

# K12 Parents - Getting Started

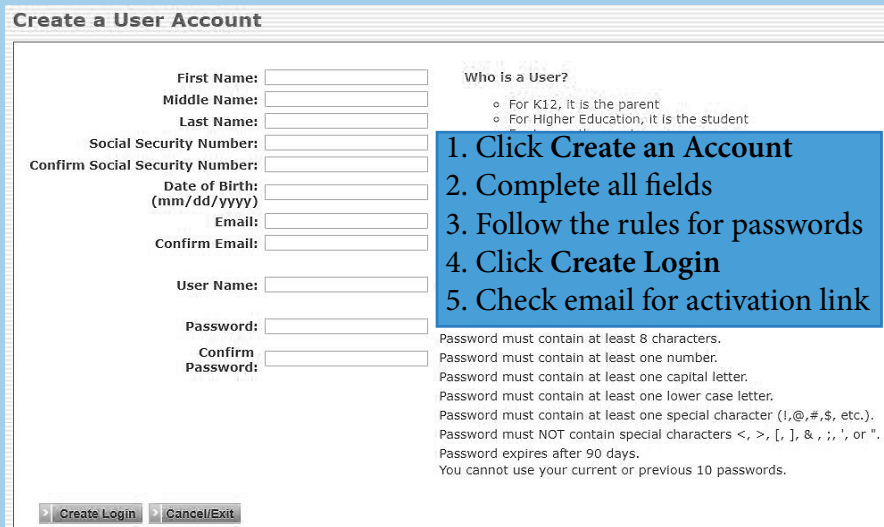


MyPortal

Create an Account by going to [myportal.ncseaa.edu](http://myportal.ncseaa.edu)

Complete an Application by logging into MyPortal

1. Click Apply Online/Check Application Status
2. Click Add Student *you can only "Add Student" during the open application period*
3. Enter the following data



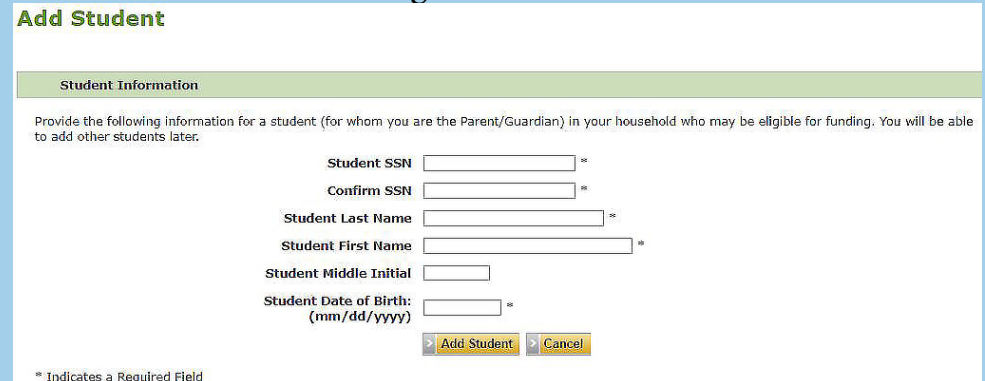
**Create a User Account**

Who is a User?  
 For K12, it is the parent  
 For Higher Education, it is the student

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

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

Password must contain at least 8 characters.  
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.



**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)

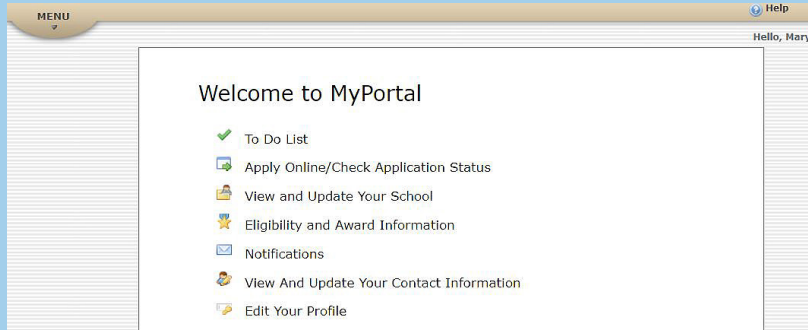
\* Indicates a Required Field

Use **Parent Information** to make the account.

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

# 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		<a href="#">Upload DEC3 Form</a>
<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.

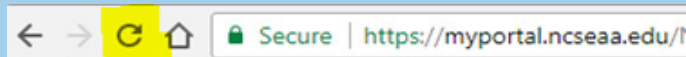
Select file to upload:  
 No file chosen

File name:

4. Click Upload File

5. Click Close

6. Click the Refresh button



7. Important Note: Only one document can be uploaded into the system per task. You can combine documents into one file using Adobe Acrobat or an online PDF joiner like [pdfjoiner.com](http://pdfjoiner.com).

# 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](http://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

**Login Help**  
**Support for All Users**  
 (855) 763-5333  
[loginhelp@ncseaa.edu](mailto:loginhelp@ncseaa.edu)

**K12 Programs**  
 (855) 330-3955  
[DGrants@ncseaa.edu](mailto:DGrants@ncseaa.edu)  
[OpportunityScholarships@ncseaa.edu](mailto:OpportunityScholarships@ncseaa.edu)  
[ESA@ncseaa.edu](mailto:ESA@ncseaa.edu)



Updated 1/9/2019

\*Note: A document upload is not required for the initial Opportunity Application.