

Registration Instructions For District Reallocated Surplus Items

Below are instructions for registering for district surplus items. This is a one-time registration which will allow access to the reallocation of district property. Please follow the step by step instructions.

Registration Link: <http://www.publicsurplus.com/sms/granite.ut/register/internal>

Registration Code: (RIB 11 SIT 15)

Once registered, you will be notified by email anytime an item is posted as an Internal Reallocation auction.

Registration Steps:

#1. Click on Link: (or past is in the URL) <http://www.publicsurplus.com/sms/granite.ut/register/internal>

The top of the page will look like the following:

English

Chat | Help | Login Home | Browse | Search

Become a buyer at Public Surplus

Step 1 Information Step 2 Buyer Agreement Step 3 Review

! This registration page is for employees of Granite District Schools only.

Welcome to the registration area of Public Surplus. Please fill out and submit the form below. We will verify the following information prior to activating your account:

- Physical Address
- Email Address
- Phone Number

All fields are required, unless marked optional.

Registration Code

Please enter the code you received from your Institution's representative.

Registration Code

#2. Type in your Registration Code: (RIB 11 SIT 15)

#3. Fill out the rest of the page. And follow the Steps. It is very simple process from here.

Information About You

Email Address

Important: Several free email providers will block email from any sender who is not in your address book/contact list. This is particularly true for Yahoo email accounts. Please make sure you add to your address book/contact list the following emails **BEFORE** registering:

- notices@publicsurplus.com
- support@publicsurplus.com
- supportrep@publicsurplus.com

First Name Middle Initial (optional)

Last Name

Address
 (optional)
 (optional)

City

State/Province

Zip/Postal Code

Country

Time Zone

Phone Number

In order to verify your phone number we can either call you or send you a text message. Phone calls are only done between 10am and 10pm your local time. Please select how you would like to verify your phone number.

Call Me Send me a text message

How did you hear out about Public Surplus?

Additional Comments

Desired Username and Password

Username

Password Verify Password

#4. Once registered you will gain can access Granite School District Surplus Items.

Click on the link below to see all Surplus Items.

<http://www.publicsurplus.com/sms/granite,ut/list/current?orgid=662>

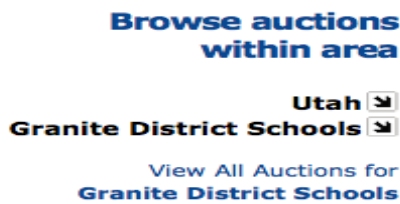
Or

Go to www.publicsurplus.com

Click on “Login” In the upper left hand of the screen. Put in your username and password and Click “Login”



Then on the bottom right hand side of the screen click on the drop down arrow “Select Region” – (Utah) “Select Agency” - (Granite School District) Then click on the part in blue that say “View All Auctions for Granite School District”



This will bring up all the auction items that the Surplus Warehouse has available. The ones that have a little “Key” next to the “Auction Title” are those that are listed for internal reallocation. These items are available for re-use within the school district.



Example: This is an internal auction Item.

Auction	Title		Time Left	Bids	Current Price
751465	MONITOR STAND TAN - 4 		3 days 21 hours	0	\$0.00

#5. To claim this item:

Click on the "Auction Title" This will bring you to the auction information page:

MONITOR STAND TAN - 4 

#6. On the Left hand side of the page Click on submit. At that time it will require you username and Password to complete the transaction.

Purchase Item	
MONITOR STAND TAN Auction #751465	
Region:	NM
Opening Price:	\$0.00
Currency:	USD
<input type="button" value="Submit"/>	

#7. Upon award of a reallocated item, the Surplus Warehouse will be notified of the request and schedule a delivery of said item to the requesting school.

Please Note: All Internal Reallocation Items are on a first come first serve basis.

For registration or user questions contact Jared Ewell by email at jarede@thepublicgroup.com or by phone at 800-591-5546 ext 152.

For additional information regarding the reallocated items contact Dave Greer at 385-646-5683.