How to Subscribe to BAAS

For

LEAs and Charter Schools
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
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.
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.
5. 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 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](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](mailto:dpi.incidents@its.nc.gov) or

phone: 919-807-HELP (4357).