NYC Department of Education

System Access Request Form: FAMIS

USER INFORMATION

First Name		Last Name	
schools.nyc.gov Email Address		Work Phone ( )	
PIN (e.g. pet's name, favorite city, favorite food)		**Enter the following * (not applicable to Charter Schools)** EIS/FILE ID	
Title			

User Location (Select One)

☐ CENTRAL (Universal) — **Office**

	Borough/Citywide Location	
☐ NYCDOE BOROUGH/ CITYWIDE OFFICE	☐ Affinity Group	☐ Brooklyn North
	☐ Manhattan	☐ Brooklyn South
	☐ Bronx	☐ Queens North
	☐ Staten Island	☐ Queens South

☐ SUPERINTENDENT OFFICE District(s) — **District Number**

☐ SCHOOL — **District, Borough, Number (e.g. 25Q123)**

☐ OTHER

FAMIS APPLICATION ACCESS

☐ New — Please accompany this form with a signed Mayoral Directive

☐ Modify an Account **FAMIS User ID:** _____

☐ Add Location	☐ Reactivation
☐ Change Location	☐ Change Account Type

Change Location or New Account Level Needed

FROM _____ TO _____

REASON (Select One)

☐ Deactivate an Account

☐ Administrator's Request   ☐ No Longer at Site

☐ Other _____

FAMIS ACCOUNT TYPE (Select One)*

☐ Initiator   ☐ Approver   ☐ Inquiry Only

FAMIS ACCESS LEVEL *

☐ None   ☐ Encumbrance   ☐ Spending Plan Processing (SP)
☐ Budget   ☐ Payments
☐ Change Notices ☐ Imprest Fund (IV)
☐ 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		DATE
Principal/Supervisor Name (Print)	Principal/Supervisor Signature	DATE
Superintendent's Name (Print) **(Required if access is for Principal)**	Superintendent's Signature	DATE

Division of Informational and Instructional Technology • Security Applications Unit

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 http://idm.nycenet.edu/selfservice 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:

✉ 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: https://infohub.nyced.org/nyc-doe-topics/it/doe-systems/systems-access-requests