



# Entering Fee Based Courses in Famis/Protraxx



**Department of  
Education**

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# Objectives

- To understand the correlation between Famis and Protraxx
- To understand the process of entering a fee based course in protraxx/famis
- To understand the nightly communication between Famis and Protraxx
- To understand how schools process enrollments for internal PD requests
- To Understand the approval process for fee based courses

# URL for PD Registration

- To register a course participants will need to use the address URL below:

<http://pd.nycoit.org>

# Facts about Famis/Protraxx integration

- NYCDOE employees will have accounts created for them
  - This will allow the NYCDOE to verify employees and assigned them to a schools budget
- All Fee based courses entered in Protraxx must have a Famis Item number assigned to it
  - A field called “Famis/Budget Code” will be available on the “Activity Course” page for entry of Famis Item Number
- All fee-based course enrollments will be sent to a schools Famis inbox for processing/payments
  - Enrollments requests will be sent overnight and appear in the schools “Internal PD Requests” mailbox in Famis

# Misconceptions about Famis/Protraxx integration

- Entering a course in Famis will automatically create the course in protraxx
  - **False** – you will need to enter the courses in both systems and they will communicate with each other nightly
- Schools can still pay for courses by searching for the item in the Famis catalog and processing a PO.
  - **False** – Fee based courses can NOT be processed in the famis catalog. They will be redirected to enroll in protraxx first. This is to ensure that a participant registers for the class first in protraxx. Once the participant registers for the course then the request will appear in the schools Famis inbox

# Submission of Courses to Famis for Item numbers

Market Maker Liaison enters courses into famis template

Market Maker Liaison assigns individual famis item number to each course

Market Maker Liaison submits famis template to Katie Raye for upload into famis

Famis team will upload the template and activate Famis items numbers

# Famis Item Numbers

- Once Famis item numbers are issued you can begin to create your courses in Protraxx
- The item number in Protraxx must match the item number in Famis
  - Be cautious NOT to add any extra characters or spaces at the end of the Famis number
  - Famis numbers are nine characters in length

# Linking a Protraxx course to Famis

- In order for the two system communicate, enter the Famis item number of the course in the “Activity Class” section of Protraxx

**Update Activity Class**

Activity Name: TEST: ARTS: THE MUSEUM AMBASSADORS PROGRAM

Subject Area(s): Adult Education

Activity Topic: 022 Arts & Special Projects ( Arts & Special Projects)

Year Code: 2008-2009

Sub Title: Course D

Target Audience: 2nd grade - 5th grade Social Studies teachers

Maximum Attendance: 15

Famis/Budget Code: TLAR10010

Activity Status: OPEN

Allow Wait List?

Automatic Waitlist?

Allow Online Enrollment?  (Allow people to enroll from MyEzTraxx)

Allow Online Evaluation?

Limit Activity Viewing?

Publish To Public Website?  \*Must Have Allow Online Enrollment Checked! Publishes class to EzCatalog!

Limit Approval of Enrollments?

Set Email Reminder?

Experience Level: NONE SELECTED

Assessment Area: NONE SELECTED

Famis/Budget Code: TLAR10010

Additional Notes:

Submit

Click Submit when finished

Do not add any extra characters or spaces to the Famis number. It must match exactly with the number in Famis.

# Course Linked

- Your course is now linked to Famis. The two systems can talk to each other using the same item number!

|                                |           |
|--------------------------------|-----------|
| WaitList Ind:                  | YES       |
| Automatic Waitlist:            | YES       |
| Allow Online Enrollment:       | YES       |
| Allow Online Evaluation:       | YES       |
| Experience Level:              |           |
| Assessment Area:               |           |
| Famis/Budget Code:             | TLAR10010 |
| Limit Activity Viewing:        | NO        |
| Publish To Public Portal:      | YES       |
| Limit Approval of Enrollments: | NO        |
| Notes:                         |           |
| Set Email Reminder:            | None      |



# PD Process Flow Chart

Teacher enrolls for PD offerings by going to <http://pd.nycoit.org> – There enrollment status is set to “Pending”

Protraxx will send to Famis a daily list of all “Pending” enrollments. Famis will place the “Pending” enrollment in the schools “Internal PD Requests” inbox within Famis

Schools will log into Famis and process the PO for the PD enrollments. The PO will go through the normal Famis approval process.

Once the PO is fully approved, Famis will send an “Approval” notice to Protraxx that the enrollment has been paid for. The participants enrollment status will be listed as “Approved” in Protraxx.

The service provider will accept payment of the funds in Famis. They **MUST** “Confirm” the Enrollment in Protraxx by sending a confirmation e-mail.

