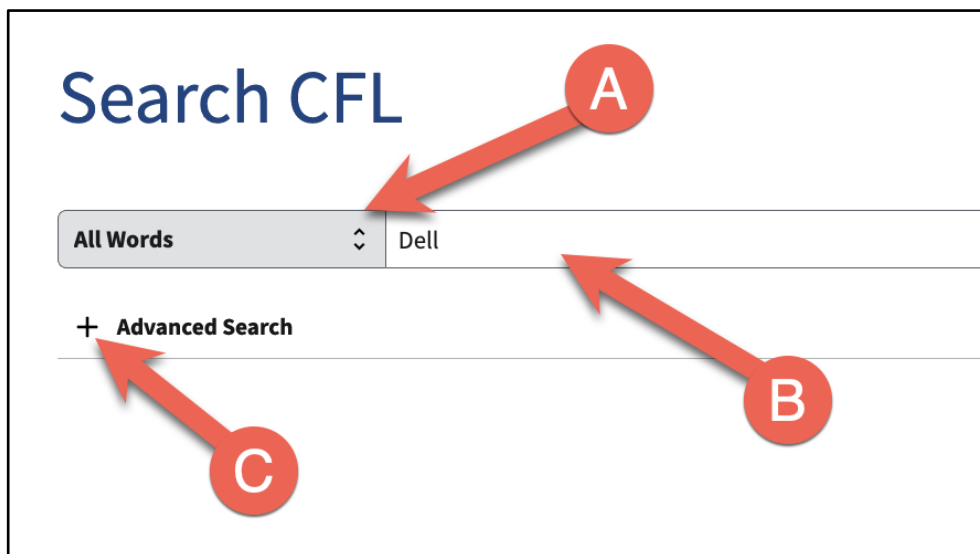
Search CFL

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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.

Search CFL

All Words ▾ Dell

— Advanced Search

A

Property Details

Item Control Number <input type="text"/>	Federal Supply Class Select FSC	Hard Drive Status ⓘ --Select Hard Drive Status-- ▾
Condition --Select Condition-- ▾	State Select by State	Photo Filter --Select Photo Filter-- ▾

B

Property Dates

Date Reported - Select Date Reported to CFL - ▾	CFL Release Date ⓘ --Select CFL Release Date-- ▾
---	--

C → ← **D**

3. **Advanced Search** properties allow a user to filter results further:
- 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**.
 - 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).
 - Click **Search** to apply specified search options.
 - Click **Clear All** to remove all specified options.

Filters:

Property Categories

- Computer Equipment(57)
- Computer Software and Accessories(12)

Property List - 69 Results

Showing 1 -50 of 69 Page 1 of 2 Show 50

2872AD-3032-AP13		COMPUTER DESKTOP SYSTEM DELL OPTIPLEX I3	
Location	Hill AFB, UT 84056	Federal Supply Class	7010
Make	test	Model	model
Unit of Issue	EACH	Original Acquisition Cost	\$1,000.00
Quantity Requested by Me	0	Condition	New or Unused
		CFL Release Date	04/26/2023
		Quantity Available	100

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.

120109-3104-BP05-B			RK Batch Desktop Computer Updated 2		
Location CLANTON, AL 35045	Federal Supply Class 7010	Condition Usable			
Item status INTERNAL SCREENING	CFL Release Date 05/06/2023	Excess release date 04/29/2023			
Surplus release date 05/20/2023					
Reimbursement required \$10.00	Unit of Issue EACH	Original Acquisition Cost \$1.00			
Quantity Available 9	Quantity Requested by Me 0	Total quantity requested 0			
QTY. <input type="text" value="1"/>	Select Priority ⓘ <input type="text" value="- Not Selected -"/>	Add to Cart			

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).

