

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 or call 718-935-5000.

All schools participating in NYSTL ordering are assigned a four-character alpha DOE location code, which will populate 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 also 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 is required for the principal/building leader to "approve" the order in FAMIS. If you are a new school or new to participating in FAMIS ordering, you will need to be assigned your FAMIS IDs and passwords. To obtain your FAMIS credentials or FAMIS IDs for the first time, please complete the [System Access Request Form: FAMIS](#) and a [Mayoral Directive](#) form, which we must have on file. Please refer to the [Instructions for Completing the System Access Request Form for FAMIS](#). Completed forms must be submitted to clientservices@schools.nyc.gov.

The school principal or building leader will assign the level 100 FAMIS ID to a designated staff member who will be the "initiator" responsible to create a purchase order in FAMIS. The principal or building leader assigned a level 200 FAMIS ID will be responsible for approving all orders created by the level 100 "initiator". It is important to note that the principal/building leader should never create or initiate an order using their level 200 FAMIS ID because they will not be able to approve the order.

If you are a new principal or building leader at your school that already has FAMIS credentials, you will need to have the level 200 approver FAMIS ID changed. For us to update your FAMIS ID with your name and email address, please complete the [System Access Request Form: FAMIS](#) per the [Instructions for Completing the System Access Request Form for FAMIS](#). You do not need to complete the Mayoral Directive form.

For information on "approving" an order and creating a signature, please refer to [How to Approve or Reject a PO in FAMIS\(Open external link\)](#).

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 IDs are usually revoked if not used in 60 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 or call 718-935-5000. To obtain a password reset, you will need to provide your school's DOE (alpha) location code, BEDS#, FAMIS User ID, and principal's name/email address. If it is the approver's FAMIS ID that needs to be reset, the principal will need to make the request.

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 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
- DOE (alpha) location code (if assigned)