



# **Standard Operating Procedure**

## How to Subscribe to BAAS for LEAs & Charters

Version 1.0 ● 10 October 2018

1. You must have a valid NCID and password to subscribe to BAAS. If you do not have a NCID, please go to this website for instructions on how to get your NCID: <http://www.dpi.state.nc.us/ncid/>
2. Access the BAAS sign on page: <https://schools.nc.gov/baas>
3. Enter your NCID and password and select login

4. Select Non-DPI and the User Role will open:

5. **Select the LEA Role (Finance Officer or Inquiry) and select the LEA/Charter School in which you work. Click for the drop-down list of LEA/Charter School names.**

*Please note that the LEAs have Inquiry access only. The Finance Officer Role is identified in case DPI or BAAS needs to send an E-Mail regarding the BAAS System.*

BAAS Budget and Amendment System

Welcome

You have not subscribed to access the system.  
If you were asked to subscribe, then fill all required information in the form below  
and click the button to submit it to your application administrator for approval.

**NOTICE:** Access is restricted to authorized Local Education Agencies (LEAs), Charter Schools, Education Centers, and NC/DPI personnel.  
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

Subscribe to the BAAS System

Please First Select >>>:  DPI  Non-DPI

NCID User Name: kathy\_lea

\* User Role:  Finance Officer  Inquiry

\* Agency: - SELECT AGENCY -

\* Your First Name:  \* Your Last Name:

Today's Date: 10/19/2012 03:17PM

\* Your E-Mail Address:  \* Verify E-Mail Address:

Your Phone Number:

Note to Application Administrator:

>>> Click Here To Subscribe To BAAS <<<

6. **Complete the rest of the information at the bottom of the page:**

- ✓ First Name
- ✓ Last Name
- ✓ E-Mail Address
- ✓ Phone Number
- ✓ Verify E-Mail Address

7. **Once you have entered all your information, click on "Click Here to Subscribe To BAAS" button.**

\* Your First Name:  \* Your Last Name:

Today's Date: 10/15/2012 04:37PM

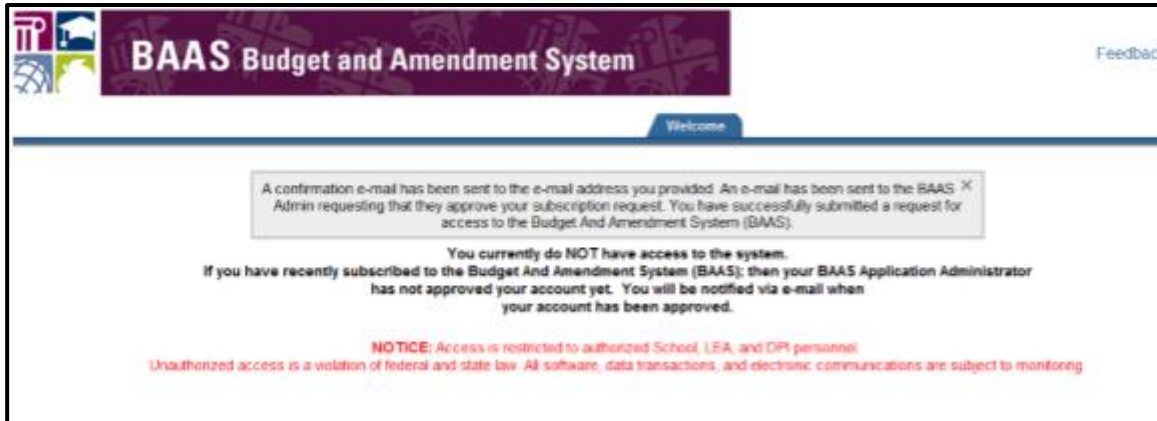
\* Your E-Mail Address:  \* Verify E-Mail Address:

Your Phone Number:

Note to Application Administrator:

>>> Click Here To Subscribe To BAAS <<<

8. The system will display the following screen. Go to the far-right corner and click on logout.



6. The system will send you an e-mail like the one below:

Dear XXXX,

We have received your request to subscribe to the Budget and Amendment System (BAAS). A DPI BAAS Business Administrator will have to approve your account prior to you having access. You will be notified via this e-mail once your account has been approved.

Regards BAAS Team

7. Once the BAAS Admin approves the request, you will receive another email telling you that you are approved:

Dear Budget and Amendment System (BAAS) Subscriber,

Your subscription to the BAAS System has been approved. You can access the system by clicking here <https://schools.nc.gov/baas>

Regards, The BAAS Team

You are now ready to use the BAAS system.

If you have questions regarding how to subscribe to BAAS, please contact [systems\\_accounting@dpi.nc.gov](mailto:systems_accounting@dpi.nc.gov).