



**Department of
Education**

Carmen Fariña, Chancellor

Charter Schools Office
Galaxy User Guide

Introduction

In an effort to facilitate access to DOE email accounts (including WebConnect access) and SESIS, charter schools will use the Galaxy system. Galaxy is a web-based DOE system for human resources and budgeting. Charter schools will use only a small component of the Galaxy HR function. **Galaxy is a system that Principals and their designee's will use. Teachers and other school staff will use the DOE email account/ WebConnect/ SESIS that Galaxy facilitates, and will not use Galaxy.**

Charter school leaders (or a designee) will be able to add staff to Galaxy. Once on Galaxy, a DOE email account will be generated for the charter staff (DOE email accounts serve as WebConnect, Intranet and SESIS credentials).

Galaxy is not compatible with Macs at this time. All Galaxy work must be done on a PC.

Sections:

- I. [Initial Load of Principals](#)
- II. [Changing Your Password](#)
- III. [Logging in to Galaxy and the Table of Organization](#)
- IV. [Adding Additional Staff](#)
- V. [Assigning a Table Maintainer](#)
- VI. [Removing Staff From the TO](#)
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- X. [Frequently Asked Questions](#)

Table of Organization

Welcome to your new Homepage for **myGalaxy and Central Offices**

When logging in, check this page for:

- Galaxy Announcements, News and Updates
- Calendar Events
- Tools, Resources and FAQs

Access the Galaxy System ...

Logon Using: Galaxy User Id DOE User Id

Galaxy User ID

Galaxy Password

DOE User ID

* DOE Password

Location (optional)

my Galaxy (Production Region)

[Click Here To Change Settings](#)

* Please enter your DOE user ID in order to enable future logons to the Galaxy system

DFPM Announcements

Galaxy Budget Modification Deadline
All Schools and Central/ Deadline: March 16th

The Galaxy budget modification deadline for schools is **Friday March 16th**.

This is the deadline to modify all tax-levy and reimbursable funding. After the deadline, you will not be able to make modifications to filled positions or OTPS.

We strongly recommend that you create all vacancies and bulk jobs for anticipated needs for the rest of the school year before the deadline. You will be able to enter modifications after the deadline only to create a vacancy for an unanticipated staffing transaction, to create or modify bulk jobs using funds from existing bulk jobs or the lump sum, or to schedule late allocations.

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Initial Load of Principals

In the spring of 2012, Charter School Principals will be automatically added to Galaxy by the Charter Schools Office and will receive via email the user name and password for Galaxy. This user name and password is also the user name and password for DOE email, WebConnect and SESIS for the Principal.

Changing your Password

Principals and all users should immediately change the password from the initial password, as it is not secure. To do this, please go to <https://owa2003.nycboe.net/iisadmpwd/aexp2b.asp>. To see a complete guide with complexity rules, please visit the Charter Schools Office [Operations Wiki](#).

Logging in to the Table of Organization

To access Galaxy: <http://mygalaxy.nycenet.edu/default.aspx>

Enter in your user name and password (the same as your DOE email username and password). Do not enter in the [@schools.nyc.gov](http://schools.nyc.gov). Please note that announcements on the login page may not be applicable for charter school users.

N.Y.C Department of Education
Central Office Tables of Organization

Welcome, Laurie Price
 84K355 - Williamsburg Collegiate Charter Sch (84)
 157 WILSON STREET, BROOKLYN, NY 11211
 718-302-4018 Julie Kennedy
 2011 - 2012 School Year (Galaxy_Pro)
 Automatic Approvals

Table of Organization DHR Add Item Info Session [Enter search text.] Find Logout

Charter School Personnel

	Name	Assignment	Charter School ID	Notes
	BLANKS, SHAYMORA	Special Education	0AG0301	
	Blommendahl, Wendy	Operational Manager	0AG038C	
	CAMUS, JENN	Operations	0AG0303	
	DAURIA, MICHAEL	Operations	0AG0306	
	Fitzgerald, Meghan	Operational Manager	0AG038B	
	GUZMAN, MARISSA	Operations	0AG0308	
	KENNEDY, MAYA	Head of School	0AG0309	
	ROTH, MAYA	Head of School	0AG030G	
	SETTY, PADMINI	Operations	0AG030H	

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Logging in to the Table of Organization (continued)

Once you log on, you will be on your school’s Table of Organization or TO. Under “Charter School Personnel,” the TO lists all of the staff that you have added and have access to a DOE email account, WebConnect and SESIS (if given a role, explained below). You will be able to view their assignment, which you will decide when adding the staff, and their Charter School ID, which will be automatically generated. To edit a staff member’s information, click the icon next to the staff member.

