MyPortal Guide for Parents

Purpose of this tutorial is to provide step-by-step instructions to guide parents through important steps of the award process.

Click the links below for step-by-step instructions.

Creating an account

Completing an application

Checking a student's eligibility status

Checking/Completing required actions

Selecting/Changing the active school

Reviewing messages from the Program

Updating your email address

Creating an account

The first step of the application process is to create an account.

Step 1: Got to myportal.ncseaa.edu

Step 2: Click "Create an Account."

Step 3: Complete the required fields and click the "Create Login" button to set up the user account

Create a User Account

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

User Name:

Password:
Confirm Password:

Create Login   Cancel/Exit

Enter Parent Information to set up the user account.

The Parent creating the account should be the person with whom the student resides (at least 50% of the time if custody is shared). There can only be one parent on file.

MyPortal Account Login:

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

Login

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.

Step 4: You will receive an email with a link to activate your account

If you do not receive this email within 1-2 business days, please call the Program at 1-855-330-3955

Completing an application

Once you have created and activated your account, you can complete an application. If you have not created an account, see Creating an Account Instructions.

Step 1: Log onto your MyPortal account

Step 2: Go to the "Applications and Renewals" section

Step 3: Click the "Add Student button" (bottom left corner of page)

Step 4: Complete the required fields and click "Add Student". Once the student has been added, you will be directed back to the "Apply Online" Section.

Step 5: Locate the correct student account and under the "Action Items" column, click "Apply Online" next to the appropriate program

Step 6: Review the program eligibility and award selection process information.
Click the link at the bottom of the screen to start the application process.

Opportunity Scholarship Program 2020-2021
This application is for new students for the 2020-2021 school year.

Introduction

The Opportunity Scholarship Program was created by the North Carolina General Assembly to help parents pay tuition and fees for children in kindergarten through 12th grade who will attend an eligible nonpublic school.

The North Carolina State Education Assistance Authority (SEAA) administers the Opportunity Scholarship. For more information about the program, read the Program Overview . If you have questions after reviewing the information, contact the Opportunity Scholarship staff at OpportunityScholarships@ncseaa.edu or call toll free (855) 330-3955.

Application Deadlines – Consideration Process Overview

The Opportunity Scholarship Program Application opens January 1.
The priority deadline is March 1.
The application will close August 2.

- 2019-2020 Opportunity Scholarship recipients receive first consideration for 2020-2021.
- Eligible new student applications received by the priority deadline of March 1, 2020 will be entered into a lottery.
- New student awards are made by lottery number.
- Applicants will be notified beginning March 31, 2020 of the lottery results.
- Offers for the Scholarship that are not accepted by the deadline specified on the offer may be revoked.
- Applicants who are not awarded via the lottery will be on a waitlist in the order of their lottery number.
- Applicants who are not considered in the lottery system may later be considered in order of application submission.

See the Program Overview for more information about the program's priority order.

Application Instructions

- Hold your cursor over or click the ℹ information icon for more information about the question.
- All required questions on a page must be answered in order to navigate to the next page.
- Your application is automatically saved as you navigate from page to page.
- All required fields must be completed in order to submit the application.
- Once you submit the application, you will receive a confirmation email.

Apply for Opportunity Scholarship

Click here to apply for Opportunity Scholarship

Step 7: Complete the required fields on each page.
Click "Submit" to submit your completed application.

Opportunity Scholarship Program Application 2020-2021

☑ Parent/Guardian Information
☑ Student Information
☑ School Information
☑ Household Information

Consent and Certification Statements
Student: ▮▮▮▮   SSN: ▮▮▮▮   DOB ▮▮▮▮

☑ I certify that all of the information contained in this application is true and accurate.

☑ I certify that the student for whom I am applying currently lives in my household, and that I am either a natural, adoptive, or foster parent of the student; or a guardian of the student, but not the State if the student is a ward of the State; or an individual acting in place of a natural or adoptive parent (including a grandparent, stepparent, or other relative) and with whom the student lives.

☑ I understand that misrepresentation of any of the information provided to SEAA may result in me being required to forfeit or repay the funds to SEAA and may disqualify the student from the Opportunity Scholarships Program.

☑ I understand that I, and all members of my household, must comply with the Opportunity Scholarships Program verification process. I understand that I, and all members of my household, may be required to authorize SEAA to access information needed for verification. If SEAA is not able to verify information on the application, or if any member of the student's household fails to cooperate with the verification process, the student may not be eligible to participate in the Opportunity Scholarships Program.

