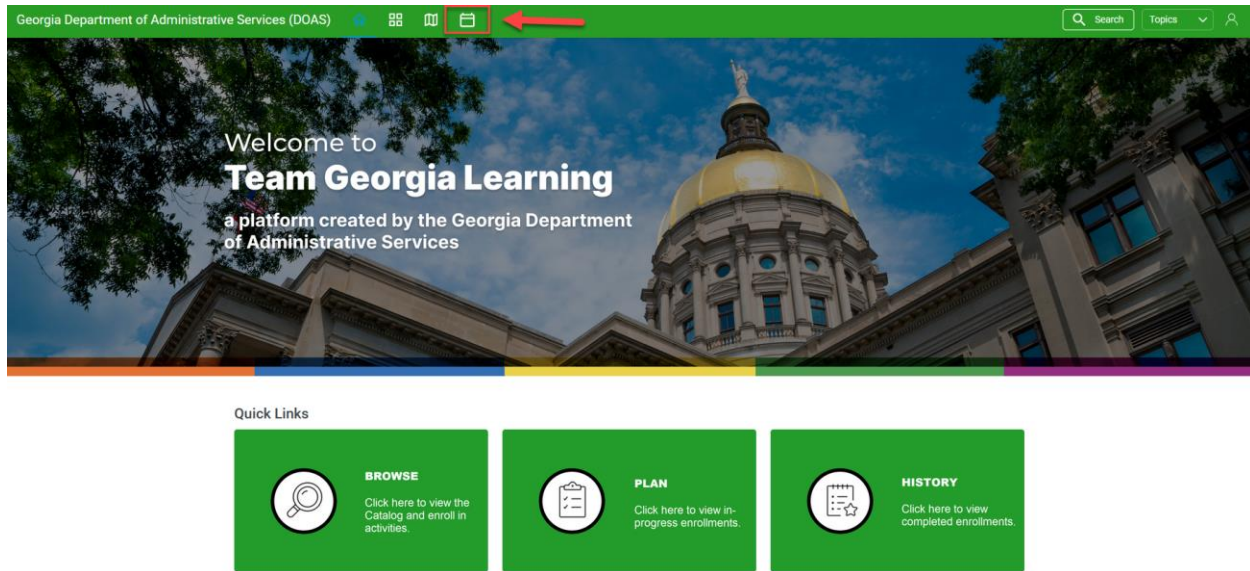
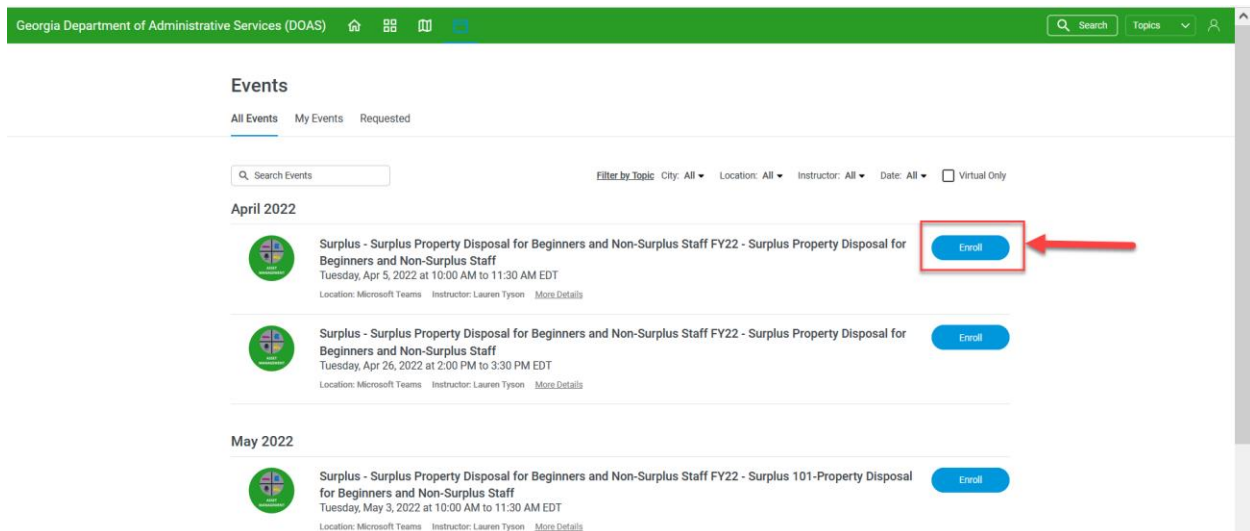


Step 3: From the Home screen click the Events tab



Step 4: Search for Surplus Property Disposal for Beginners and Non-Surplus Staff or Surplus Property Disposal for AssetWorks Users and Property Coordinators. Click enroll by the desired class date and time. An enrollment confirmation will be sent via email.



Training Dates & Times

Surplus Property Disposal for Beginners and Non-Surplus Staff

Date	Time
April 5 th , 2022	10:00am-11:30am
April 26, 2022	2:00pm-3:30pm
May 3, 2022	10:00am-11:30am
May 31, 2022	2:00pm-3:30pm
June 7, 2022	10:00am-11:30am
June 28, 2022	2:00pm-3:30pm
July 12, 2022	10:00am-11:30am
July 26, 2022	2:00pm-3:30pm
August 2, 2022	10:00am-11:30am
August 30, 2022	2:00pm-3:30pm
September 13, 2022	10:00am-11:30am
September 27, 2022	2:00pm-3:30pm

Surplus Property Disposal for AssetWorks Users & Property Coordinator

Date	Time
April 5, 2022	2:00pm-3:30pm
April 26, 2022	10:00am-11:30am
May 3, 2022	2:00pm-3:30pm
May 31, 2022	10:00am-11:30am
June 7, 2022	2:00pm-3:30pm
June 28, 2022	10:00am-11:30am
July 12, 2022	2:00pm-3:30pm
July 26, 2022	10:00am-11:30am
August 2, 2022	2:00pm-3:30pm
August 30, 2022	10:00am-11:30am
September 13, 2022	2:00pm-3:30pm
September 27, 2022	10:00am-11:30am

On the day of training return to the LMS and click on "Plan". Select the training class to obtain training materials and to join the class via teams. Should you need to cancel, click the "Unenroll" button.

Event [Resources](#) 

Surplus 101-Property Disposal for Beginners and Non-Surplus Staff Schedule

APR 05 **Tuesday, Apr 5, 2022 at 10:00 AM to 11:30 AM EDT**
Location: Microsoft Teams Instructor: Lauren Tyson

The course will discuss what is surplus property, what can be done with property no longer needed and what information is required for your agency to dispose of its surplus assets.

For State staff that are new to the surplus role. State staff or contracted personnel that are in possession of State-owned property.

[Unenroll](#) 

[Join Web Conference](#) 