

Instructions for Completing the System Access Request Form: FAMIS

System Access Request: FAMIS form for Nonpublic Schools New to FAMIS Ordering:

When placing orders in FAMIS, a new school or school that never participated in NYSTL ordering before, will need to be assigned two separate FAMIS IDs. Level 100 FAMIS ID is for a designated staff member to initiate or create orders. Level 200 FAMIS ID is for the principal/building leader to approve all the orders created by the initiator. The principal should never initiate an order using their level 200 FAMIS ID because they will not be able to approve it.

To obtain your FAMIS credentials, the principal/building leader will need to complete two separate versions of the [System Access Request: FAMIS form](#).

- As initiator (we do not assign level 100 to any individual at the school but rather as a generic FAMIS ID for the principal to designate someone at their school to be the initiator)
- As the approver (principal/building leader is the level 200 approver and will receive a different FAMIS ID than the initiator.)

When completing this form, the principal indicates under:

USER INFORMATION

- Principal's name
- School email address (you do not have a DOE email address)
- Work Phone #
- Title

USER LOCATION

- Check off "Central"
- Indicate the name of school.
- Indicate the school's DOE location code (all in the same line next to central)
- BEDS #

FAMIS APPLICATION ACCESS

- Check off "New"

FAMIS ACCOUNT TYPE - Note: the principal will complete this form twice, once as the initiator and the second time (separately) as the approver.

- Check off "**Initiator**"
- Check off "**Approver**" (on a second copy of the same form)

FAMIS ACCESS LEVEL (leave blank)

Signatures

Principal prints and signs their name once (2nd line) under Principal/Supervisor Name (Print & Signature & Date)

In addition to the [System Access Request Form: FAMIS](#), the principal will also be required to complete and submit one [Mayoral Directive Form](#)

System Access Request: FAMIS form for Nonpublic Schools with New Principals/Building Leaders

If you are a new principal/building leader at your nonpublic school, you will need to have the level 200 approver FAMIS ID changed. In order for us to update your FAMIS ID, please complete this [form](#) as follows:

- Completes **USER INFORMATION** -Principal's name, school email address, work phone # and title.
- **USER LOCATION** -Central/School Name/DOE Location code/BEDS #
- **FAMIS APPLICATION ACCESS**- Modify an Account (indicate FAMIS User ID/level 200)
 - Change Account Type-underneath indicate *From*: name of former principal *To*: name of new principal.
- **FAMIS ACCOUNT TYPE**-Approver
- **FAMIS ACCESS LEVEL**- Not applicable
- **SIGNATURES**- Principal completes second line "Principal/Supervisor name (Print & Signature & Date)

Completed form is emailed/scanned to Clientservices@schools.nyc.gov ; copy nps@schools.nyc.gov and ONPSdata@schools.nyc.gov (to update our other ONPCS data systems).

(No Mayoral Directive Form is needed)

If you have any questions regarding this form, please email nps@schools.nyc.gov or clientservices@schools.nyc.gov for assistance. Please be sure to include your school's name, DOE location code and reason for submitting this form.