SEAA School Portal to Support NCSEAA Scholarship and Scholarship Loan Programs

The North Carolina State Education Assistance Authority (NCSEAA) has developed a school portal to assist with processing application data for NCSEAA scholarship and scholarship loan programs.

CFI Grant System
To log-in to the SEAA School Portal, you will use the CFI Grant System Menu. The SEAA School Portal link is found on that menu. Contact your office’s CFI Grant System administrator for help getting set up. Here’s the link to bookmark: https://www.cfnc.org/extranet/Gateway?command=AdminGateway&title=faa

SEAA School Portal Lists and Rosters
NCSEAA will use the school portal to provide several opportunities to relay specific program information from SEAA to schools or from schools to SEAA.

Electronic School Rosters – these rosters are initiated by the school to report nominees for programs such as the Atkinson, Love and Jewell Programs.

To create an electronic school roster (make sure you do not open a roster and leave it for extended periods of time – it may “time out”):

✓ Sign in to the SEAA School Portal
✓ Click on “School Rosters”
✓ Click on “Create a New Roster”
✓ Select the appropriate program
✓ Enter a description for your roster in the box provided
✓ Enter the SSN for the first nominee
✓ If the nominee has filed a FAFSA, several fields will be pre-populated
✓ Complete each item on the roster for each nominee
✓ Click the “Update Roster” periodically so you do not lose data that you have entered
✓ Enter your information to certify at the bottom of the screen
✓ Once you have finished your roster, click “Lock roster and send to NCSEAA”
✓ If you want to make changes to a roster after it has been locked, send an e-mail to srinehart@ncseaa.edu.
**Electronic Student Notification Lists** – these lists are designed so that you may add the awards to your student’s financial aid packages, if they are eligible for the award. The school is sent an e-mail stating that a list is available for completion with instructions to access the list on the school portal. If ineligible students appear on the list, please make notes about the ineligibility and lock the roster (NCSEAA will then be able to correct records and not send funds for those ineligible students).

To access the Student Notification Lists (make sure you do not open a list and then leave it open for extended periods of time – it may “time out”):

- Sign in to the SEAA School Portal
- Click on “Student Notification”
- Click the appropriate academic year
- Click on the List ID #
- You will now see a page with the eligibility criteria detailed for you with a note that you can use this information to award the student.
- After reading the criteria, click the link at the bottom
- Your notification list will appear
- Please note that you can click the “Print List” button to export the list to EXCEL
- Check eligibility for each student, making notes where necessary in the Comment column
- You may add the student’s school ID#
- If you have ineligible students on the list, make note of the ineligibility reason, complete the certification information at the bottom and click the “Lock list and send to NCSEAA.” Even if all students are eligible, it is recommended that you lock the list.
- If you want to make changes to a list after it has been locked, send an e-mail to srinehart@ncseaa.edu

**Canceled/Declined Lists** - these lists are designed so that you may remove awards from your student’s financial aid packages because the student has become ineligible or has declined the award. The school is sent an e-mail stating that the list is available on the school portal.

To access the Canceled/Declined Lists:

- Sign in to the SEAA School Portal
- Click on “Canceled/Declined”
- Click the appropriate academic year
- Click on the List ID #
- Your Canceled/Declined List will appear
- Please note that you can click the “Print List” button to export the list to EXCEL
- You can now remove the award from the student’s record
**Academic Status Reports**

To access the Academic Status Reports (make sure you do not open a roster and then leave it open for extended periods of time – it may “time out”):

- Sign in to the SEAA School Portal
- Click on “Academic Status Reports”
- You will see a list of the reports
- Click on the Report ID
- Check and enter each appropriate item for the student: degree sought/awarded, current enrollment status and graduation/withdraw dates (make sure dates are mmddyyyy format). Once you have completed reviewing the roster, complete the certification information at the bottom and click the “Lock list and send to NCSEAA”.
- If you want to make changes to a roster after it has been locked, send an e-mail to srinehart@ncseaa.edu.

**Electronic Fund Transfers**

Just before school begins in August, SEAA will begin disbursing funds to schools on behalf of the students. This process is done weekly with funds likely appearing in the school’s bank account on Friday nights. Once an EFT transfer has been processed, the school receives an e-mail (the e-mail goes to the designated person at your school, which could be financial aid or accounting). Here is an example:

From: GAEFTQUESTIONS@LISTSERV.UNC.EDU [mailto:GAEFTQUESTIONS@LISTSERV.UNC.EDU]
Sent: Thursday, February 04, 2010 2:26 PM
To: ElectronicFundTransfer
Subject: NOTICE OF DIRECT DEPOSIT FROM UNC GEN ADMIN

