HOW TO ACCESS DOE SYSTEMS

Charter Support Office
Office of School Design and Charter Partnerships
GALAXY
What is GALAXY?

GALAXY is a web-based DOE system used for human resources and budgeting. Charter schools will only use a small component of the Galaxy HR function.

GALAXY is a system that only Principals and their designee’s will use.

How do Charters Use GALAXY?

Charter schools use GALAXY to request DOE emails for staff members. A DOE email is required to access DOE systems.
GALAXY – The First Step

GALAXY is the first step in the process of getting a DOE email in order to access essential city-wide district systems;

- Pupil Accounting and State Testing/Reporting (ATS)
- NSYTL Procurement (FAMIS)
- Individualized Education Program (IEP) Management (SESIS)
- Extended Use Space Permits (CPS) – DOE Buildings Only

*All of the systems above require that you have a DOE Email
GALAXY – DEMO

✓ The link to GALAXY is: https://mygalaxy.nycenet.edu
  - Save this link in your favorites.

✓ Only the principal and two designated Table of Organization (TO) Maintainers can access GALAXY to “add staff”.

✓ The TO Maintainers must certify GALAXY on the 1st of the Month or access to systems (email, WebConnect and SESIS, if applicable) will be lost for all staff.

✓ To access SESIS, you must be assigned the SESIS role
DOE EMAIL
What is DOE username/email?

DOE username/email allows charter schools to be affiliated with a specific DBN. The email always ends in @schools.nyc.gov

How do Charters Use DOE EMAIL?

Charter Schools use their DOE username/email to access important systems and resources like

- SESIS
- ATS via WebConnect and the ATS Wiki
- Charter Schools Wiki
- NYCDOE Principal’s portal
Next Steps/Troubleshooting

- Passwords expire every 90 days.
- Credentials are deprovisioned every 6 Months if not used.
- If you did not change your password in time or forgot your password and you need a password reset, do not use the reset function on the landing page, email The Charter Schools Office: CharterSchools@schools.nyc.gov
- If your account has been disabled, please contact your Table Maintainer to ensure the TO has been certified.
SESIIS
What is SESIS?

Special Education Student Information System (SESIS) is a web-based tool that supports the evaluation, placement, and case management of students with disabilities.

How do Charters Use SESIS?

Charter Schools use SESIS to view the IEP documentation of all students in their school.
Once your have your DOE user ID you can use your credentials to log into SESIS, provided you have been assigned the SESIS role in GALAXY.

The link to SESIS is: https://sesis.nycenet.edu
ATS
GALAXY

SESIS

DOE Email

ATS

FAMIS

CPS

Charter Wiki

ChIP (soon)

Vendor Portal
What is ATS?

ATS (Automate The Schools) is the city-wide student information systems that automates the collection and reporting of data for all students in the New York City Public Schools.

ATS is a system that will be widely used by staff at the school, including registrars, assessment, transportation, food and immunization coordinators.
How do Charters Use ATS?

Charter Schools must use ATS for the following functions:

- Enrollment, Transfers and Discharges – Per Pupil Funding/NYSED Reporting
- Race/Ethnicity – NYSED Reporting
- ELL/SPED Status – NYSED Reporting
- Housing Status – NYSED Reporting (McKinney Vento)
- Attendance (EOY only) – NYSED Reporting
- Credit Accumulation – NYSED Reporting
- State Testing – Print and Scan Answer Documents
- Immunizations – NYC Department of Health and Mental Hygiene
- Transportation – Office of Pupil Transportation
- Summer School – Office of School Facilities
Download the ATS Systems Access Request Form and Mayoral Directive

Log into the link below, using your DOE username and password: https://portal.nycenet.edu/IT/Applications/systemaccess.htm

Applications & Systems
System Access Request Forms

Before you complete any of the following forms, please:

1. Make sure your name, location, phone number, and job title are correct in your Outlook account. You can update this information online or call the Help Desk at (718) 935-5100.

2. If you are requesting a new account, complete and get the appropriate signature on the Mayoral Directive form.

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You can send both forms to either:

(718) 326-8140 (fax); OR

systemsaccess@schools.nyc.gov
Check one for type of access requested

Don’t forget to sign the Mayoral Directive!
ATS– DEMO

✓ The link to WebConnect which is used to access ATS is:
  https://schools.ra.nyc.gov

✓ The link to the ATS Wiki page:
  wiki.nycenet.edu/display/ATSWiki/ATS+Wiki+Welcome
  - Save these links in your favorites.

✓ Each staff member should have/use their own ATS username and password. This is different from your DOE email and password.

✓ If a staff member leaves your school, please remember to remove them from your TO and deactivate ATS access to your school.
Next Steps/Troubleshooting

- You should receive your ATS User ID and initial password within 1-3 business days at your DOE email.

- If you do not receive an ATS user ID within this time frame, please call the Systems Access Team at 718 935-4009. Please be ready to provide your school name and DBN.

- If you need to reset your ATS password, press F10 from the ATS log in screen. If that does not work, please call the Systems Access Team at 718 935-4009. Please be ready to provide your school name, DBN and ATS User ID.
Logging into WebConnect

✓ The link to WebConnect which is used to access ATS is: https://schools.ra.nyc.gov.

✓ Use your DOE email and password to log into WebConnect. Do not use your ATS credentials here.

✓ You must use latest version of Internet Explorer and make sure your Java is up to date.

✓ You cannot log into ATS using the Mac operating system.
Upcoming ATS Training

ATS Training for Beginners:
Tuesday, August 7\textsuperscript{th} 2018 at 9a.m.
Tuesday, August 7\textsuperscript{th} 2018 at 11:30a.m.
Wednesday, August 8\textsuperscript{th} 2018 at 9a.m.
Wednesday, August 8\textsuperscript{th} 2018 at 11:30a.m.