120109-3104-BP05-B RK Batch Desktop
Computer Updated 2

Location CLANTON, AL 35045	Federal Supply Class 7010	Condition Usable
Item status INTERNAL SCREENING	CFL Release Date 05/06/2023	Excess release date 04/29/2023
Surplus release date 05/20/2023		
Reimbursement required \$10.00	Unit of Issue EACH	Original Acquisition Cost \$1.00
Quantity Available 9	Quantity Requested by Me 0	Total quantity requested 0

QTY. Select Priority ⓘ

This Item Requires Reimbursement ✕

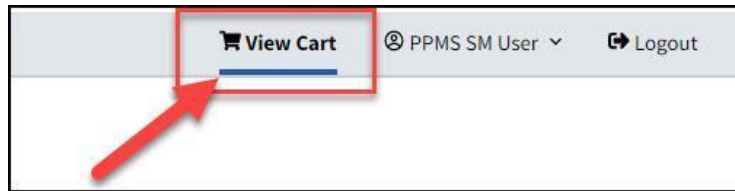
You have selected an item that requires reimbursement of Fair Market Value. Do not checkout this item unless your agency is prepared to pay Fair Market Value. Please delete this item from your cart if you cannot pay Fair Market Value.

- 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

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

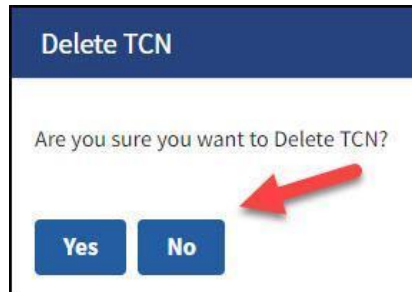


2. The **View Cart** page provides details on the properties in the cart.
 - A. Click on the **+ icon** to view individual transfer order details.
 - B. Select **Back to Search Result(s)** to find additional property to add to cart.

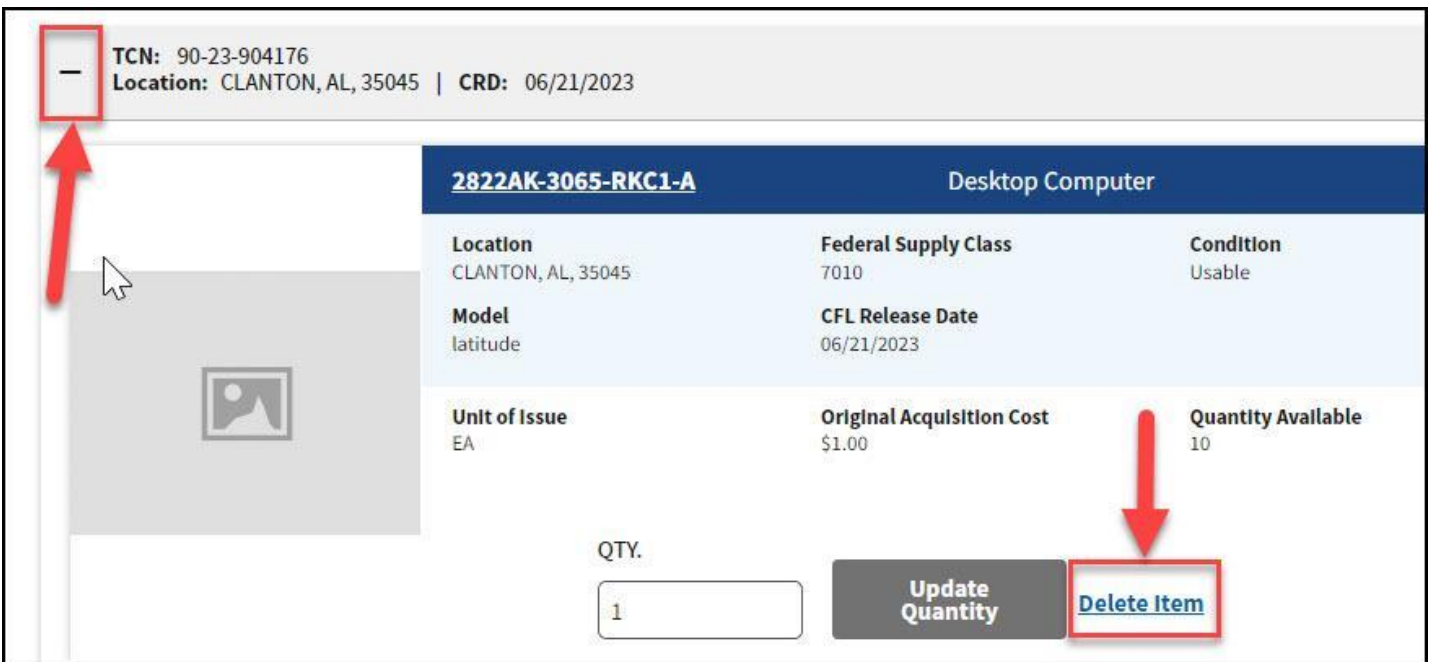


3. To **Delete** an item of property from the cart:

- o Select **Delete** for the entire transfer order to be removed.