# Confirming Enrollments in Protraxx

|                               |
|-------------------------------|
| ACTIVITY                      |
| ENROLLMENT                    |
| ATTENDANCE                    |
| AWARDS                        |
| EMPLOYEES                     |
| INSTRUCTOR                    |
| PARTICIPANTS                  |
| CATALOG_PUBLIC                |
| <b>CONFIRM ENROLLMENTS</b>    |
| Confirm Famis Enrollments     |
| Confirm NON Famis Enrollments |
| CUSTOM_REPORTS                |
| WALKINS                       |

- There will be a new section on the left-hand side navigation called “Confirm Enrollments”
- You will use these to confirm both Famis and non-famis courses

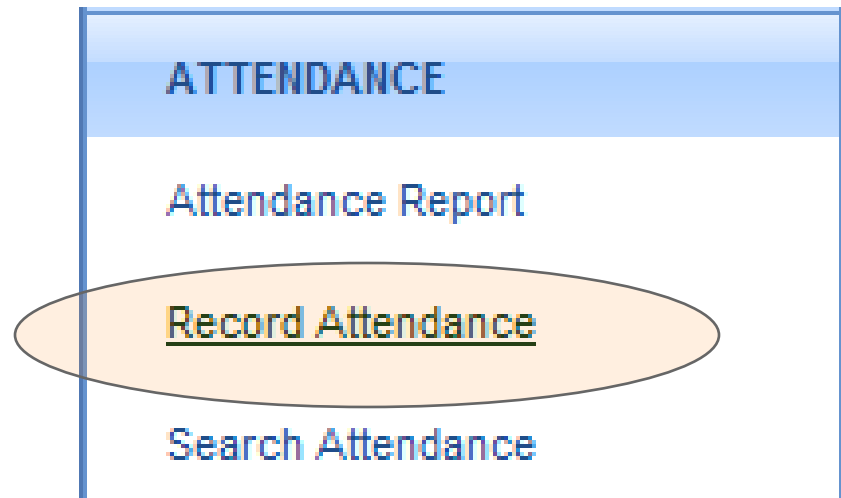
# Confirming Fee Based Famis Enrollments

- Only participants who have fully paid through famis will appear.
- “Pending” Enrollments will not show up

| 1                        |                             |                         |                   |  |                                  |                          |                       |             |   |
|--------------------------|-----------------------------|-------------------------|-------------------|--|----------------------------------|--------------------------|-----------------------|-------------|---|
| <input type="checkbox"/> | <b>COURSE ADMINISTRATOR</b> | <b>DEPARTMENT</b>       | <b>ACTIVITY #</b> | <b>ACTIVITY</b>                            | <b>NAME</b>                      | <b>EMAIL</b>             | <b>LOCATION NAME</b>  | <b>DATE</b> |   |
| <input type="checkbox"/> | James Leahy                 | Arts & Special Projects | 051-09-022-001    | TEST: ARTS: THE MUSEUM AMBASSADORS PROGRAM | <a href="#">Franklin, Daphne</a> | isupport@schools.nyc.gov | IS 093 RIDGEWOOD (HP) | 09/23/2008  | 1 |
| <input type="checkbox"/> | James Leahy                 | Arts & Special Projects | 051-09-022-001    | TEST: ARTS: THE MUSEUM AMBASSADORS PROGRAM | <a href="#">Hendrix, Jemimah</a> | isupport@schools.nyc.gov | IS 093 RIDGEWOOD (HP) | 09/23/2008  | 2 |
| <input type="checkbox"/> | James Leahy                 | Arts & Special Projects | 051-09-022-001    | TEST: ARTS: THE MUSEUM AMBASSADORS PROGRAM | <a href="#">LEAHY, JAMES</a>     | jleahy@schools.nyc.gov   | IS 093 RIDGEWOOD (HP) | 09/23/2008  | 3 |
| <input type="checkbox"/> | James Leahy                 | Arts & Special Projects | 051-09-022-001    | TEST: ARTS: THE MUSEUM AMBASSADORS PROGRAM | <a href="#">NIELSEN, LISA</a>    | isupport@schools.nyc.gov | IS 093 RIDGEWOOD (HP) | 09/23/2008  | 4 |
| 1                        |                             |                         |                   |  |                                  |                          |                       |             |   |

# Attendance

- It is important for the integrity of the data that attendance be taken for every session
- Please make sure attendance is entered for each class your department offers.



# Additional Information

- Additional tutorials and training guides can be found by visiting <http://pd.nycoit.org> and clicking on “Tutorials” on the left hand side.
- Questions, comments, and concerns can be sent to [ProtraxxSupport@schools.nyc.gov](mailto:ProtraxxSupport@schools.nyc.gov)