

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"](#)

SEGIS

- Do ALL Teachers have access?
 - Section 408 regulations
- Special Education versus General Education levels of access
- Do all Service Providers have access?

Access: [SEGIS Log in](#)

Password Reset: Contact charterschools@schools.nyc.gov

Resources: [SEGIS 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 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](#)