- o 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:


- o Click the **+ icon** and navigate to the specific ICN to delete.

Confirm Information - 1 item(s)

+ TCN: 90-23-130501
 Location: CLANTON, AL, 35045 | CRD: 06/21/2023 Delete

CFL Requestor Name: CS SU233 T User 2333 Title/Position: Assistant Principal Phone: (675) 895-9595 Email: ppdms.CSSchooluser2@gmail.com	CFL AO Information Name: ROBERT334 GRIFFITH334 Title/Position: Teacher Phone: (214) 748-3556 Email: ppdms.cfl.ao.nonprofit30@gmail.com	Shipping Details  ATTN: 11 PEAVEY RD CHASKA, MN - 55317
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Educational Organization Information
Organization Name: 112 ALC INDEPENDENT STUDY
Ratio of computers to students: 50/400
Received computer equipment in the last 12 months: No
Number of students registered for lunch assistance: 5

 Checkout

[< Back to Cart](#)

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

Checkout Confirmation

Successful Checkout

You have successfully checked out this Transfer Order **90-23-388736**. There are **0** TCN(s) remaining in your cart.

The confirmation information below will be sent to your email address. You can access these details again under [Property Requests](#).

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

CFL My Requests

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

The screenshot shows the 'My Requests' page of the GSA Computers for Learning system. At the top left is the GSA logo and 'Computers for Learning' text. A search bar contains 'CFL My Requests', which is highlighted with a blue box and a red arrow pointing to it. In the top right corner, there are links for 'Contact Us', 'Register', and 'FAQs', along with a user profile icon and a 'Logout' button. The main heading is 'My Requests'. Below this is a 'Filters:' section with three filter categories: 'Transfer Control Number' (with a text input for 'TCN Number'), 'TCN Status' (with a dropdown menu showing '- Not Selected -'), and 'Item Control Number' (with a text input for 'ICN Number'). At the bottom of the filter section are two buttons: 'Apply Filter' and 'Clear Filter'. To the right of the filters, the text 'Property Requests List - 0 Result' is displayed in red. The footer contains the GSA logo, 'Computers for LearningSM', and contact information for the 'Computers for Learning Helpdesk' at 'computers.learning@gsa.gov'.

My Requests

A **Filters:**

Transfer Control Number

TCN Status

Item Control Number

Apply Filter **Clear Filter**

Property Requests List - 10 Results

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TCN Number: 90-23-544233 **TCN status: CFL Transferred**

Location:
WASHINGTON, DC
20001

B [Update / View TCN Details](#)

TCN Number: 90-23-247743 **TCN status: AO Denied**

Location: OROFINO, ID 83544 **CFL Release Date:** 05/11/2023

[Update / View TCN Details](#)

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

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1482AF-3172-0001 Computer Latitude			
Location PLEASANTON, KS, 66075	Federal Supply Class 7021	Condition Usable	Item status CFL SCREENING
CFL Release Date 07/03/2023	Excess release date 06/26/2023		
Reimbursement required \$11,000.00	Unit of Issue EACH	Original Acquisition Cost \$2,382.70	Quantity Available 1
Quantity Requested by Me 1			

A **B** [Update Quantity](#) **C** [Delete Item](#)

- If a TCN is still in **Requested Status** you can update the quantity or delete an item.
 - Enter the new quantity requested.
 - Click **Update Quantity**, or,
 - 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.

Showing 1 -1 of 1 Page 1 of 1 Show 10

123159-3079-RKIN-4
COMPUTER DESKTOP SYSTEM DELL
OPTIPLX 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.

Update Quantity
Delete Item

Success ✕

Quantity Updated
Successfully

- 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

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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

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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.