

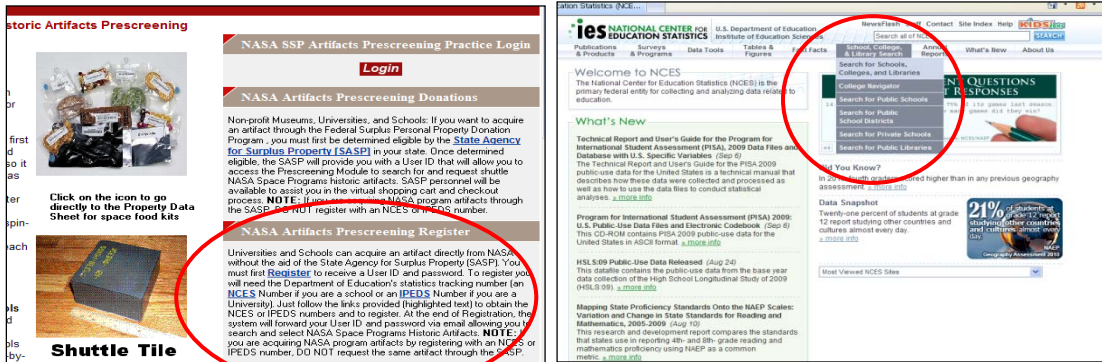
Step-by-Step Procedure for Requesting: NASA SPACE PROGRAM SPECIAL ITEMS

Note: Unlike other NASA Space Program Artifacts, a “Special Item” (such as a Thermal Protective Tile or Astronaut Food Package) may only be requested by educational organizations participating in the Department of Education statistical monitoring as indicated by their assigned NCES number (for schools) and IPEDS number (for colleges and universities) and non-profit museums sponsored by their State Agency for Surplus Property (SASP). Special items are also offered on a first-come, first served, one-per-organization basis.

All steps originate from the NASA Historic Artifacts Prescreening Home Page:
<http://qsaccess.gov/NASAWel.htm>

I. Schools and Universities

- A. **Obtain your NCES** (school) or **IPEDS** (college or university) number (if not known):
- 1) From the “NASA Artifacts Prescreening Register” caption (right column of home page), select the appropriate hyperlink; NCES for school or IPEDS for college or universities.
 - 2) From the NCES home page (<http://nces.ed.gov/>), search for your organization’s statistical information by following the search links



- B. **Register** to obtain you User ID and Temporary password:
- 1) From the “NASA Artifacts Prescreening Register” caption (to right of home page), select the hyperlink, “Register”.
 - 2) Select the appropriate radio button, “Schools (pre-K to 12th grade)” or “University”.
 - 3) Complete the “School Certification Questions”.
 - 4) Select the appropriate radio button, “Artifacts” or “Special Items: e.g. Tile, Food, etc. (Note: You may also request an Artifact)”.
 - 5) Provide the information requested on the screen and submit.

NOTE: Only the Approving Official may request a tile. The Approving Official for a school may only be the Assistant Principal, Principal or the Superintendent; the Approving Official for a college or university may only be Dean, Department Chairman or President.

- 6) A message will be sent to the Approving Official providing a UserID and Temporary password.

You have successfully completed the NASA Pre-screening registration for Space Artifacts/Special Items. Your **User Id** is [NAXXXX] and has been fully activated.

The user ID will allow you to search the NASA database for Special Items and NASA Artifacts and request selected items. Space Artifacts must be placed in a virtual shopping cart and processed through checkout. Special Items, such as Tiles, are processed as requests only without a virtual shopping cart and checkout. Unlike Space Artifacts, payment for shipping costs for Special Items must be processed at the time of the request - not upon receipt. Your **initial password** is XXXXXXXX.

