


Step 1: Register Here: <https://doas.exceedlms.com/>. Then follow the instructions below.

Step 2: Enter your login information.

On the login page you can reset your password or get additional assistance by sending an email to [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov).

Welcome



**Team Georgia Learning**  
DOAS Learning Management System

**Username**

**Password**

Remember Me [Forgot Password?](#)

[Log In](#)

Your login:  
Your Employee ID Number

Your password:  
Your selected password

The first time you login to the system you are asked to reset your password

Need assistance?  
[georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov)

Step 3: From the Home screen click the Events tab

Georgia Department of Administrative Services (DOAS)

Welcome to  
**Team Georgia Learning**  
a platform created by the Georgia Department of Administrative Services

Quick Links

**BROWSE**  
Click here to view the Catalog and enroll in activities.

**PLAN**  
Click here to view in-progress enrollments.

**HISTORY**  
Click here to view completed enrollments.

Step 4: In the search box enter "Surplus".

You should see all class course titled: Surplus Property Disposal for Beginners and Non-Surplus Staff or Surplus Property Disposal for AssetWorks Users and Property Coordinators.

Next click enroll by the desired class date and time. An enrollment confirmation will be sent via email.

Georgia Department of Administrative Services (DOAS)

Events

All Events My Events Requested

Q Surplus

Filter by Topic City: All Location: All Instructor: All Date:

May 2022

**Surplus - Surplus Property Disposal for AssetWorks Users & Property Coordinator FY'22 - Surplus Property Disposal for AssetWorks Users & Property Coordinator**  
 Tuesday, May 31, 2022 at 10:00 AM to 11:30 AM EDT  
 Location: Microsoft Teams Instructor: Lauren Tyson [More Details](#)

**Surplus - Surplus Property Disposal for Beginners and Non-Surplus Staff FY22 - Surplus Property Disposal for Beginners and Non-Surplus Staff**  
 Tuesday, May 31, 2022 at 2:00 PM to 3:30 PM EDT  
 Location: Microsoft Teams Instructor: Lauren Tyson [More Details](#)

### Training Dates & Times

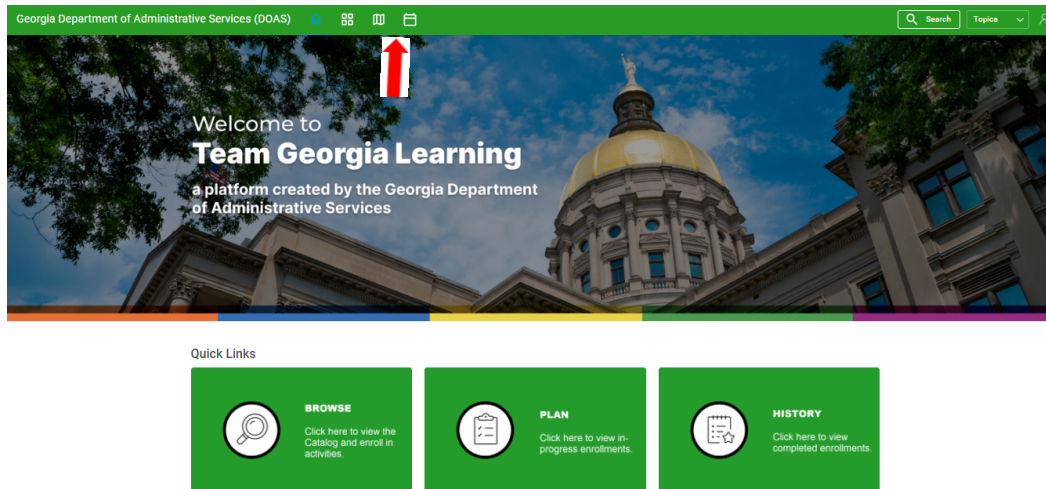
Surplus Property Disposal for Beginners and Non-Surplus Staff

Date	Time
April 5, 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

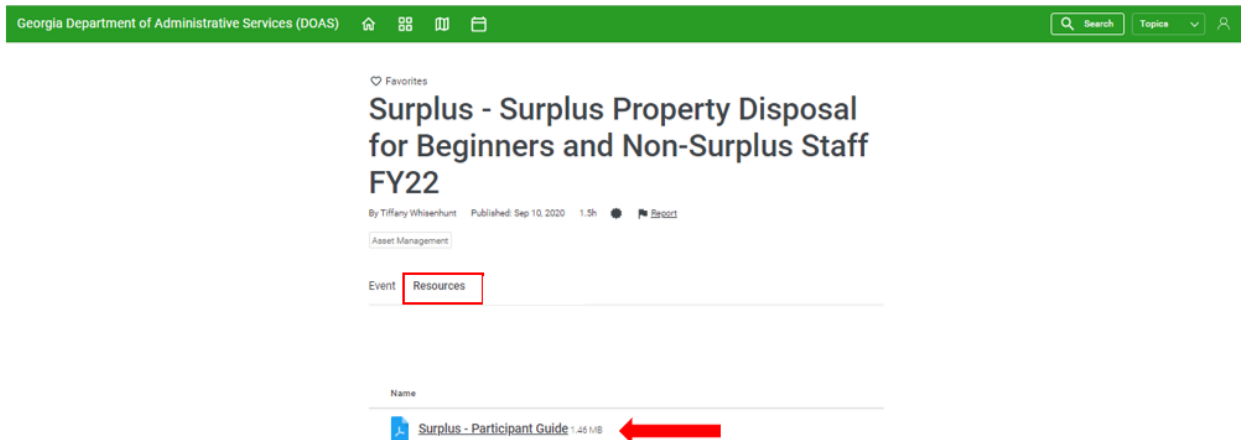
Surplus Property Disposal for AssetWorks Users & Property Coordinator

Date	Time
April 5, 2022	2:00pm-3:30pm
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August 30, 2022	10:00am-11:30am
September 13, 2022	2:00pm-3:30pm
September 27, 2022	10:00am-11:30am

To access the training link and training booklet, return to the LMS and login. Next select either "event" or "plan" at the top of the screen and find your registered class.



Then click on resources to download the participate guide.



Lastly click on event and select the words "Join Web Conference" to join the training on-line

