

Guía de MyPortal para padres

El propósito de este tutorial es proporcionar instrucciones, paso a paso, para guiar a los padres a través de las etapas más importantes del proceso de adjudicación.

Haga clic en los enlaces siguientes para acceder a las instrucciones paso a paso.

[Crear una cuenta](#)

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Crear una cuenta

El primer paso del proceso de aplicación es crear una cuenta.

Paso 1: Ir a myportal.ncseaa.edu

Paso 2: Haga clic en "[Crear una cuenta](#)".

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.](#)

Paso 3: Rellene los campos obligatorios y haga clic en el botón "Crear inicio de sesión" para configurar la cuenta de usuario.

Ingrese la información de los padres para configurar la cuenta de usuario.

El padre que crea la cuenta debe ser el que vive con el estudiante (al menos el 50% del tiempo, si la custodia es compartida). Sólo puede haber un padre registrado.

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:

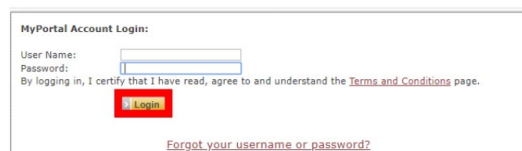
Paso 4: Recibirá un email con un enlace para activar su cuenta.

Si no recibe este email en el plazo de 1-2 días laborables, por favor llame al programa al 1-855-330-3955.

Completar una aplicación

Una vez que haya creado y activado su cuenta, podrá completar una aplicación. Si no ha creado una cuenta, consulte las instrucciones para [Crear una cuenta](#).

Paso 1: Acceda a su [cuenta MyPortal](#).



MyPortal Account Login:

User Name:

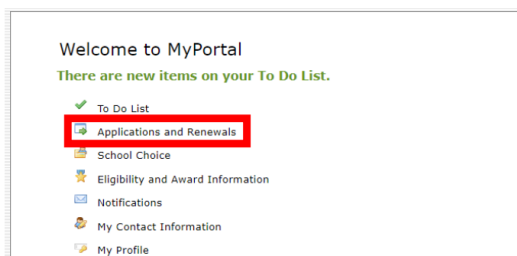
Password:

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

Login

[Forgot your username or password?](#)

Paso 2: Vaya a la sección "Aplicaciones y renovaciones".



Welcome to MyPortal

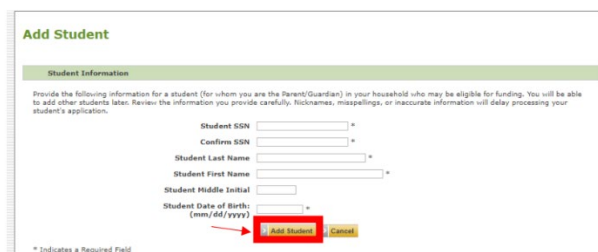
There are new items on your To Do List.

- ✓ To Do List
- Applications and Renewals**
- School Choice
- Eligibility and Award Information
- Notifications
- My Contact Information
- My Profile

Paso 3: Haga clic en el botón "Agregar estudiante" (esquina inferior izquierda de la página).

Add Student

Paso 4: Rellene los campos obligatorios y haga clic en "Agregar estudiante". Una vez añadido el estudiante, regresará a la sección "Aplicar en línea".



Add Student

Student Information

Provide the following information for a student (or whom you are the Parent/Guardian) in your household who may be eligible for funding. You will be able to add other students later. Review the information you provide carefully. Nicknames, misspellings, or inaccurate information will delay processing your student's application.

Student SSN *

Confirms SSN *

Student Last Name *

Student First Name *

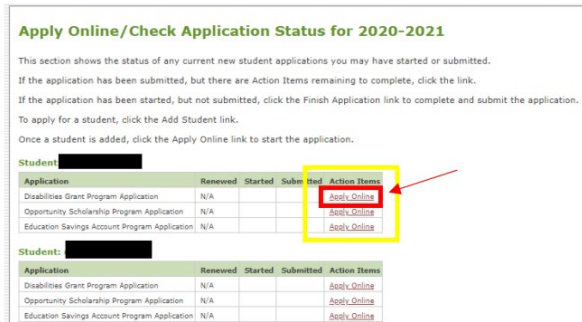
Student Middle Initial

Student Date of Birth (mm/dd/yyyy) *

Add Student Cancel

* Indicates a Required Field

Paso 5: Localice la cuenta de estudiante correcta y, en la columna "Elementos de acción", haga clic en "Aplicar en línea" junto al programa correspondiente.