C. **Log in** to the module by either selecting the red “Login” button, NASA Logo or the special item icon.

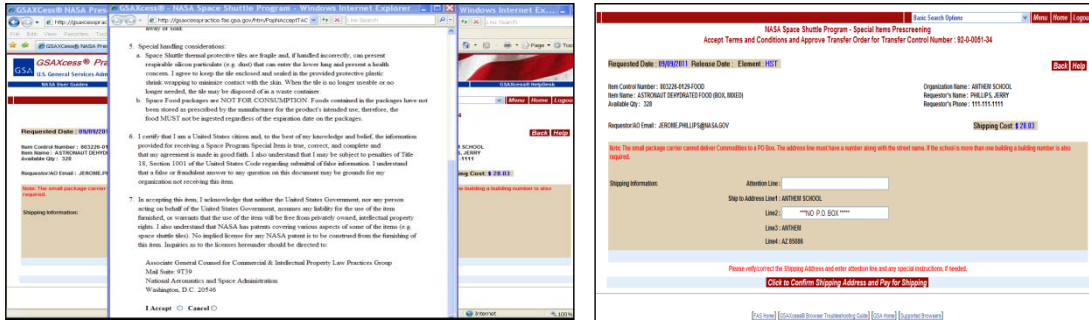
- 1) Enter the UserID and temporary password provided.
- 2) You will be asked to select a permanent password and choose a clue question/answer.

D. **Request** a special item. Depending on the path chosen to log in to the module you may see one of three pages (see below):

- i. Selecting the item icon will bring you to the “Property Data Sheet”, which features a photo of the special item.
 - 1) Select “Request”.
- ii. “NASA Space Programs Items by Category” page, which features listing of all artifacts available.
 - 1) Select the “Special Items” folder, which will direct you to the “Special Items page” (iii)
- iii. “Special Items page”, which lists the special items that are offered on a first-come, first-served, one-per-organization basis.
 - 1) Select “Request”



- E. **Accept** transaction terms and conditions and confirm (or enter) shipping address.
- 1) Upon selection of “request”, read the Terms and Conditions of the transaction in the “pop-up” menu box and either select the “I Accept” or the “Cancel” radio button. Cancelling the request will remove the transaction; your organization may request this item at a later date if desired.
 - 2) Upon acceptance, confirm (or enter) the shipping address correct, and correct as necessary; no P.O. Box address will be accepted. You may also enter additional information in the “Attention Line”.

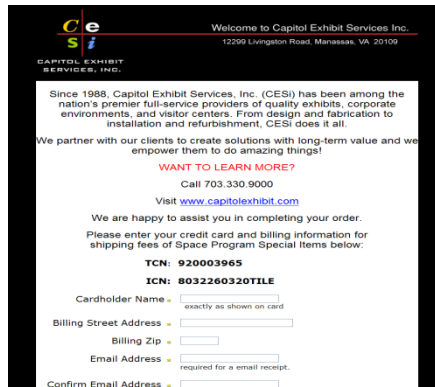


F. **Pay** for Shipping and Handling.

- 1) Upon confirmation of the shipping address you will be directed to the Capitol Exhibit Services Inc. (CESI) to complete a credit card payment for the shipping and handling fee; for example, \$23.40 for a tile or \$28.03 for a food package.

NOTE: The CESI website may open another window on your computer “Task Bar” requiring you to maximize it; it should appear like the screen-shot below.

- 2) You will have 5 days to pay for shipping and handling before the transaction is voided. If your transaction is voided, you may request this item at a later date provided quantities are available.
- 3) Upon successful payment, a Transfer Control Number should appear on your screen. You are encouraged to print this screen for your record and future reference. An email will be sent to the Approving Official with an approved Transfer Order for this item.



II. SASP sponsored Non-profit Museums

- A. **Obtain your UserID and Temporary Password** by contacting your State Agency for Surplus Property office; a link to the SASP locator is provided on the Home page, <http://www.gsa.gov/sasp/>
- B. The remaining steps are identical to steps C. thru F. in section I above.