Step-by-Step Procedure for Requesting NASA Space Program Shuttle Tiles

Unlike other NASA Space Program artifacts, shuttle tiles can only be requested through registration of an NCES or IPEDS number assigned by the U. S. Department of Education for tracking purposes. Shutlle tiles can not be requested through the State Agency for Surplus Property [SASP]

1 **Know** your **NCES** number if you are representing a school
or your **IPEDS** number if you are representing a college or university.

1a If you do not know the NCES or IPEDS number of your educational institution,
go to the Historic Artirfacts Prescreening Home Page under the caption "NASA Artifacts Prescreening Register" and click on the appropriate link.

1b If you do not know how to get to the Historic Artirfacts Prescreening Home Page

1b1 Type, "gsaxcess.gov" in your web browser.
This will take you to the GSAXcess® Home Page

1b2 Click on either the NASA Logo or Shuttle Tile icon

2 **Register**

2a Click on the Register link on the Historic Artirfacts Prescreening Home Page
under the caption "NASA Artifacts Prescreening Register"
DO NOT try to register by clicking on the Register link on the GSAXcess® Home Page
under GSAXcess® Register

2a On the Registration Screen check the radio button for your type of educational institution
[School or University]

2b If you are representing a public school, enter your school's 12-digit NCES number
If you are representing a private school, enter your school's 8-digit NCES number
If you are representing a college or university, enter your 6-digit IPEDS number

2c The system will automatically display the School or University Information linked to
the NCES or IPEDS number of your educational institution.

2d Complete the remainder of the form
The Approving Official cannot have the same name or email address
as the Person Getting the Access Code

2e Click the Submit button upon completion of the form.

2f The system will immediately send the Person Getting the Access Code an email with the
access code and temporary password needed to access the Prescreening Module for shuttle tiles

3 **Log on to the Prescreening Shuttle Tile Module**

3a Click on the Shuttle Tile Icon link on the Historic Artirfacts Prescreening Home Page

3b Enter your Access Code [User ID] and Temporary Password

3c Following the system prompt, enter a personal password and answer to a clue question
and click the Submit button.

4 **Request a tile**

4a Click the Add to Cart button on the Property Data Sheet

4b The system will display the message, "Shuttle Tile Item Has Been Checked Out--TCN# 920000XXX

4c   The system will immediately send the Approving Official you identified during registration
an email with your Transfer Order and a Material Safety Data Sheet attached

4d   You will receive a copy of the email sent to the Approving Official

4d   The system will also immediately send the Approving Official a User ID
that he or she needs to access the Prescreening Module to approve the tile request.

5   **Approve the tile request.**

5a   Log on to the Historic Artirfacts Prescreening Home Page

5b   Click on the Menu Button in the Red Banner

5c   Click on "Approving Official" under the Approve Transfer Order Menu
The system will display the Approve Transfer Orders -- Approve Official screen

5d   Click on the Transfer Control Number
The $1000 Unit Cost is the NASA's estimate of the Original Acquisition Cost [OAC] of the tile.
YOU DO NOT PAY THE OAC OF THE TILE. The tiles are Federal excess property.

5e   If you are representing a school, complete the Attention Line in the Shipping Information block
If you are representing a college or university, complete the Attention Line
as well as entering the address information in Line 2 in the Shipping Information block.

5f   Click the Approve Transfer button to electronically approve the Transfer Order

5g   Click the Confirm button.

5h   An electronic signature does NOT mean printing the Transfer Order attachment,
signing it, scanning the signed copy, and emailing to the NASA Approving Official

6   **Pay the shipping and handling charge of $23.40 using a credit card**

6a   Click on the capitol exhibit link in the body of the email attaching your transfer order

6b   Enter the Tranfer Control Number and follow the screen instructions.