Please note that charter school users will need to give the Charter School ID when making calls to the DOE help desk (staff will be asked for their DOE employee number). Because these staff will not have access to Galaxy, we recommend that the table maintainer keep a list of these numbers readily available in the case that staff need to call the help desk.

N.Y.C Department of Education
Central Office Tables of Organization

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718-302-4018 Julie Kennedy
2011 - 2012 School Year (Galaxy_Pro)
 Automatic Approvals

Table of Organization Add Item Info Session [Enter search text.] Find Logout

Central OTPS
Charter School Personnel

Charter School Personnel

Name	Assignment	Charter School ID	Notes
BLANKS, SHAYMORA	Special Education	OAG0301	
Blommendahl, Wendy	Operational Manager	OAG038C	
CAMUS, JENN	Operations	OAG0303	
DAURIA, MICHAEL	Operations	OAG0306	
Fitzgerald, Meghan	Operational Manager	OAG038B	
GUZMAN, MARISSA	Operations	OAG0308	
KENNEDY, JULIE	Head of School	OAG0309	
ROTH, MAYA	Head of School	OAG030G	
SETTY, PADMINI	Operations	OAG030H	

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Adding Additional Staff

Click on “Add Item” at the top of the TO and then “Charter School Personnel.”

New Charter School Personnel

Chapter 180 of New York State Education Law mandates fingerprint supported criminal history background checks for applicants for certification and prospective employees of public schools, charter schools and BOCES. By giving the below staff member access to DOE systems, the charter school accepts responsibility for fingerprint supported criminal history background check for this staff member.
www.highered.nysed.gov/tcert/ospra/ch180laws2000.html

Please enter the person's existing NYC DOE email address or current e-mail address to which credential information regarding their new NYC DOE email account will be sent.

E-mail Address

First Name

Last Name

Assignment

Access expires on

Notes

Inactive

Adding Additional Staff (continued)

You will be prompted to add:

Email Address (required): This can be either a personal email address or their charter school email address i.e. johndoe@bestcharterschool.org. **You must make sure that this email address is entered in correctly as the user ID and initial password will be sent to the email address entered.** If you enter in an incorrect address, and have already hit the “Save” button, the email credentials are not recoverable. You will need to delete the staff member from the TO, and re-add them with the correct address. Simply changing the email address once the staff has been added will NOT trigger a new email to be sent with the credentials.

If an e-mail address is entered that already exists in the system and is on another school’s TO, you will need to confirm if you are attempting to add the same user to your school’s TO. If the user selects ‘Yes’, then the person will retain the the Charter School ID from the first school TO they were added to. If ‘No’, the system will request entry of a different email address and will be given a new Charter School ID. A valid email address is required to create add the staff member. Do NOT enter in a DOE email account into this field.

First Name (required)

Last Name (required)

Assignment (required): The employee’s function within the charter school or CMO, selected from one of the following possible values: Administration, Teacher, Operations, Principal. This is meant as a method to help the school identify staff; the assignment does not change the user’s access in any way. Only the Principal of the schools should be given the “Principal” assignment.

Access Expires On (Required): The date on which the employee’s access will expire. This field defaults to the last day of the fiscal year, 6/30/2012, and cannot be set to a date beyond this. Any staff on the TO at the end of the fiscal year will be automatically rolled over to the TO for the next fiscal year. This can be set to any date prior to the end of the fiscal year for staff members who are temporary.

Notes (Optional): Notes regarding the employee.

Inactive (Optional): A checkbox indicating whether the employee is inactive in the organization. When a person is marked as inactive, their account and roles are disabled. However, activating their account is accomplished by deselecting the inactive checkbox (there is no need to re-enter the person on the TO and reselect roles).

Click "Save" and this staff member will appear under the "Charter School Personnel" section of the TO. **If a staff member will need SESIS access, you should then [assign him/her a SESIS Role](#). If this staff member will maintain the table as your designee, you should also [assign him/her as the Table Maintainer](#).**

Within 5 business days, the staff member will receive an email (at the address specified) with user name and password for their DOE email account and WebConnect Access.

Once you have added a staff member, please give him/her the user guide for DOE email accounts and inform him/her that credentials will come via email in 5 business days.