☑ I consent to the SEAA disclosing student information (name, date of birth, and public school ID) to the North Carolina Department of Public Instruction in order to determine enrollment eligibility for the Program and I consent to SEAA accessing any information held by DPI or my student's local education agency that is needed for its verification efforts.

☑ I understand that by submitting this application, I am authorizing and permitting SEAA to share my contact information with the nonpublic school I selected/will select.

☑ I understand that if I must sign on to SEAA's secure website to restrictively endorse the payment of the Opportunity Scholarships for deposit into the bank account of the student's nonpublic school before the funds will be disbursed.

After you submit your application you will only be able to view it. You must make any changes to your address or enrollment information by logging on to your account and selecting the appropriate option from the Main Menu.

By clicking the "Submit" button, I certify that I have read, accepted, agreed to, and understood all of the provisions and certifications contained in this application.

Submit   ⟩ View Summary   ⟩ Print Summary

Step 8: Download/Print a copy of your submission and check your student's application status

Checking a student's eligibility status

Once the application is submitted, you can check your student's award status on your account.

Step 1: Log onto your MyPortal account

Step 2: Go to the "Eligibility and Award Information" section

Step 3: Choose a student from the drop down

Step 4: Click on the icon in the "Status" column for details

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 applica...

- 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... award is paid.
- You have accepted your award offer.
- You have declined your award offer.
- 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 fun...
- You do not qualify for an award for the school.

Please see our website, www.ncseaa.edu, for more information.

Student: <Choose One> ▼

Click the "Close" button to close the Status Details window

Note: A ⚠ status icon could mean additional documents are needed. Check your "To Do List" section to see if additional documents are needed.

For instructions on navigating your "To Do List", see Checking/Completing Required Actions.

Checking/Completing Required Actions

You can upload requested documents using the "To Do List" section of your MyPortal account.

Step 1: Log onto your MyPortal account

Step 2: Go to the "To Do List" section

Step 3: Click on the upload link under the "Action Items" column

Student: ▮▮▮▮▮▮▮

Application or Required Documentation	Receipt Date	Action Items	Due By
☐ DEC3 Eligibility Determination Form		Upload DEC3 Eligibility Determination Form	

Step 4: Click Choose File to search your computer and select a document.

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.

MyPortal only accepts Word/PDF files.

Only one document can be uploaded into the system per task. Combine documents into one file using Adobe Acrobat or an online PDF joiner – pdfjoiner.com

Select file to upload:

Choose File   No file chosen

File name:

▢ Upload File

Close ◁

Step 5: Click "Upload File" to submit the document.

Step 6: If the file has successfully uploaded, the following message will appear: **Your document has been uploaded successfully.**

View and Update Your School Choice

Parents can self-select school choice using their MyPortal account until August 1.

After which, parents must email the appropriate program to request a school change. See K12 School Choice Deadlines for more information.

Step 1: Log onto your MyPortal account

Step 2: Go to the "School Choice" Section

Step 3: Locate the correct student account

View and Update Your Schools for 2020-2021   **School Change closes on 08/01/2020**

Is the correct school listed for your student? To change, choose a school from the drop-down list under "Change School" and click Save.

Student: ▇▇▇▇▇▇

Change School

| Alamance Christian School Graham - Graham ▼ | | ▸ Save |

Student: ▇▇▇▇▇▇

Change School

| Legacy Preparatory School Charlotte - Charlotte ▼ | | ▸ Save |

Check the List of Participating Nonpublic Schools to make sure that the school you have selected participates in the program(s) for which you have applied.

Step 4: Under "Change School", select the correct school from the drop down and click "Save"

Reviewing messages from the Program

Email notifications are logged in the Notification section, to review previously sent messages:

Step 1: Log onto your MyPortal account

Step 2: Go to the "Notifications" Section

Step 3: Click the link under the "Notification" column to review the message

Updating your email address

Parents should update their email address in **two** sections on their MyPortal account.

Step 1: Log onto your MyPortal account

Step 2: To update the email address connected to email notifications, go to the "My Contact Information" Section.

Step 3: In "New" Column, enter the new email address and click "Save"

Step 4: To update the email address connected to your login information, click the "click here" link at the bottom of the screen. This will take you to your "My Profile" Section".

Step 5: Enter your new email address in the "Email Address" and "Confirm Email Address" boxes.

Step 6: Click "Save" to update your email address and "Return to Main Menu" to exit.