Systems Checklist for New School Opening

DOE Charter Resource Page

**Galaxy**
Roles:
- Principal assigns access to teachers or to TM?
- Who is Table Maintainer?
- Who Provides Access to Staff?
- Who certifies TO Monthly?

Put all staff on TO – gives them access to DOE systems

Access: myGalaxy Logon
Password Reset: Contact charterschools@schools.nyc.gov
Resources: Galaxy User Guide

**DOE Outlook**
All Staff – Access to DOE systems
Access via Galaxy
Password Reset:
Guide:

**Famis**
Purchasing:
- Who is Initiator?
- Who is Approver?
- Who is Receiver?
- PO is Certified by?

System Access Request Form: FAMIS Access Form and Mayoral Directive
Login: FAMIS Logon and Shop DOE
Password Reset: Contact FAMIS Helpdesk (718) 935-5100
Resources: NYSTL Purchasing Guide  Certifying POs in FAMIS
ATS - Who is responsible for:
- Enrollment
- Pupil Accounting
- School Food (Budget Issue)
- OPT (Metrocards)
- Testing/ Score Reports

System Access Request Form: [ATS Access Form](#) and [Mayoral Directive](#)
Login: [ATS WebConnect](#)
Password Reset: Use F10 function from ATS Home Screen
Resources: [ATS User Guide](#) and [WebConnect “How To”](#)

**SESIS**
- Do ALL Teachers have access?
  - Section 408 regulations
- Special Education versus General Education levels of access
- Do all Service Providers have access?
Access: [SESIS Log in](#)
Password Reset: Contact [charterschools@schools.nyc.gov](mailto:charterschools@schools.nyc.gov)
Resources: [SESIS Guide](#)

**Vendor Portal** - How to submit? What to do when something goes wrong?
- Principal Access
- Who else has Access
- Init/Approver?
- USPE Summary of recommended services
- Who understands Sped Guidelines for billing?
- Password Reset Contact:
Access: [Vendor Portal Login](#)
Password Reset Contact: [vendorhotline@schools.nyc.gov](mailto:vendorhotline@schools.nyc.gov) OR (718) 935-2300
Resources: [VPortal Invoicing Guide](#)

**OPT**
Roles:
- Who has OPT username & password?
- Who manages MetroCard inventory (ATS access)?
Access: [OPT Login](#)
Password Reset Contact: Contact your Borough OPT Account Manager
Resources: [OPT Services](#)
CPS – for DOE Co-located Schools
Roles:
Who submits the request for extended use? __________________________
Who approves it? __________________________
Access: Custodial Payroll System
Password Reset: Online or charterschools@schools.nyc.gov
Resources: Extended Use Procedures

TEACH
 Roles:
  • Who enters new teachers and removes the departed? __________________________
Log In: Update Teaching Staff Status
Access Request Form: TEACH Admin Update
Password Reset Contact: TEACH Home
Resources: TEACH Resources, Additional Certification Resources
               TEACH HELP phone line at 518-486-6041

SEDDAS
Roles:
  • Who has access? __________________________
Access: SEDDAS Login - NYSED Portal
Password Reset Contact: Step-by-Step Password Reset
Resources: SEDDAS Guide

SEDREF
Roles:
  • Who is responsible for updates to NYSED records? __________________________
Access: SEDREF Login - NYSED Portal
Password Reset Contact: Step-by-Step Password Reset
Resources: SEDREF Help