1. Click on the PETS (Property Equipment Tracking System) link. **Note:** This registration is for Department / Organization Administrators that will be responsible for creating their dept in PETS, adding department users, and approving surplus disposal request.

2. Click on Ok button to acknowledge the 1st time log in message.
3. Click here to Register a New Department.

4. Enter your Organization #, Department (same as Organization Description in Banner) and Contact information.
5. Click on the Register button.
6. Click on **Ok** button to acknowledge completion of the initial registration.

7. This brings you back to the PETS initial screen. Close the browser.
8. Click on the PETS link in OneStop to complete your registration.

9. Click on Departments link.
10. Click on **Department Profile** link to complete the department registration process.

11. Click on **Edit** button to enter your Department Address(es).
12. When you click in the Building Name field a drop down list displays for available buildings at ECU. Once you begin entering the building name, the list will automatically filter based on what is being entered.
13. In this example, we will enter Bro for Brody building. **Important Note:** Once the drop down list filters to the desired building, you need to use your **Up & Down** arrows on your keyboard to select the desired building. Press **Enter** key to select the desired building.

14. Click in **Phone Number** field and enter primary department phone number.

15. Click on **Save** button. **Note:** If you have multiple addresses and phone #s for your department, repeat steps 11-14.

16. The first address and phone number entered automatically defaults to Main. This can be changed by selecting Main check box on subsequent addresses and phone numbers.
17. Click on your name to complete the update for your profile in PETS.

18. Click Edit button.
19. Enter your **Job Title** and office **Phone Number** and select the **Authorized For** checkbox. **Note:** The **Authorized For** checkbox allows you to approve surplus disposal requests for your department.

20. Click on **Save** button. This completes the steps for your department registration. Close the browser.

21. You will receive an email notification once your department has been approved. **Note:** The Surplus Property Department will need to approve your department’s registration before you can complete surplus disposal request or add other department users to complete surplus disposal request.