



BAAS Budget and Amendment System

How to Subscribe to BAAS For LEAs and Charter Schools



Public Schools of North Carolina
State Board of Education | Department of Public Instruction



BAAS Budget and Amendment System

Step 1: You must have a valid NCID and password in order to subscribe to BAAS. To get an NCID, contact the NCID administrator for your [LEA](#) or [Charter School](#).

- If you already have an NCID, you can use it to subscribe to BAAS.
- For more NCID information, please go to <https://ncid.nc.gov/> or www.ncpublicschools.org/ncid/

Step 2: Access the BAAS sign on page:

<https://schools.nc.gov/baas>

Step 3: Enter your NCID and password and select login

NOTE All Information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction.

User Name BAASPC

Password

Login

If you have forgotten your username or password, Please go to the NCID website, [NCID Development](#) to retrieve/reset your login information.



Step 4: Follow these steps to subscribe.

a) Select Non-DPI and the User Role will open up:

a) Select the LEA Role (Finance Officer or Inquiry) and select the LEA 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.



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kathy_lea [Feedback](#) [Logout](#)

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 NCDPI 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 <<<

b) 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

c) Once you have entered all of 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 <<<



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

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Welcome

A confirmation e-mail has been sent to the e-mail address you provided. An e-mail has been sent to the BAAS Admin requesting that they approve your subscription request. You have successfully submitted a request for access to the Budget And Amendment System (BAAS).

You currently do NOT have access to the system.
If you have recently subscribed to the Budget And Amendment System (BAAS); then your BAAS Application Administrator has not approved your account yet. You will be notified via e-mail when your account has been approved.

NOTICE: Access is restricted to authorized School, LEA, and DPI personnel.
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

Feedback Logout

- 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



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7. Once the BAAS Admin approves the request, you will receive another e-mail 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 the DPI Service desk:

e-mail: dpi.incidents@its.nc.gov or

phone: 919-807-**HELP** (4357).