

Parent Coordinator Activity Report Frequently Asked Questions

1. How do I access the Parent Coordinator Activity Report?

Log in using this URL and your DOE username and password:

<https://apps.nycenet.edu/CookieAuth.dll?GetLogon?curl=Z2FApplicationsZ2FpcarZ2F&reason=0&formdir=6>.

2. Who has access to the Parent Coordinator Activity Report?

Parent Coordinators, Principals and other staff members assigned the PCAR User role in Galaxy can submit reports. Family Leadership Coordinators, Family Support Coordinators and Superintendents have view only access and can print “Submission” and “Missing Submission” reports. District staff can not enter or edit reports.

3. How can a new PC, Principal, Family Leadership Coordinators, Family Support Coordinators and Superintendents member above get access to the PCAR?

Access is role based. Staff members assigned any of the titles listed above in Galaxy automatically have access and can log in with their DOE username and password.

4. How can other staff members get access?

At the school level, principals may assign the PCAR user role in Galaxy to any school based staff member. Note: The employee must be listed on the school’s table of organization. Only the district staff members listed above have access.

5. I get the error “PC MMR –No Access”.

- If you are an authorized user, contact your BFSC HR liaison to confirm that you are listed in the correct title in Galaxy.
- If you are listed correctly, the role “PCAR User” should be added to your profile in Galaxy.
- It takes 24 hours for the change to take effect. If you still do not have access, contact the Help Desk at 718-935-5100.



6. I have the right user and password but I get the error, “Unauthorized: Access is denied to invalid credentials.”

- At the [login](#) screen, select “Use another account.”
- Enter Central\Username and your DOE password. (ex. Central\jsmith1)
- If that does not work, use this alternate link
<https://apps.nycenet.edu/CookieAuth.dll?GetLogon?curl=Z2FApplicationsZ2FpcarZ2F&reason=0&formdir=6>
- Contact the Help Desk at 718- 935-5100 if you are still unable to access.