N.Y.C Department of Education
Central Office Tables of Organization

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157 WILSON STREET, BROOKLYN, NY 11211
718-302-4018 Julie Kennedy
2011 - 2012 School Year (Galaxy_Pro)
 Automatic Approvals

Table of Organization

DHR Add Item Info Session [Enter search text] Find Logout

Charter School Personnel

Name	Assignment	Charter School ID	Notes
Aris	Special Education	0AG0301	
BBP	Operational Manager	0AG038C	
...	Operations	0AG0303	
...	Operations	0AG0306	
...	Operational Manager	0AG038B	
...	Operations	0AG0308	
...	Head of School	0AG0309	
...	Head of School	0AG030G	
...	Operations	0AG030H	

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Charter School Personnel

Name	Assignment	Charter School ID	Notes
BLANKS, SHAYMORA	Special Education	0AG0301	
Blommandaki, wandy	Operational Manager	0AG038C	
CANUS, JENN	Operations	0AG0303	
DAUREA, MICHAEL	Operations	0AG0306	

Page: 4 of 24 Words: 3,897

Assigning a Table Maintainer

Staff members who have the assignment of "Principal" in Galaxy will have the ability to add and remove other staff, grant Table Mantainer status, assign SESIS roles and complete the monthly certification process. Each Principal can assign **two** other staff member the Table Maintainer status to delegate the responsibility of maintaining the school's TO. You can grant this right after a staff person has been added to the TO and is listed under the "Charter School Personnel" section. To grant this right, click the  icon next to the staff member. Click on "Assign Role" and then "Charter Schools".

If the menus do not appear upon clicking on the  icon, you may need to [adjust your browser settings](#). Please remember that Galaxy is not compatible on MAC computers.

Assign Roles - Webpage Dialog

Role Access Assignment

Assign Access to Charter Schools Category
Please select the role you wish to assign to this person

Office: 84K702
Last Name: BRYON First Name: MELANIE
Employee ID: 84K7020001

ASSIGN ROLES

Select Role(s)	Location Name	Assigned
<input checked="" type="checkbox"/>	Charter School Principal	K702 Community Partnership Charter
<input checked="" type="checkbox"/>	Charter TO Maintainer	

Buttons: Save, Cancel

Table of Organization

Central OTPS

- PAYMENT FOR C SERVICES
- LIBRARY BOOKS
- EDUCATIONAL
- TEXTBOOKS
- PAYMENT FOR C SERVICES
- PAYMENT FOR C SERVICES

Charter School Personnel

- New
- View / Edit Details
- Remove
- Assign Role
- Details

Welcome, Laurie Price
84K702 - Community Partnership Charter (84)
241 EMERSON PLACE, BROOKLYN, NY 11205
718-399-3824 Melaine Bryon
2011 - 2012 School Year (Galaxy_Pro)
 Automatic Approvals

[Enter search text.] Find Logout

Assigning a Table Maintainer (continued)

Check the "Charter TO Maintainer" box to indicate that this staff member can add, remove and certify staff for this TO. **Each Principal can name up to two staff members as Table Maintainers.**

N.Y.C. Department of Education
Central Office Tables of Organization

Welcome, Laurie Price
84K406 - Teaching Firms Prep School (84)
616 QUINCY STREET, BROOKLYN, NY 11221

2011 - 2012 School Year (Galaxy_Pro)
Automatic Approvals

Table of Organization DHR Add Item Info Session [Enter search text.] Find Logout

Central OTPS

Title	Activity Code	Scheduled Amount	Allocation Category
PAYMENT FOR CONTRACT SERVICES	X55V	\$1,776,031	Ctl Charter Schools Ged Otps Ua 472 (002124)
LIBRARY BOOKS	X6A9	\$825	Ctl Charter Schools Nystl Library Books (002129)
EDUCATIONAL SOFTWARE	X62E	\$1,977	Ctl Charter Schools Nystl Software (002129)
TEXTBOOKS	X66C	\$7,689	Ctl Charter Schools Nystl Textbooks (002129)
PAYMENT FOR CONTRACT SERVICES	X5WQ	\$228,633	Ctl Charter Schools Special Ed Otps Ua 472 (012124)
PAYMENT FOR CONTRACT SERVICES	WNAK	\$14,522	Idea Charter Schools Sect 611(central) (026671)

Charter School Personnel

Name	Assignment	Charter School ID	Notes
Dunkley, Damien	Principal	84K4060002	
Kalam Id-Din, Rafiq	Principal	84K4060001	
Mathews, Michelle	Principal	84K4060003	

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Removing Staff

Once a staff member has left the charter school and should no longer have access to view student information, the school must remove the staff member from the TO. To remove a staff member, log on to your TO. Click on the icon next to the staff member to be removed. Click Remove. You will then be asked to verify this decision. Verify that you want to remove this person from the TO by clicking OK. It is important remove staff from the TO as soon as possible. As long as someone is listed on the TO, they will have access to DOE systems and student information. Only staff that are currently employed by your school should be listed on the TO.

