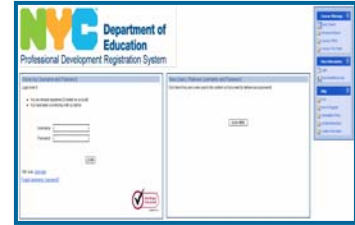


How to Purchase Professional Development Courses from the Division of Teaching & Learning

Step 1: Teacher must register for a course using the New York City Department Of Education Professional Development Registration System at <http://pd.nycoit.org>

Note: Enrollments update nightly and you will see the requests on your Famis Welcome Page the following day.





Step 2: Access the FAMIS portal link below. Login using your User ID and Password: <https://dfoforms.nycenet.edu/FamisPortal>



Step 3: The Welcome Page appears. Review the *Document Status*, *Approval Status* and *Certification of Delivery* sections located at the bottom of the page. Each option below can be clicked to drill down to see the respective transactions in each category. Note the highlighted fields. Review the **Internal PD Requests** by clicking on the link. The Purchasing: E-Catalog page will appear.



Step 4: The Purchasing: E-Catalog page provides a list of the professional development requests on file. (Note: As of the previous night) Click the Shopping cart  icon to Add / Approve the Enrollment item. Click the Delete  icon to Delete / Deny the Enrollment item. Click *Next*. The indicates the Enrollment item is in the shopping cart. Click *Next*. Enter your Quick Code (Qck) and Account Number (Act). **Note: you need to have funds in Object Code 0998 to proceed.** Click *Recalculate*. Quick Code (Qck), Account Number (Act) and Balance appear. Click *Next*.



Step 5: The details of the Enrollment item(s) being processed will appear. Click *Next*.




Step 6: The Delivery Information page will appear. Enter the required information such as Attention, Telephone, and Room #. Click *Next*.

It is recommended that you enter the Participants name in the "Additional Information" section.



Step 7: The Summary of Purchase Orders page will appear. Click *Process Order*. A Confirmation Window will appear. Click *Yes* to post your request. The AWAITING APPROVAL window will appear.



Step 8: Click *Go To Document Status* to review the status of your Enrollment item. Click *Document Status* to review the status of your Enrollment item. This Document Status window will appear. It will list all transactions. Click on the document icon  to view Enrollment Details. This Enrollment Details page will appear for the selected document.



You have completed your Internal Professional Development Process.