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.

1. Go to myportal.ncseaa.edu
2. Click “Create an Account.”
3. Complete the required fields and click the “Create Login” button to set up the user account

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.

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.

1. Log onto your MyPortal account

1. Go to the “Applications and Renewals” section

1. Click the “Add Student button” (bottom left corner of page)
1. Locate the correct student account and under the “Action Items” column, click “Apply Online” next to the appropriate program.

6. Review the program eligibility and award selection process information. Click the link at the bottom of the screen to start the application process.
7. Complete the required fields on each page. Click “Submit” to submit your completed application.

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.

1. Log onto your MyPortal account
2. Go to the “Eligibility and Award Information” section
3. Choose a student from the drop down
Step 4: Click on the icon in the “Status” column for details

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.

1. Log onto your MyPortal account
2. Go to the “To Do List” section
3. Click on the upload link under the “Action Items” column

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

Step 5: Click “Upload File” to submit the document.
Step 6: If the file has successfully uploaded, the following message will appear:

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

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.

1. Log onto your MyPortal account
2. Go to the “School Choice” Section
3. Locate the correct student account

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.

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.

1. Log onto your [MyPortal account](#).
2. To update the email address connected to email notifications, go to the “My Contact Information” Section.
3. In “New” Column, enter the new email address and click “Save”
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.
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.