Marking Staff as “Inactive” If On Leave

If staff will only be gone temporarily, or you know will be returning, do not remove the staff. Instead, mark the staff as inactive by clicking on the icon, clicking view/edit details and checking “Inactive.” When the staff returns, click the staff as active. This will avoid the user being reassigned a new user ID upon returning.

February 2012 Certification of Staff (844704)

Because charter school staff do not give social security numbers, there is no way for the NYCDOE to ensure that one person does not obtain multiple accounts. In addition, because CS staff are not in any NYCDOE HR systems, the DOE has no way of knowing when a charter school staff member has left and should no longer have access. To mitigate this security concern, charter school leaders (or their designee) must verify monthly that a staff member is still on staff and should still have access.

Please select Active / Inactive / Remove for each employee listed on your Table of Organization. 4 of 10 Certified

Active	Inactive	Remove	Person Name	Assignment	Scheduled Expiration
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Doe, Jane	Charter School Principal	6/30/2012
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cruz, Jonathon	Teacher	6/30/2012
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Diaz, Davis	Teacher	6/30/2012
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Efram, Suzanne	Teacher	4/1/2012
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Frank, Bonnie	Teacher	6/30/2012
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Gines, Jason	Teacher	6/30/2012
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Herbert, James	Teacher	6/30/2012
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Jones, Jim	Teacher	6/30/2012
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Kelly, Robert	Teacher	6/30/2012
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ludwig, Kim	Teacher	6/30/2012

Monthly Certification

At the beginning of each month, the Charter School TO will require certification of each person listed to verify that each person listed on the TO is still active in the charter school. The certification screen above will appear to the Charter School User (Principals and Table Maintainers) when logging on to their Galaxy TO. The certification screen cannot be bypassed until the certification process is complete. New employees may not be added, and roles may not be updated, until the monthly certification process is complete.

The certification screen requires selection of one of following options for each person in the Charter School TO: Active, Inactive or Remove.

Choosing Active signifies that The Charter School employee is employed by the school and should continue to have an active NYC DOE account, as well as any assigned roles.

Choosing Inactive signifies that The Charter School employee is currently inactive. The employee’s DOE email account and any previously assigned roles will not be active (resulting in a non-permanent loss of access to DOE systems: email, WebConnect, and SESIS if applicable). The person will remain on the TO, and any assigned roles on the TO, though inactive, will not be removed. To activate this employee’s access, the person must be certified as active at the beginning of the month, or the person may be ‘unselected’ as ‘inactive’ on the TO.

Monthly Certification (continued)

Choosing Remove signifies that the person is no longer an employee of the Charter School. Upon designating an employee as 'Remove', the person will be removed from the Galaxy TO, and the staff member's email account and all assigned roles will be deleted permanently.

Deadline for Monthly Certification

The monthly certification screen appears to the Charter School Principals, and Table Maintainers starting on the first of every month. Charter schools and CMO offices are required to complete certification (designation of active, inactive or remove) of each employee on their TO by the 10th of every month.

Loss of Account Access When Not Meeting the Monthly Certification Deadline

If a Charter School or CMO does not complete certification by the 10th of the month, all employees on their TO (except for those designated as 'Head of Charter School', 'CMO Leader' or 'Charter TO Maintainer') will be automatically set to 'Inactive'. Specifically, if a charter school does not complete certification of their employees by the end of the day on the 10th of the month, then at 12:01 on the 11th day of the month, all employees on that location's TO (except for those designated as 'Head of Charter School', 'CMO Leader' or 'Charter TO Maintainer') will be set to inactive status. As a result, all other employees in that charter school or office will have their email accounts inactivated and will lose access to DOE systems (WebConnect, DOE email, SESIS if applicable). To re-instate your staff members' accounts as 'active', the charter school must log on to Galaxy and complete the certification process, appropriately marking employees as active. After marking employees as active, account access will be restored within 48 hours. **If your staff members call the help desk for access during a time when the school has not certified the TO, the help desk will NOT be able to grant the users access. The only action that can reinstate users' access to DOE email/intranet/WebConnect and SESIS (if applicable) will be certification of the TO in Galaxy.**

Email Warnings to Complete Monthly Certification

Every day that the monthly certification is not completed from the 1st of the month to the 10th of the month, Galaxy will send email notifications to those employees tagged as 'Head of Charter School', 'CMO Leader', or 'Charter TO Maintainer' warning them that their certification process is not yet complete and that all employees listed on their TO will be inactivated on the 11th of the month.

