

UAA Employee Access to Claim Items from the Internal Reallocation Tier on GovDeals

The University of Alaska Anchorage GSS/Surplus unit reallocates assets within the University and also offers for public sale through our GovDeals online platform.

*All employees can **view** assets on the Internal Reallocation tier using the universal login.* However, only employees approved by their department will be granted access to **claim** items on behalf of that department. As a UAA employee designated by your department, you will have the ability to claim assets from the Internal Reallocation tier before they are listed for auction to the general public. To register as a member in the internal reallocation tier, please follow the instructions below.

UAA departmental staff requesting access to claim items from the UAA Internal Reallocation tier on behalf of their unit will need to register on GovDeals.com as a bidder and then apply to participate in this specific tier. You will NOT need to provide a payment method.

Once you have submitted your request, the GSS Director will be notified via email. Once this request is also approved by the employee's supervisor, the GSS Director will be able to grant access.

Register first as a GovDeals buyer:

1. Go to www.govdeals.com
2. Select "Buyer Registration" – upper right
3. Complete form registering as a buyer
4. Your username and temporary password will be emailed to you in two separate emails
5. Sign in using your temporary password – you will then be required to change the password

To register for the UAA Internal Reallocation tier (available to current UAA employees only):

1. Login to your www.govdeals.com account
2. Click the following link: [UAA Internal Reallocation](#)
3. Scroll to the bottom and click "SUBSCRIBE" – lower right
4. You will receive notification via email once you have been approved to join the Private Sale

If you have any questions about registering for a GovDeals Bidder Account or require assistance, please call GovDeals Customer Service at (800) 613-0156, select option 1.

If you have questions specific to our UAA processes related to claiming items for your department, please reach out to Kim Stanford, Director, General Support Services, at kjstanford@alaska.edu.