

MyPortal: Getting Started

1.

Create an Account by going to myportal.ncseaa.edu

Create a Recipient User Account

First Name:
Middle Name:
Last Name:
Social Security Number:
Confirm Social Security Number:
Date of Birth:
(mm/dd/yyyy)
Email:
Confirm Email:

User Name: User Name must be at least 5 alpha-numeric characters.

Password: Password must contain at least 8 characters.
Confirm Password: Password must contain at least one number.
Password must contain at least one capital letter.
Password must contain at least one lower case letter.
Password must contain at least one special character (!,@,#,\$, etc.).
Password must NOT contain special characters <, >, [,], &, \, ' or ".
Password expires after 90 days.
You cannot use your current or previous 10 passwords.

1. Click **Create an Account**
2. Complete all fields
3. Follow the rules for passwords
4. Click **Create Login**
5. Check email for activation link

2.

Complete a Disabilities Application by logging into MyPortal

1. Click **Apply Online/Check Application Status**
2. Click **Add Student**
3. Enter the following data

Add Student

Student Information

Provide the following information for a student (for whom you are the Parent/Guardian) in your household who may be eligible for funding. You will be able to add other students later.

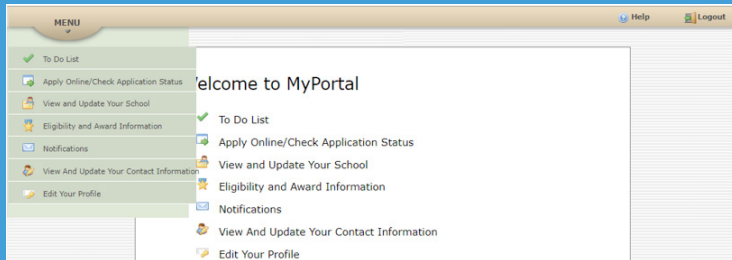
Student SSN *
Confirm SSN *
Student Last Name *
Student First Name *
Student Middle Initial
Student Date of Birth: *
(mm/dd/yyyy)

* Indicates a Required Field

4. Click the **Add Student** button
5. Click **Apply Online**
6. Complete the required fields
7. Click **Next** to move, save, and navigate to the next page
8. Complete the **Parent/Guardian Information, Student Information, and Consent and Certifications** page
9. Click **Submit**

3. Upload a Document by viewing the To Do List in MyPortal

1. Click to view your To Do List on the home page



2. Under Action Items, Click Upload or Resubmit link

Student: Lonnie Lane

Application or Required Documentation	Receipt Date	Action Items
<input type="checkbox"/> DEC3 Eligibility Determination Form		Upload DEC3 Form
<input checked="" type="checkbox"/> Disabilities Grant Program Application	04/27/2018	

3. Click Choose File to search your computer and select a document

Lane, Lonnie
SEAA ID: 17322
 MyPortal allows one document to be uploaded per application. Before uploading, be sure all required pages are saved to one file. The following file types are allowed: .pdf and .docx. The maximum file size allowed is 10M.

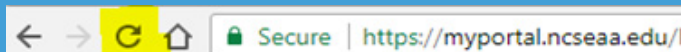
Select file to upload:
 No file chosen

File name:

4. Click Upload File

5. Click Close

6. Click the Refresh button



4. View Student's Eligibility and Award Information by logging into MyPortal

1. Click Eligibility and Award Information
2. Choose a student.
3. Scroll down and click the icon in the status column
4. Click the Status icon
5. Click Close to close the Status Detail window

Eligibility and Award Information

Your eligibility and award information for each academic year is listed below. Eligibility for a program does not guarantee an award. Go to the [To Do List](#) to submit information for the processing of your application.

- Your application has been received.
- Your application is complete and under review. Check back regularly.
- You qualify for an award at the school you attend. The award amount is an estimate and may change. Your school must certify your enrollment before your award is paid.
- Your school has certified your enrollment.
- Your award has been paid to the school.
- All or a portion of the award paid to your school was reduced and funds are being returned.
- You do not qualify for an award for the school.

Please see our website, www.ncseaa.edu for questions concerning eligibility, re-evaluations or appeals.

Student:

2018-2019
 Chesterbrook Academy-North Raleigh

Term	Enrollment	Program	Status	Award Amount
Fall	Enrolled	Disabilities Grant		\$5.00
Spring	Enrolled	Disabilities Grant		\$5.00
Total Award Amount				\$5.00

Status Details
 DGrants:
 - Application Incomplete:

Annotations: Status Icons (pointing to status icons in the table), Status Column (pointing to the Status column header)

Login Help
 Support for all users
 (855) 763-5333
loginhelp@ncseaa.edu

K12 Programs
 Disabilities Grant
 (855) 330-3955
DGrants@ncseaa.edu