N.Y.C. Department of Education
Central Office Tables of Organization

Welcome, Laurie Price
84K359 - The Uft Charter School (84)
300 WYONA STREET, BROOKLYN, NY 11207
718-922-0438 Michelle Bodden
2011 - 2012 School Year (Galaxy_Pro)
 Automatic Approvals

Table of Organization DHR Add Item Info Session [Enter search text.] Find Logout

BETS, ANNA	Operations	None
BROWN, SHEP	Operations	OAG0302
CARR, GAIL	Data Manager	OAG0304
HASS, SAM	Principal	84K3590003

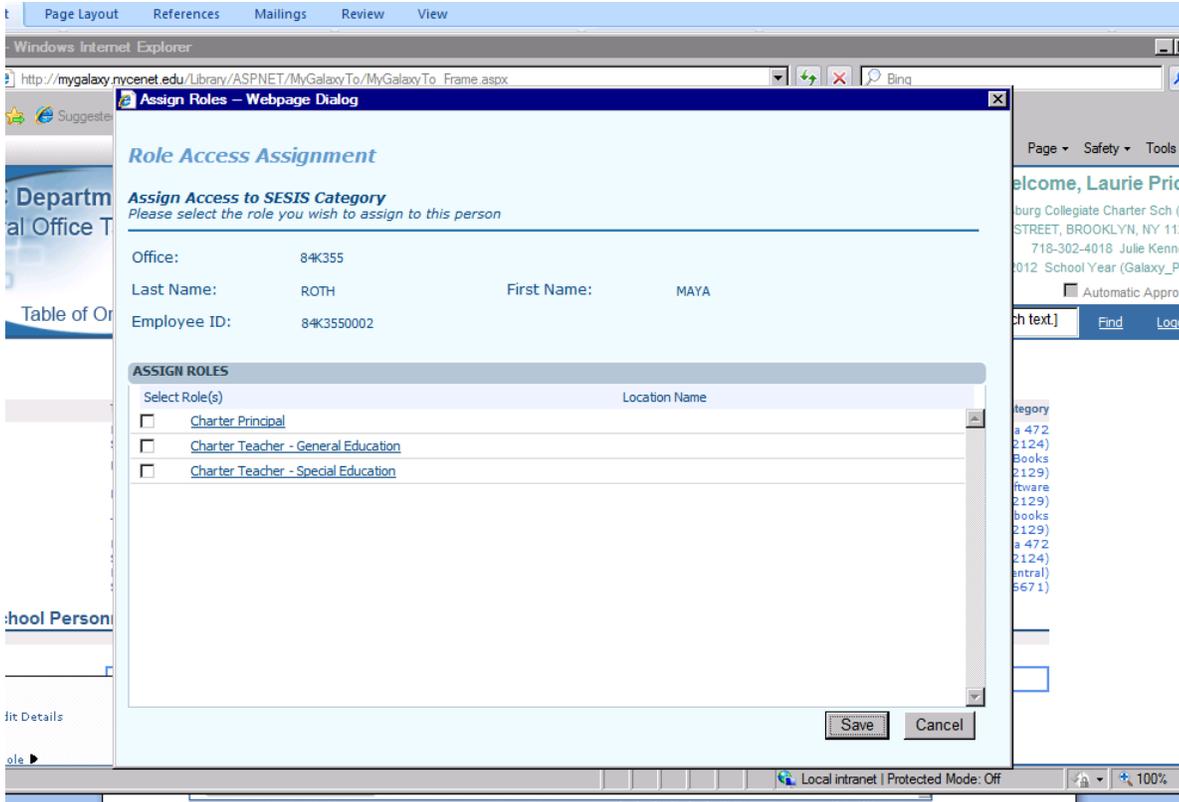
- View / Edit Details
- Place in Anticipated Removals
- Assign Role
- Select Supervisor
- Split
- History
- Details

- Aris
- BBP
- Galaxy Security Roles
- Charter Schools
- SEGIS
- School Functions
- NYCAPS

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Assigning SESIS Roles

Some staff will require the use of SESIS. To enable SESIS access, click on the  icon next to staff member. Click "Assign Role" and then "SEGIS." Principals and Table Maintainers should also double check that they have the correct SESIS role if they will require it as well. If a staff member will not need SESIS access, there is no need to complete this step.



Assigning SESIS Roles (continued)

Charter School users will have three choices of roles: Charter School Principal, Charter School SpEd Teacher and Charter School GenEd Teacher. Check the applicable role.

SEGIS access will be live approximately 5 days after saving an assigned role. Please message to staff members that SESIS access is not immediate and will take approximately 5 days to initiate.

