# Logging in to the Surplus Property System (SPS) from the myUAB Employee Hub

1. Go to my.uab.edu to log in with your BlazerID and strong password.

2. Click on **Manage Apps**.

3. Locate the SPS app. Click on **Launch** to log in to the SPS. Click on **Add** to add the SPS to your list of apps.
Logging in to the Surplus Property System (SPS) from UAB Administrative Systems Homepage

1. Go to www.uab.edu/adminsys
2. Click on SPS.
3. Log in with your BlazerID and strong password.
## SPS: Select Your Department

1. **Click on the Department drop-down to select a desired department to view.**
   
   If you have access to more than one department, you can change the view.

2. **Click on Continue.**
SPS: To Do List

The To Do List displays a list of tasks for your information. You cannot view or approve disposal requests from this screen.

The Current Tasks tab will list items that may require your attention.

Once a task has been addressed, it is recommended that you click on the X in the C column so that to remove it from this view.

The Completed tab will list all of the tasks that were marked as complete.

Click Search to view the list of the completed tasks.

To narrow this list, enter a specific date and/or select an authorized individual and click on Search.
SPS: Department Profile

The **Department Profile** is an inquiry-only menu option that provides information related to the departments that you currently have access to.

<table>
<thead>
<tr>
<th><strong>The Search</strong> tab lists the departments that you have access to.</th>
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<tr>
<td>The Search tab lists the departments that you have access to. Click on the <strong>Edit</strong> (pencil) icon to view information on an individual department.</td>
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<tr>
<th><strong>The Department</strong> tab displays the department’s organization code and name.</th>
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<th><strong>The Users</strong> tab is available to view a list of the department’s authorized users.</th>
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<td>The Users tab is available to view a list of the department’s authorized users. This list is updated nightly from the WAM System AEO/Auth Signor document.</td>
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</table>
SPS: Disposal Requests

The **Disposal Requests** menu option lists previously-entered requests for the selected department. New requests can also be entered here.

The **Search** tab lists requests that have been submitted for the selected department. The **A** column will indicate whether or not a saved request has been authorized. Authorized requests will have a green checkmark displayed in this column.

The **Add/Edit** tab gives you the ability to create and submit disposal requests.
SPS: Disposal Request Tracking

The Disposal Request Tracking menu option allows you to locate all disposal requests for your department.

The Disposal Requests tab lists the current status of requests that have been submitted for authorization.

Completed disposal requests can be marked as closed on this screen by clicking on the X located in the C column.

The Line Items tab lists the item detail for each request listed on the Disposal Requests tab.
## Logging Out of the Surplus Property System (SPS)

1. Click on the **Logout** menu option located in the top right-hand corner of the screen.

2. A confirmation will be displayed concerning your system status.

![Logout Confirmation](image-url)