• **(AT) Reuse Program - collaboration** between Georgia Tools for Life (TFL) and the Georgia Department of Education

• Part of the state’s **AT Partnership Program**

• EdTrade is a secure online K-12 AT database that allows participating LEAs to loan, donate, or sell AT equipment to each other.

• Goal: reuse and cost-savings program between LEAs.

• This is a “members only” online sharing tool limited to Georgia’s K-12 public schools and programs.

• Registration is required through AT Program Portal.
Welcome to Ed-Trade

Get started with Edtrade by posting Assistive Technology equipment you need, by listing your equipment that is available for trade, loan, or sale, and by making requests for available equipment you see listed. Use the links below to get started or use the menu on the left and top to add users and add equipment.
Getting Started

• Get started by:
  • Posting AT equipment you have available
  • Viewing and Requesting available equipment that has been posted
  • Posting equipment you Need
  • Viewing Equipment needed by other LEAs
  • Built-in Communication Channels
Post Available Equipment

- LEAs can post equipment they have available for:
  - Loan
  - Sale
  - Donation
Add Equipment in My Inventory

<table>
<thead>
<tr>
<th>View</th>
<th>Item</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AAC device</td>
<td>Speech Communication (Augmentative and Alternative Communication - AAC)</td>
</tr>
</tbody>
</table>
Option to Show Equipment in Reuse Listings

- Show equipment available for Reuse
- You choose whether to keep the listing private or make available for reuse, by selecting Show in **Equipment Available for Reuse**

- Show in Equipment Available for Reuse

To show in listings, you must select at least one available option

Available For:
- Donation
- Loan
- Sale
LEAs can **View** and **Request** equipment that other LEAs / districts have made available for:

- Loan
- Sale
- Donation
## View Available Equipment

### Equipment Available for Reuse

<table>
<thead>
<tr>
<th>View</th>
<th>Item</th>
<th>Category</th>
<th>Manufacturer</th>
<th>Description</th>
<th>Type of Listing</th>
<th>Price</th>
<th>Owner</th>
<th>Date Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>🖥️</td>
<td>Amazon Echo</td>
<td>Daily Living (adapted meal devices, dressing aids, adapted cooking, and grooming solutions)</td>
<td>Amazon</td>
<td>Amazon Echo is a hands-free speaker you control with your voice. Echo connects to the Alexa Voice Service to play music, provide information, news, sports scores, weather, and more—instantly. ... When you want to use Echo, just say the wake word “Alexa” and Echo responds instantly.</td>
<td>Loan Sale</td>
<td>$179.99</td>
<td>CIDI Edtrade District Office</td>
<td>3/20/2023</td>
</tr>
<tr>
<td>🖥️</td>
<td>Apple iPad Air 2</td>
<td>Computers and Related Access Devices (alternate keyboards, mice, tablets, etc.)</td>
<td>Apple</td>
<td>-Apple iOS 8, 9.7-Inch Retina Display, 2048x1536 Resolution - A8X Chip with 64-bit Architecture, M8 Motion Coprocessor - Wi-Fi (802.11a/b/g/n/ac): 16 GB, Capacity: 2 GB RAM - 8 MP iSight Camera, FaceTime HD Camera - Up to 10 Hours of Battery Life</td>
<td>Loan Sale</td>
<td>$399.00</td>
<td>CIDI - Georgia Tech</td>
<td>3/20/2023</td>
</tr>
</tbody>
</table>
Request Available Equipment

**View Asset**

- **Item**
  - GoTalk Fit

**Request Asset**

- **Asset Name**
  - GoTalk Fit

- **Asset Description**
  - pocket-size static display, 9-loc or 4-loc (2 grids)

- **Request Type** *

- **Message (optional)**
Approved Requests Become Loans, Sales, or Donations

Requests for My District's Assets

<table>
<thead>
<tr>
<th>View</th>
<th>Asset(s)</th>
<th>Asset Owner</th>
<th>Requester</th>
<th>Type</th>
<th>Price</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎼</td>
<td>Amazon Echo</td>
<td>CIDI Edtrade District Office</td>
<td>Tools for Life</td>
<td>Loan</td>
<td></td>
<td>4/5/2023, 3:08 pm</td>
</tr>
<tr>
<td>🎼</td>
<td>Ergonomic keyboard</td>
<td>CIDI Edtrade District Office</td>
<td>Tools for Life</td>
<td>Loan</td>
<td></td>
<td>3/20/2023, 2:37 pm</td>
</tr>
<tr>
<td>🎼</td>
<td>Adaptive phones</td>
<td>CIDI Edtrade District Office</td>
<td>CIDI - Georgia Tech</td>
<td>Loan</td>
<td></td>
<td>3/20/2023, 12:05 pm</td>
</tr>
</tbody>
</table>
Loan Options

- Loan Options include:
  - Name of New Owner or Borrower
  - Start Date and End Date of Loan
Built-in Communication

- Communication is built in through:
  - Internal messages
  - Email notifications
View and Reply to Message Threads

<table>
<thead>
<tr>
<th>View</th>
<th>Users</th>
<th>Most Recent Message</th>
<th>Last Updated</th>
<th>Unread</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Norah Sinclair</td>
<td>A request has been created for your asset</td>
<td>4/25/2023, 2:17 pm</td>
<td></td>
</tr>
</tbody>
</table>
Equipment Needed

- LEAs can **Post** equipment they are looking for and need as
  - **Equipment Needed**

I Need A...

Please tell us what you are looking for.

<table>
<thead>
<tr>
<th>Item *</th>
<th>Manufacturer</th>
</tr>
</thead>
</table>
View Equipment Needed and Offer Items

View Need

- Item
  - AAC device

- ISBN

- AT Category
  - Speech Communication (Augmentative and Alternative Communication - AAC)

- Description
Users Roles

Roles:

- **LEA Manager** – This is the district level only intended for district supervisors, all functionality + adds users
- **School Manager** – adds equipment, makes requests, all functionality but does **not** add users
- **Viewer** – **view only access** for school personnel
Memorandum of Understanding

Ref: Equipment purchased with IDEA grant funding

Sample MOU

- Memorandum of Agreement Needed between LEAs
- Sample MOU provided

This memo is to outline the movement of equipment purchased with IDEA funds from the original purchasing LEA to the LEA requesting the items.

(LEA) will be following all federal program procedures specific to disposition of equipment and will be moving (equipment) from our current inventory and indicating the change on our current inventory tracking system. (Receiving LEA) will acknowledge the request by signing below for the request of the above-mentioned equipment. (Receiving LEA) will add this equipment to their inventory for tracking purposes and acknowledges that the item has been (sold to them, donated to them, or loaned to them until [date]).

LEA Name: __________________________ Receiving LEA: __________________________
Signature: __________________________ Signature: __________________________
Date: __________________________ Date: __________________________
Equipment type: __________________________
Serial Number or Barcode number: __________________________
Login to AT Portal to access EdTrade

[Login page screenshot]

Username

Password

Login

Forgot your password?
Thank you
Follow Tools for Life Online:

- Facebook: facebook.com/gatoolsforlife
- Instagram: @gatoolsforlife
- Twitter: @gatoolsforlife
- YouTube: youtube.com/@GAToolsforLife

Follow CIDI Online:

- Facebook: facebook.com/CIDIaccess
- Instagram: @cidiaccess
- Twitter: @cidiaccess
- YouTube: youtube.com/@AccessibleMediaTube
- LinkedIn: linkedin.com/company/cidiaccess