Frequently Asked Questions for Principals/ Table Maintainers

Q. I am a Principal and I forgot my Galaxy password. What do I do?

A. Your Galaxy user name and password are the same as your DOE email user name and password. Call the helpdesk for a password reset: 718-935-5100

Q. A staff member needs his/her DOE email password reset- what do I do?

A. The staff member must call the DOE Help Desk. They must have their employee ID as listed in Galaxy (the Principal or Table Maintainer must give out this information). Please ensure that the account is not disabled due to a lack of certification.

Q. I added a staff member to the TO, he/she received the email notification with user name and password, but still has questions. What do I do?

A. Refer him/her to the DOE Email account user guide sent to all Principals.

Q. I added a staff member to the TO and the staff is not able to log in to SESIS- what should he/she do?

A. Check to make sure that you have assigned the staff member a SESIS role on the TO AND that 5 business days have passed since you added the staff to the TO. If it has not been 5 days, advise the staff to wait. If it has been, ask if the user received the DOE email user name and password and if they are using what was sent in the email. Ask if the user changed the initial password and is using the correct password- test this on another DOE system such as DOE email or intranet. Ensure that the TO has been certified for the month. If the user is able to log on to these systems but not SESIS, call the DOE help desk.

Q. A staff member is unsure of how to add a student/ print a fax coversheet/any other function in SESIS. What should I do?

A. Have the staff person talk to the SESIS lead at the school. From there, you can also refer him/her to the CSO website for the SESIS FAQ and other SESIS resources. If the question is not resolved, the staff member should reach out to the CSE liaison. The staff person can also call the SESIS help desk.

Q. When should I remove staff from the TO?

A. As soon a staff member is no longer employed by the charter school, remove him/her from the TO. Otherwise, he/she will continue to have access to DOE systems and student information.

Q. How often/ when should I be logging on to Galaxy?

- Beginning of the year: add all new staff.
- Every time a new staff member who needs DOE email/ WebConnect/ Intranet or SESIS access.
- When a staff who is currently on the TO is leaving the school (employment or contract ended)
- Every month- to certify
- At the end of the year- remove staff who will not return
- July and August- make sure a Table Maintainer is assigned to log on to certify over the summer if staff will need access to DOE systems over the summer

Q. Why do I have to certify our list of staff every month?

A. Charter school staff do not give a social security number or any other information that helps to validate the identity of the user. In addition, charter schools do not use any Human Resource system that would alert the DOE if a staff member leaves and should no longer have access to sensitive student information. Certifying information every month mitigates both security concerns.

Q. What happens if I do not complete certification by the 11th of the month?

A. All staff accounts will be defaulted to inactive. This means that all staff on the TO will lose access to DOE email account, WebConnect access and SESIS access (if applicable). Principals and Table Maintainers will be able to log in to Galaxy to certify.

Q. I forgot to certify my staff list by the 10th and now staff members are telling me they cannot access WebConnect or SESIS. What should I do?

A. Log onto Galaxy and certify all staff, choosing either remove, active or inactive for each. Notify staff members that accounts and rights to DOE email accounts and WebConnect will be restored within 48 hours. SESIS roles and access will be restored within 5 business days. The DOE Help Desk will NOT be able to help users who cannot log in due to lack of certification.

Q. What if the 10th is a weekend?

A. Accounts will still be deactivated. You can log on to Galaxy at any time, from any computer to certify.

Q. Can a TO have more than 1 Principal?

A. Yes. Principals will initially be loaded by the CSO.

Q. Can a TO have more than 1 Table Maintainer?

A. Each Principal may assign up to two (2) Table Maintainers. Each TO will be allowed twice the number of Table Maintainers as Principals.

Q. I share a TO with another school site. Can I certify for just my own staff?

A. No. All staff must be certified at once. Schools that have multiple sites will need to coordinate and choose 1 person to certify the staff across the school.

