



New School Onboarding (2020-21 School Year)

Information for School
Administrators



Opportunity Scholarship • **Disabilities Grant** • **Education Savings Account**

NCSEAA Website

Information for Nonpublic Schools:

- *Forms and Processes*
- *Webinars and MyPortal Instructions*
- *Nonpublic School Portal*
- *MyPortal*

Parent Webinars:

Be sure to check out the latest Parent Webinar, "After an Award: *What are the next steps?*"

The screenshot shows the NCSEAA website interface. At the top, there is a green header with the NCSEAA logo and navigation links: 'Explore K12 Funding', 'Manage My Loan', 'Plan, Apply, & Pay for College', and 'About Us'. Below the header is a banner image of books. The main content area is titled 'School Administrators' and 'Overview for School Personnel'. It includes a welcome message, a 'Register' section with three steps, a 'Timeline' section, and a 'Did you Know?' box. The 'Did you Know?' box states: 'NCSEAA's new school registration is from Jan. 1 - June 30 each year.'

School Administrators



Information for Nonpublic Schools: <https://ncseaa2.sites.unc.edu/k12/school-administrators/>

The NCSEAA website hosts information regarding program requirements, important deadlines, previous training materials, and processes for both schools and families. It is important and helpful for school officials to understand both what participating schools need to do as well as parents of awarded students.

The school section of the NCSEAA website is accessed by following: [ncseaa.edu](https://ncseaa2.sites.unc.edu/k12/school-administrators/) > Explore K12 Funding > School Administrators.

There is a dropdown list for "Forms and Processes" and a link to previous "Webinars". There is also a link to "MyPortal".

Newly registered schools for the 2020-21 school year will not receive credentials for the "Nonpublic School Portal" (legacy system). NCSEAA is currently in the process of phasing out this system.

Parent Webinars: <https://ncseaa2.sites.unc.edu/k12/>

Parent Webinars can be accessed by following: [ncseaa.edu](https://ncseaa2.sites.unc.edu/k12/) > Explore K12 Funding > Available Programs and clicking on the program of interest.

MyPortal

NCSEAA uses MyPortal for program processing:

- *Both schools and parents log into MyPortal using the same website*
- *MyPortal requires users to change their passwords every 90 days*
- *MyPortal has a Login Help team that can assist both schools and parents with logging in to their MyPortal accounts*

NCSEAA
North Carolina State Education Assistance Authority

MyPortal Account Login:

User Name:
Password:
By logging in, I certify that I have read, agree to and understand the [Terms and Conditions](#) page.

[Forgot your username or password?](#)

Create an Account: (Except School/Institution Users. See your administrator for assistance.)
In order to create an account, click here [Create an Account](#).

To return to the SEAA website, [click here](#).
If you are having trouble logging in, contact [us](#).

Notes: This site requires the use of JavaScript and Cookies. Please be sure to enable JavaScript and Cookies in your web browser in order to access the full functionality of the site. This site is not compatible with mobile devices.

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

K12 Programs
(855) 330-3955
DGrants@ncseaa.edu
OpportunityScholarships@ncseaa.edu
ESA@ncseaa.edu

[Terms & Conditions](#)

School Administrators

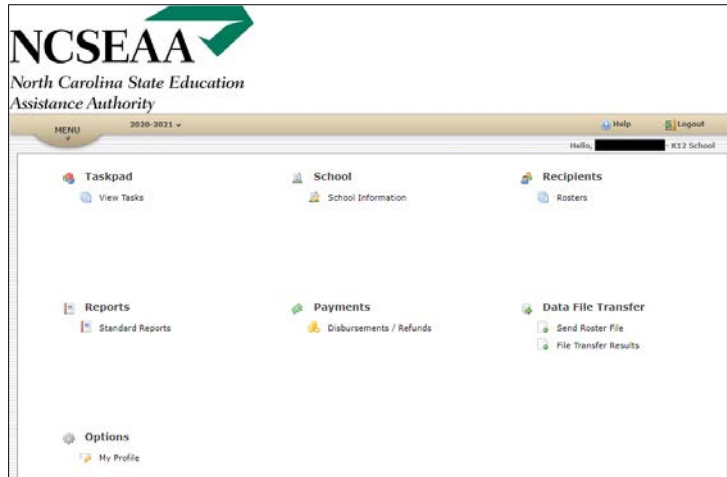


MYPORTAL uses the same website for schools and parents to log into their accounts. Both schools and parents have different views of the system once they are logged in.

