

## 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 navigate the FAMIS Portal you may access the [FAMIS Guide](#) on the **Division of Financial Systems and Business Operations** (DFSBO) website. Should you require technical support and have inquiries with specific technical questions and/or difficulties in placing orders via FAMIS Portal, please contact DFSBO, **Finance Service Center** at (718) 935-4444.

Before you can access the [FAMIS Portal](#) you must have a valid FAMIS User ID and password. If you are a new school and you have already submitted a letter of interest to the DFSBO, NPS Unit requesting participation in the NYS Loan Programs and have received a DOE location code, then you must send e-mail to the [NPSStateSupportGroup@schools.nyc.gov](mailto:NPSStateSupportGroup@schools.nyc.gov) requesting a FAMIS User ID. Please be sure to include your DOE location code.

There is only one **User ID** assigned per school and it will remain the same. However, FAMIS passwords expire every calendar month. Your password is changed automatically by the DOE on the first business day of each month in accordance with the information provided:

The last four digits of your **location code** or, if you have an **alphabetic location code**, use the four letter code, followed by:

The number of the current month (**two digits**), followed by:

The last digit of the current calendar year, followed by the letter **"A"**

**Example:** If your school's location code is 9999 or ABCD, your password word for September 2011 would be:

*9999 or ABCD (Location code)*

*09 (Month)*

*1 (Year)*

*A (letter)*

Password = **9999091A or ABCD091A**

If you attempt to access FAMIS with an invalid User ID/Password combination three consecutive times, FAMIS will automatically deactivate school's account. If this occurs, you will not be allowed to access FAMIS until you reactivate your account. To reactivate your account you must contact the NPS State Support Group via e-mail to the [NPSStateSupportGroup@schools.nyc.gov](mailto:NPSStateSupportGroup@schools.nyc.gov) ; by phone at (718) 935-2123 or by Fax (718) 935-3801 for all FAMIS password resets. You must know your User ID and school Location code.

***It will take a minimum 24-48 hours to get your FAMIS password reset.***