Q. Can I enter in the same email address more than 1 time on the same TO?

A. Galaxy will not allow you to do this.

Q. What if a staff member works at our school and another school?

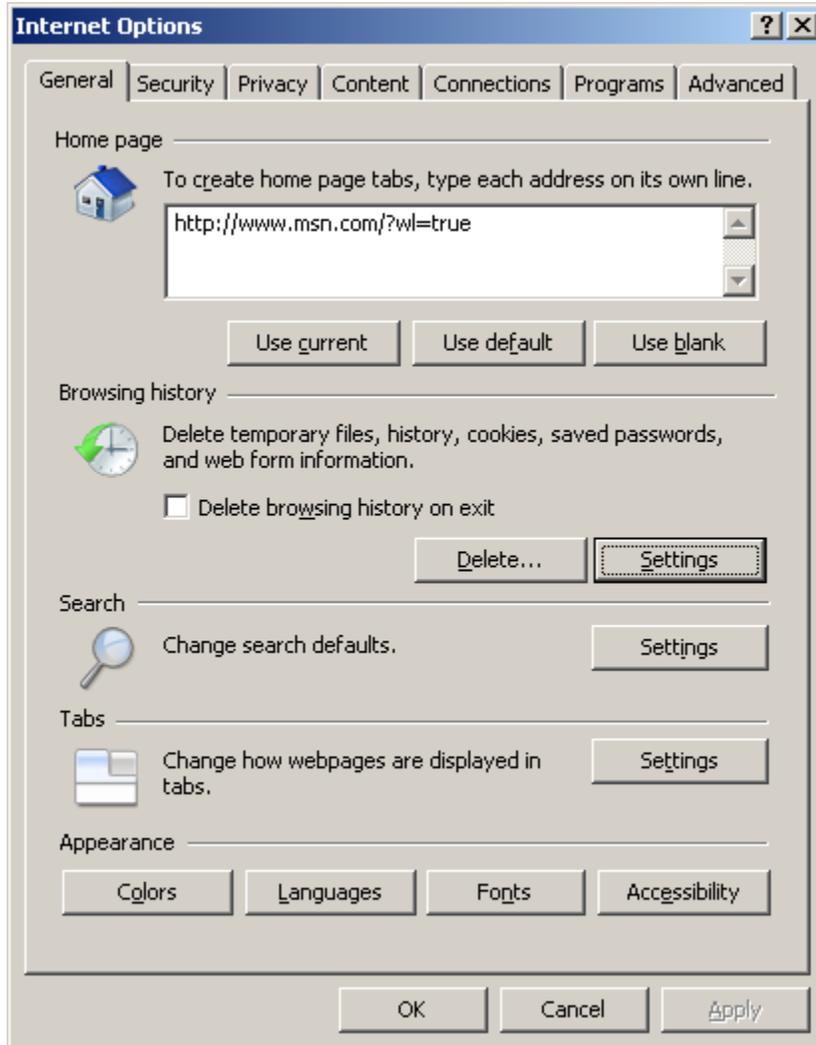
A. You should enter the staff onto your TO. The other school should also enter the staff onto their school's TO with the same email address. In this way, the staff will not need to remember two user ID's and password.

Q. What if a staff member leaves our school and starts to work at another school?

A. Once you remove the staff from your school TO, their user ID and DOE employee number will be retired. When the staff member is added to the new school's TO, they will receive a new user ID and DOE employee number, even if they are entering the same email address.