MYPORTAL will automatically prompt all users to change their passwords every 90 days. Please be sure to follow the instructions/requirements when it is time for your school to update its password.

Schools and parents should contact the LOGIN HELP team (contact information listed at the bottom of MyPortal) if they forgot their username, need their password reset, or if they were locked out.

MyPortal Sections



MyPortal is updated regularly to add new features.

NCSEAA will notify schools when additional features become available in MyPortal.

School Administrators



TASKPAD

Schools can view and respond to required tasks

Tasks may require the school to upload a document or complete a form through MyPortal

SCHOOL

Schools can edit their address, contact information, administrators on file, and cost of attendance for each grade level

Schools can view their program participation and notifications from MyPortal

RECIPIENTS

Rosters related to the Certification, Endorsement, and Disbursement processes

REPORTS

Reports that pull information related to additional processes for schools, such as Pending Awards, K12 Withdrawals, and Refunds Due

PAYMENTS

View disbursement and refund information for students

DATA FILE TRANSFER

Area to upload CSV files for Roster processes

OPTIONS

Schools can edit their login information here

Document Collecting

Schools:

- Tuition and Fees Schedules
- Withdrawal Forms and Refunds
- Banking Information
- National Criminal Background Checks
- MyPortal Credential Form
- Financial Review (Large Schools)
- Standardized Testing Results

Parents:

- Income Verification
- New Student Eligibility Verification
- Eligibility Determination Form or Continuing Eligibility Form
- Parent Change Request Form
- Identity Confirmation



Nonpublic Schools

NCSEAA
North Carolina State Education
Assurance Authority

Document collection for both schools and parents is completed through MyPortal. Schools upload their documents through Taskpad (instructions for Taskpad can be found on our website here: <https://ncseaa2.sites.unc.edu/files/2020/10/NPSInstructions.pdf>. Parents upload their documents on their To Do Lists.

SCHOOLS:

Tuition and Fees Schedules – Required yearly

Withdrawal Forms and Refunds – Required when a student withdraws during a school year, refunds are calculated

Banking Information – Required when a school changes banking information

National Criminal Background Checks – Required every three years or when the person with the highest decision making authority (HDMA) at the school changes

MyPortal Credential Form – Required when the HDMA or second MyPortal account administrator changes at the school or in order to add a second MyPortal account administrator

Financial Review (Large Schools) – Required yearly for large schools that meet the requirement

Standardized Testing Results – Required yearly for all K12 Program students in grades three and higher (there is an additional aggregate report requirement for large schools) and document collection will be through a new system that will be released later in 2020

PARENTS:

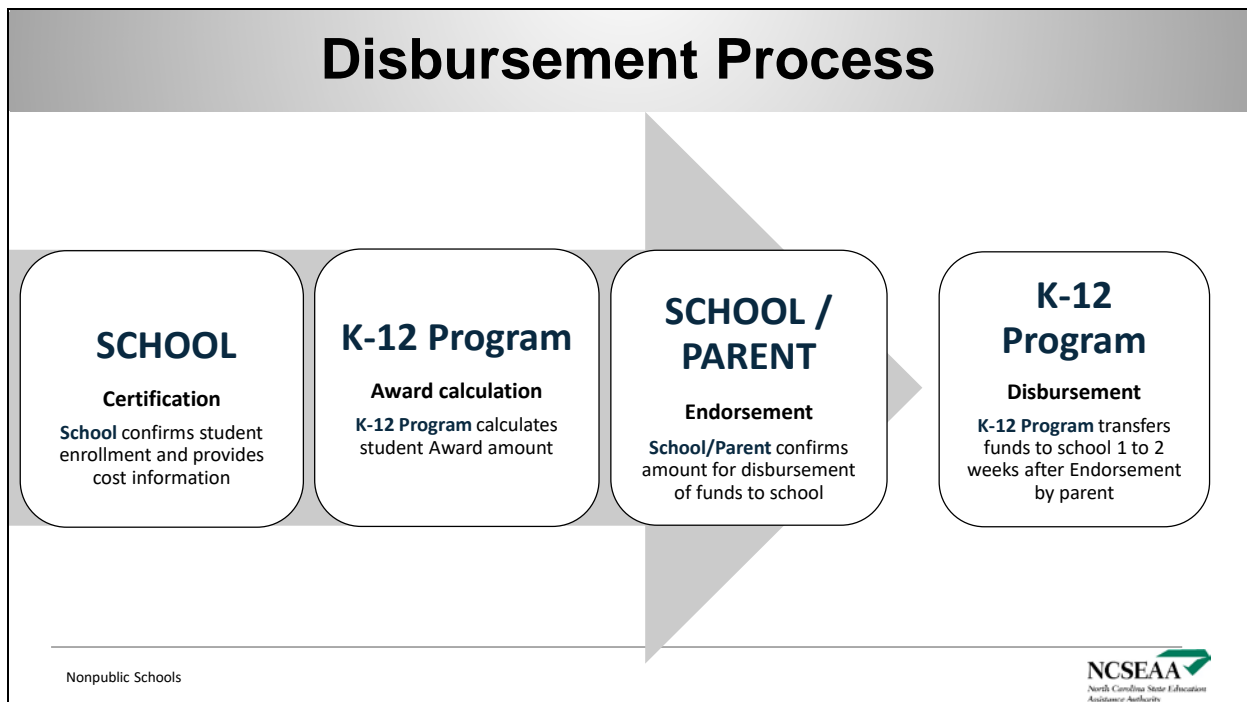
Income Verification – Required if selected for verification (Worksheet, Tax Transcript, Wage and Earnings Transcript, etc.)

