

## FAMIS Portal Instructions for Non Public Schools

The [FAMIS \(Financial Accounting Management Information System\) Portal](#) is a DOE web-based purchasing application that has been enhanced as a purchasing tool for both the users and vendors. For detailed instructions and information on how to place orders in the FAMIS Portal, you may access the [New York State Loan Program Guidelines](#) available on the [NPS New York State Loan Programs](#) website. Should you require technical support and have inquiries with specific technical questions and/or difficulties in placing orders via FAMIS Portal, please contact the Division of Financial Operations and Information Systems (DFOIS), Finance Service Center via email at [Clientservices@schools.nyc.gov](mailto:Clientservices@schools.nyc.gov) or call 718-935-5000.

Please note that if you previously had a four digit numeric DOE location code, you will now see a four character alpha code when you sign into FAMIS. This is your school's unique identifying location code. Please be sure to always indicate the alpha location code assigned to your school on all documents, correspondence and inquiries pertaining to FAMIS issues. This code will be populated on all purchase orders generated in FAMIS and will also reflect your school's delivery address that is on file. Please report all address changes immediately to us via email and to the State Education Department (SED) so that we may update our records for auditing purposes.

Before you can access the [FAMIS Portal](#) you must have two valid FAMIS User IDs. One for the school designee or "initiator" assigned to create the order in FAMIS; and a second FAMIS ID now required for the principal/building leader to "approve" the order in FAMIS. The principal/building leader will be required to create a "signature" prior to approving any orders. Please refer to page 5 of [NPS How to Approve or Reject a PO in FAMIS](#).

The "initiator" FAMIS ID (level 100) is the FAMIS ID you have been using to create a purchase order in FAMIS. A valid FAMIS password consists of 8 characters and must include at least one numeric character (special characters can be used but are not required). The school designee, who is the initiator should update the FAMIS portal profile with his/her current e-mail address. The e-mail address indicated should also be the email address used by the initiator when accessing the ShopDOE planning portal.

A FAMIS ID (level 200) is also required to approve all orders submitted in FAMIS. The principal/building leader of your school will be the "Approver" and has been provided with a FAMIS ID along with a default password and PIN. Upon logging in for the first time, the principal/building leader will be required to change the level 200 password. A valid FAMIS level 200 password consists of 8 characters and must include at least one numeric character. *(Special characters such as #, @, &, can be used for extra security but are not required at this time).*

Please be sure to securely retain your password as the DOE will not have access to your password. You should log on to your FAMIS account at least once a month to avoid having your account revoked due to lack of use. *(FAMIS/RACF ID's are revoked if not used in 90 days)*. If you attempt to access FAMIS with an invalid User ID/Password combination three consecutive times, FAMIS will automatically deactivate your school's account. If this occurs,

you will not be allowed to access FAMIS until you reactivate your account. For forgotten or revoked level 100 & 200 passwords, please contact the Finance Center at [Clientservices@schools.nyc.gov](mailto:Clientservices@schools.nyc.gov) or call 718-935-5000. To obtain a password reset, you will need to provide your school's DOE (alpha) location code, FAMIS User ID and the PIN. Please be sure to keep your PIN in a safe and secure place for reference, if needed for all password resets. If you don't know your DOE location code, FAMIS User ID and PIN, please provide your school's full name, BEDS # and principal's name/email.

### **New to NYSTL**

If you are a new school and/or if you are new to NYSTL, please submit a letter of interest to participate to the Office of Nonpublic Schools (ONPS), NYSTL Unit at [nps@schools.nyc.gov](mailto:nps@schools.nyc.gov) requesting participation in the New York State Loan Programs. Please be sure to include the following information:

- Full name and address of school
- BEDs number as assigned by SED
- Principal's name and email address
- Contact information for your school designee responsible for FAMIS ordering. It cannot be the principal/building leader.