

If you need to sign for Government Furnished IT Equipment (GFE) in VistA, follow the steps below:

1. Login to **VistA**.
2. At the main menu type: ^IT Owner Menu
NOTE: If signing for equipment is overdue, VistA will not allow you to proceed with any action until you have signed for the equipment.
3. At the **IT Owner Menu**, type: ACCEPT
4. Look at the **ID#** column on the left side of the screen and note the total number of items listed.
5. Enter the range of numbers for the equipment to be signed. (For example, for the first item, type: 1; first and second items, type: 1-2; first, second, and third items, type: 1-3, etc.)
6. Press **Enter**.
7. Verify the physical barcodes and/or serial numbers of the items assigned to you are the same as the barcode/serial numbers noted in IFCAP/VistA.
8. At the **OK to Continue** prompt, type: YES
9. Read the **Government Furnished Equipment (GFE) Usage Guidelines and User Responsibilities**.
10. Press **Enter**.
11. At the **OK to Continue** prompt, type: YES
12. Press **Enter**.
13. Enter the Electronic Signature Code.
14. Press **Enter**.

NOTE: If an incorrect Electronic Signature Code is entered, in some cases, VistA will not allow you to proceed (including not being able to get to the Electronic Signature Code Edit option) and you will not be able to use VistA at all. If this happens, contact the Enterprise Service Desk for assistance.

1. On completion, acceptance is valid for one year.