New Student Eligibility Verification – Required if selected for verification (Report Card, Military Member's Information, Adoption Decree, etc.)

Eligibility Determination Form or Continuing Eligibility Form – Required every three years from the meeting date on the document (only for the Disabilities Grant and Education Savings Account Programs)

Parent Change Request Form – Required if parent on file requests to move their student(s) to the other parent's account

Identity Confirmation – Required if there was an error in filing out the account and/or application (Social Security Card, Birth Certificate, Driver's License, etc.)



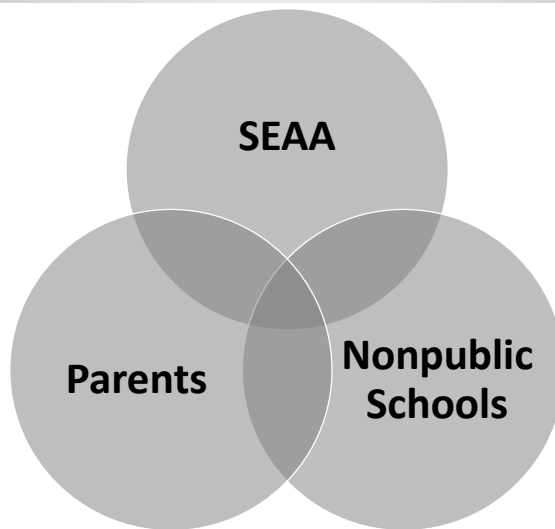
The Disbursement Process is only for the Opportunity Scholarship and Disability Grant programs. The Education Savings Account payments are handled through ClassWallet.

Typically:

- Awards are made in spring or early summer. Parents respond to the award offer during this time.
- Schools certify in August.
- Schools, and then parents endorse for fall semester in August or September, and for spring semester in January or February.
- Disbursement is 1-2 weeks after the parent endorses.

This is a typical schedule. Delays occur when a student changes schools any time after August 1. Delays also occur if schools do not certify or endorse, or if parents do not endorse, in a timely manner.

Responsibilities



Nonpublic Schools



Schools are allowed to let families use the school's equipment and can help the families with understanding the requirements and navigating MyPortal. However, schools are prohibited from creating a parent's account, using a school controlled email address on a student's record, applying for the programs for a student, and completing tasks and program processes on the behalf of a family.

Notify NCSEAA as soon as possible when:

- The person with the highest decision making authority at the school changes
- An error in Certification or Endorsement is noticed
- A student withdraws from your school during the school year
- A student that your school is expecting is not appearing on your school's reports/rosters/or lists
- Your school has not received an expected payment from NCSEAA (after the appropriate Disbursement timeframe)

Additional Information



www.ncseaa.edu



OpportunityScholarships@ncseaa.edu

Dgrants@ncseaa.edu

ESA@ncseaa.edu



1-855-330-3955 (toll-free)

Nonpublic Schools



Contact Information for Schools

There are new methods for **schools** to contact our staff. Please do not share this information with parents or others.

(New) Email: NPS@ncseaa.edu

(New) Phone Number: (919) 695-8742