NOTICE OF DIRECT DEPOSIT ON: 02/04/10
PLEASE ALLOW 3 BUSINESS DAYS FOR THIS TRANSACTION TO POST INTO YOUR ACCOUNT.
FOR QUESTIONS, REPLY TO THIS E-MAIL OR RESPOND TO GAEFTQUESTIONS@LISTSERV.UNC.EDU

TO: BARTON COLLEGE
FROM: UNC GEN ADMIN

<table>
<thead>
<tr>
<th>PAID</th>
<th>CONTROL</th>
<th>GROSS</th>
<th>DISCOUNT</th>
<th>NET</th>
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<tbody>
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<td>NUMBER</td>
<td>PAID</td>
<td>PAID</td>
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<tr>
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<td>E151105</td>
<td>1,200.00</td>
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<td>1,200.00</td>
</tr>
<tr>
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<td>DESCRIPTION</td>
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<tr>
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<td>1,200.00</td>
<td>0.00</td>
<td>1200.00</td>
</tr>
</tbody>
</table>

Note that the “INVOICE NO” is the detail that will help you match the funds to the disbursement roster. The first five digits describe the program, the next five digits are the Roster ID# on the School Portal.

At the same time, an e-mail will be sent to let you know that an Electronic Fund Transfer Disbursement Roster has been posted to your SEAA School Portal.
Electronic Fund Transfer Disbursement Rosters
To access the Disbursement Rosters (make sure you do not open a roster and then leave it open for extended periods of time – it may “time out”):

- Sign in to the SEAA School Portal
- Click on “Disbursement Rosters”
- Click the appropriate academic year
- You will see a list of the disbursement rosters for that year (most recent at the top – except for NCLTG, which will always be at the bottom of the list)
- Click on the List ID # (which is matched up on the EFT Transfer e-mail INVOICE NO). To the left you will see links for all program types and scenarios, which will list the eligibility criteria for your convenience – the PDF will appear without taking you away from the portal page
- Your disbursement roster list will appear
- Your roster may list multiple fund types – you can click the “Print List” link to export the list to EXCEL and the spreadsheet will separate out the fund types into different sheets, which could help with reconciling to the EFT Transfer
- Check eligibility for each student, making notes where necessary in the Comment column, be sure to make specific comments when student is ineligible for the funding
- Once you have completed reviewing the roster, complete the certification information at the bottom and click the “Lock list and send to NCSEAA”.
- For all ineligible students, you must return the funds to SEAA for that student (Returns address is “GTO - SEAA PO Box 13663 Research Triangle Park, NC 27709-3663”)
- If you want to make changes to a roster after it has been locked, send an e-mail to srinehart@ncseaa.edu.

You must lock all disbursement rosters, which certifies that you have done the following:

By locking and returning this roster, I certify that all Students identified as eligible on this roster are eligible for the identified SEAA program in accordance with any applicable statutes and rules. I also certify that I have transferred the identified amount of funds to each Student's account within 10 days of the first day of class or the receipt of funds, whichever is less. I further certify that the identified amount of funds for transactions designated on the roster as ineligible shall be returned to SEAA within 30 days of the first day of class or of the receipt of funds, whichever is less.
Program Participation Agreements
To access the Program Participation Agreements (make sure you do not open a roster and then leave it open for extended periods of time – it may “time out”):

- Sign in to the SEAA School Portal
- Click on “Program Participation Agreements”
- Click on the “To be reviewed by FAA” link
- Review the eligibility requirements and provide your name and email address and the title, name and email address of your CEO (President/Chancellor)
- Click View and execute PPA
- Review the PPA and then submit your electronic signature
- Overnight, your CEO will receive an email with a link to the PPA, which will provide the mechanism for the CEO to sign and submit electronically.
- You (the FAA) and the CEO will then receive an email with a PDF version of the PPA attached.
- You will then be able to view a PDF version of the PPA on your School Portal
- If you have questions about this portal function, send an e-mail to srinehart@ncseaa.edu.

NBS Residency Tool
To access the NBS Residency Tool (make sure you do not open a roster and then leave it open for extended periods of time – it may “time out”):

- Sign in to the SEAA School Portal
- Click on “NBS Residency”
- You have three choices to receive the information: (1) Print to an excel spreadsheet, (2) Search by SSN or Last Name of student or click the student’s SSN on the view page
- You may choose to “print” the viewable page for an individual to PDF format and save electronically or load to your imaging software
- If you questions about this tool, send an e-mail to srinehart@ncseaa.edu.

School Delinquency Reports
To access the School Delinquency Reports option (make sure you do not open a roster and then leave it open for extended periods of time – it may “time out”):

- Sign in to the SEAA School Portal
- Click on “School Delinquency Reports”
- This page will contain the School Delinquency report and a CSV file containing borrower address information that can be used by Microsoft Word or a similar word processing program for printing labels. Both the report and CSV file will be available on the Portal for 3 months.
- If you questions about this tool, send an e-mail to srinehart@ncseaa.edu.