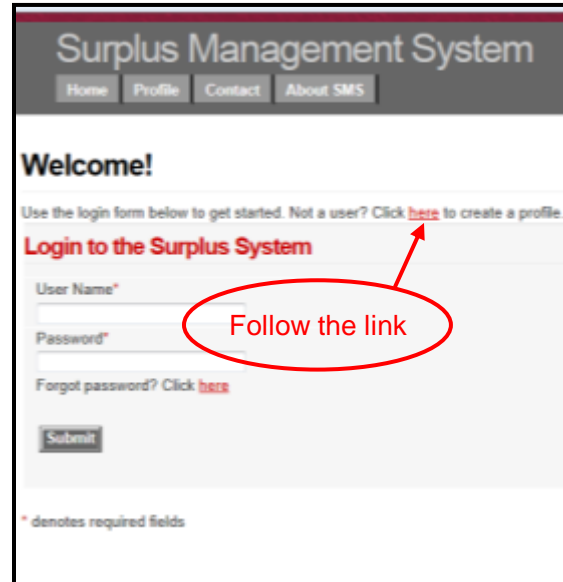


Surplus Management System

To create a new account for the Surplus Management System:

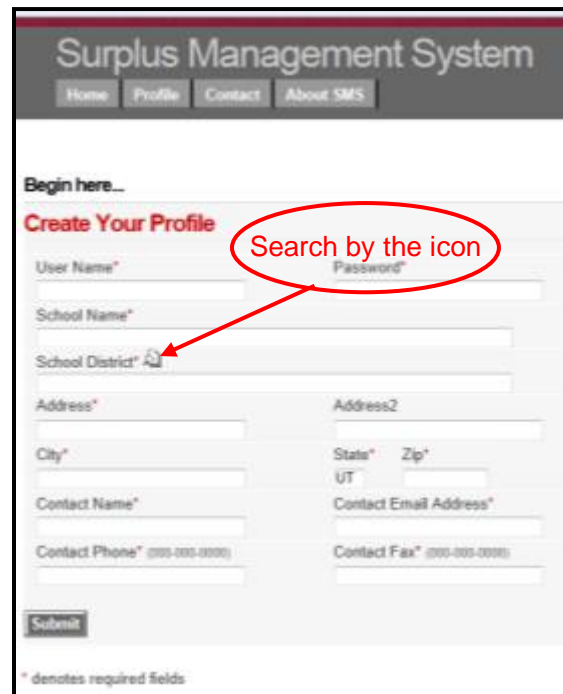
- 1) Open a browser and go to <http://surplusmanagement.fes.follett.com>
- 2) Follow the link to create a new account.
- 3) The next page will prompt you to accept terms and conditions of use (this system is proprietary and confidential to Follett Educational Services. Please do not share your password or any information about the system with others)



Creating a New Account

To complete the account creation process:

- 1) Fill out the user profile information.
- 2) When entering the district name, click on the search icon to the right of "School District".
- 3) Type "Davis School District", pause a moment and the district options will auto-complete. Select your district to correctly link your school with all of the other schools in your district.



- 4) For any questions or suggestions please contact Max Merritt at 801-205-0259 or by email at mmerritt@follett.com