ATS Training for Advanced Users:
Tuesday, August 7\textsuperscript{th} 2018 at 2p.m.
Wednesday, August 8\textsuperscript{th} 2018 at 2p.m.
VENDOR PORTAL
GALAXY

- SESIS
- DOE Email
- ATS
- FAMIS
- CPS
- Charter Wiki
- ChIP (soon)
- Vendor Portal
What is Vendor Portal?

The Vendor Portal is the Online Invoicing Application for Charter Schools.

How do Charters Use Vendor Portal?

Vendor Portal is the system where charter schools submit their per pupil invoices for enrolled students.
Vendor Portal– Please Note

✓ The link to Vendor Portal: https://vendorportal.nycenet.edu

✓ To request a password reset email: vendorhotline@schools.nyc.gov or call (718) 935-2300
FAMIS
What is FAMIS?

The FAMIS (Financial Accounting Management Information System) Portal is the NYCDOE’s web-based financial system.

How do Charters Use FAMIS?

FAMIS is the system which enables charter schools to spend their state allotted New York Textbook Law (NYSTL) Allocation.

FAMIS will only be used by the principal, operations or financial lead and/or other designees with procurement responsibilities.

Each school needs at least one initiator and one approver:

• FAMIS Initiators enters account codes and creates purchase orders (PO’s).
• FAMIS Approvers reviews the spending plan and approves or rejects the PO. This is usually the Principal.
FAMIS– Please Note

✔ The link to FAMIS: https://dfoforms.nycenet.edu/FamisPortal/login.aspx

✔ Each staff member should have/use their own FAMIS username and password. This is different from your DOE email and password.

✔ If a staff member leaves your school, please remember to remove them from your TO and deactivate their FAMIS access to your school.
System Access Request Form: FAMIS

### USER INFORMATION
- **First Name**
- **Last Name**
- **schools.ny.gov Email Address**
- **Work Phone**
- **Title**
- **User Location (Select One)**
- **FIELD SUPPORT (BFSC/SST)**
  - Box: Affinity Group, Brooklyn North, Manhattan, Brooklyn South, Bronx, Queens North, Staten Island, Queens South
- **SUPERINTENDENT OFFICE (District)**
  - Box: District Number
- **SCHOOL (District, Borough, Number)**
- **OTHER**

### FAMIS APPLICATION ACCESS
- **New**
- **Modify an Account**
- **FAMIS User ID**
- **Deactivate an Account**
- **FAMIS ACCOUNT TYPE**
  - Box: Initiator, Approver, Inquiry Only
- **FAMIS ACCESS LEVEL**
  - Options: None, Encumbrance, Spending Plan Processing (SP), Budget, Payments, Emergency Check Processing, Imprest Fund (IV), **EX**: EZ, Other

### SIGNATURES
- **By receiving a User ID I accept the responsibility for its proper and official use. I have signed and submitted the Acknowledgment of Receipt of Mayoral Directive 81-2.**
- **User Requestor’s Signature**
- **Principal/Supervisor Name (Print)**
- **Superintendent’s Name (Print) (Required if access is for Principal)**

### Instructions
- Before you complete this form, please:
  1. Make sure that your Outlook email contact information reflects your correct location, name, phone number and job title. To update your Outlook profile, please use the following link [https://dir.nycenet.edu/CentralSelfService](https://dir.nycenet.edu/CentralSelfService) or call the Help Desk at (718) 935-5100.
  2. If you are requesting a new account, get the appropriate signature on the Mayoral Directive. Then, email or fax both forms to:

```plaintext
- systemsaccess@schools.nyc.gov
- (718) 326-8140
```

Please allow 1-3 business days for your request to be completed. You will receive an email confirmation once access has been granted. Find this form at:

http://intrananyc.gov/IT/applications/systemaccess

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Don’t forget to sign the Mayoral Directive!
Next Steps/Troubleshooting

✓ You should receive your FAMIS User ID and initial password within 3-5 business days at your DOE email.

✓ If you do not receive an FAMIS user ID within this time frame, please call the Systems Access Team at 718 935-4009. Please be ready to provide your school name and DBN.

✓ If you need to reset your FAMIS ID, send an email to FAMIS@schools.nyc.gov. Please be ready to provide your school name, DBN and FAMIS User ID.
CHARTER SCHOOLS WIKI
What is the Charter Schools Wiki?

The Charter Wiki has information and tools that will help schools manage operations, finance and compliance tasks during the school year.

How do Charters Use the Charter Schools Wiki?

Charter schools use the Charter Schools Wiki to find the most recent information on a variety of topics from Assessments to First Day of School prep.

The Charter Schools Weekly archive is also available on the Wiki.
CHARTER INFORMATION PORTAL (CHIP)
What is the Charter Information Portal (ChIP)?

ChIP is the central data identity management system for charter schools.

How do Charters Use ChIP

ChIP houses all information for charter schools and empower schools to view and adjust their data on the fly (like principal information, who receives the C-weekly).

It also stores documents so that charters and NYC DOE are working from shared knowledge.
CUSTODIAL PAYMENT SYSTEM (CPS)
What is CPS?

CPS is the custodial permit system for school use in the NYCDOE. It allows schools to keep their school open outside of regular to DOE business hours.

How do Charters Use the Charter Schools Wiki?

Schools in co-located space (only), use CPS to enter and process permits for earlier starts, later dismissal times and other extra-curricular activities occurring during weekend hours and outside of the NYCDOE’s regular instructional hours (7am to 3pm).