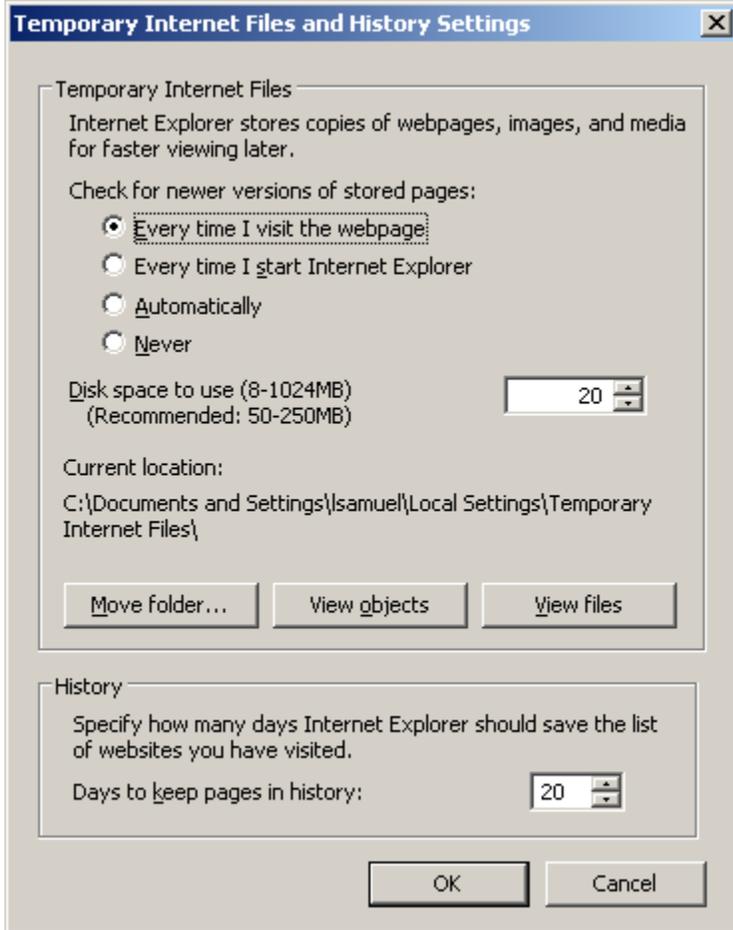
Adjusting Your Browser Settings

1. Go to Tools→Internet Options→Browsing history→Settings



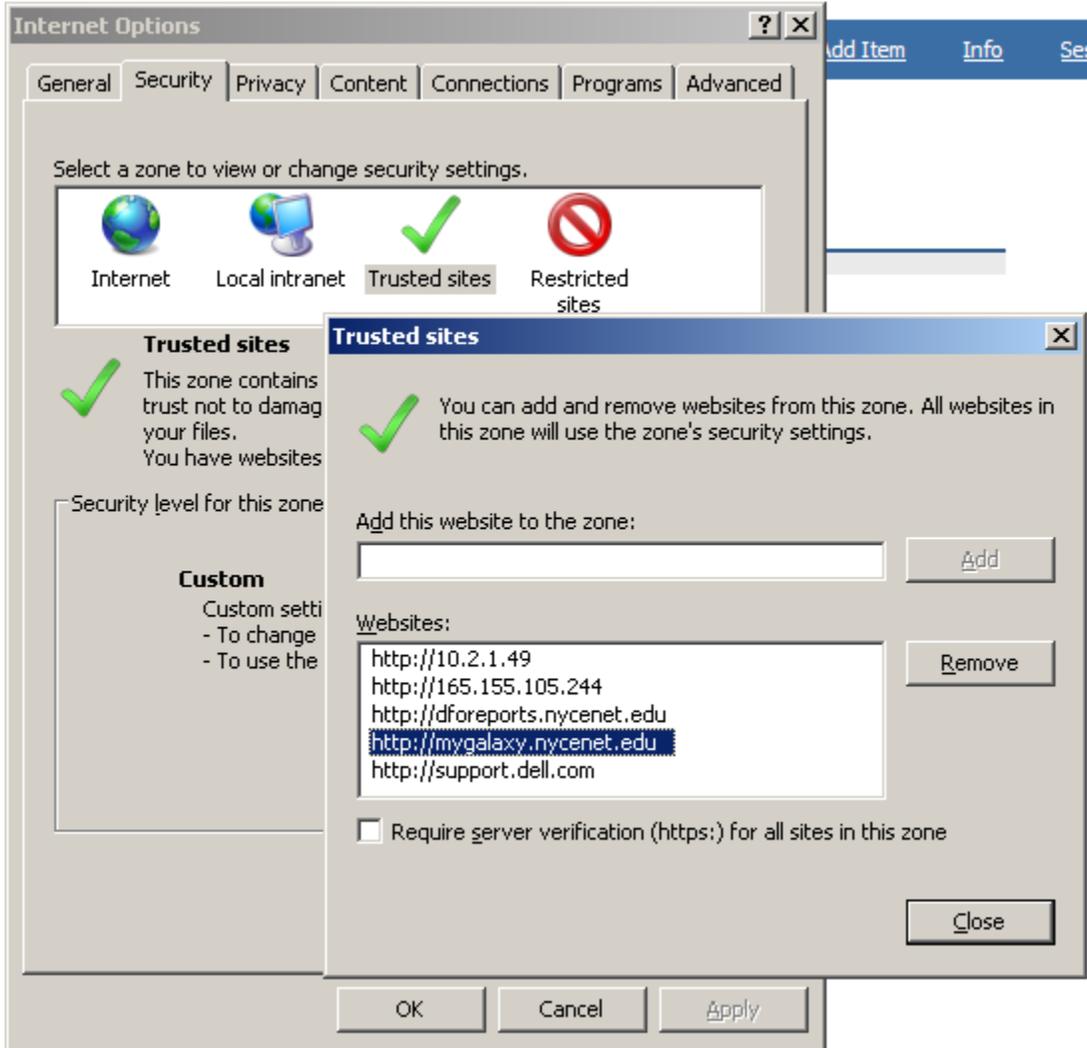
- 2.

3. Select Every time I visit the webpage and click 'OK'



Pop-ups **must be enabled** on the browser.

4. Go to the Security Tab → Select Trusted sites → Click Sites
5. Add <http://mygalaxy.nycenet.edu> as a trusted site



- 6.