Apply Online/Check Application Status for 2020-2021

This section shows the status of any current new student applications you may have started or submitted.

If the application has been submitted, but there are Action Items remaining to complete, click the link.

If the application has been started, but not submitted, click the Finish Application link to complete and submit the application.

To apply for a student, click the Add Student link.

Once a student is added, click the Apply Online link to start the application.

Student: [Redacted]

| Application | Renewed | Started | Submitted | Action Items |
|---|---------|---------|-----------|---------------------|
| Disabilities Grant Program Application | N/A | | | Apply Online |
| Opportunity Scholarship Program Application | N/A | | | Apply Online |
| Education Savings Account Program Application | N/A | | | Apply Online |

Student: [Redacted]

| Application | Renewed | Started | Submitted | Action Items |
|---|---------|---------|-----------|---------------------|
| Disabilities Grant Program Application | N/A | | | Apply Online |
| Opportunity Scholarship Program Application | N/A | | | Apply Online |
| Education Savings Account Program Application | N/A | | | Apply Online |

Paso 6: Revise la información sobre los requisitos del programa y el proceso de selección de las becas. Haga clic en el enlace situado en la parte inferior de la pantalla para iniciar el proceso de aplicación.

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 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](#)

Paso 7: Rellene los campos obligatorios de cada página. Haga clic en "Enviar" para enviar su aplicación completa.

Opportunity Scholarship Program Application 2020-2021

Consent and Certification Statements

Student: [REDACTED] SSN: [REDACTED] DOB: [REDACTED]

- Parent/Guardian Information
- Student Information
- School Information
- Household Information

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.

Paso 8: Descargue o imprima una copia de su aplicación y [compruebe el estado de la aplicación de su estudiante](#)

Comprobar el estado de elegibilidad de un estudiante

Una vez enviada la aplicación, puede comprobar el estado de la beca de su estudiante en su cuenta.

Paso 1: Acceda a su [cuenta MyPortal](#).

Paso 2: Vaya a la sección "Información sobre requisitos y becas".

Paso 3: Elija un estudiante del menú desplegable.

HOME > Eligibility and Award Information

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

- (i)** Your application has been received.
- (★)** Your application is complete and under review. Check back regularly.
- (i)** You qualify for an award at the school you attend. The award amount award is paid.
- (i)** You have accepted your award offer.
- (⊘)** You have declined your award offer.
- (✓)** Your school has certified your enrollment.
- (S)** 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>

Paso 4: Haga clic en el ícono de la columna "Estado" para ver los detalles.

Student: [REDACTED]

Click the Status Icon for more information.

2020-2021 Alamance Christian Sc

| Term | Status | Award Amount |
|--------------------|--------|--------------|
| Fall | (i) | \$0.00 |
| Spring | (★) | \$0.00 |
| Total Award Amount | | \$0.00 |

Opportunity:
• Student is eligible

Close

Haga clic en el botón "Cerrar" para cerrar la ventana de Detalles del estado.

Nota: Un **(i)** ícono de estado puede significar que se necesitan documentos adicionales. Compruebe su sección de "Lista de tareas pendientes" para ver si necesita documentos adicionales.

Para obtener instrucciones sobre cómo navegar por su sección "Lista de tareas pendientes", consulte [Comprobar/Completar las acciones requeridas](#).

Comprobar/Completar las acciones requeridas

Puede subir los documentos solicitados utilizando la sección "Lista de tareas pendientes" de su cuenta MyPortal.

Paso 1: Acceda a su [cuenta MyPortal](#).

Paso 2: Vaya a la sección "Lista de tareas pendientes".

Paso 3: Haga clic en el enlace para subir archivos en la columna "Elementos de acción".

Student: [REDACTED]

| Application or Required Documentation | Receipt Date | Action Items | Due By |
|--|--------------|--|--------|
| <input type="checkbox"/> DEC3 Eligibility Determination Form | | Upload DEC3 Eligibility Determination Form | |

Paso 4: Haga clic en "Elegir archivo" para buscar en tu computadora y seleccionar un documento.

Select file to upload:

No file chosen

File name:

MyPortal sólo acepta archivos Word/PDF.

Sólo se puede subir un documento en el sistema por tarea. Combine los documentos en un solo archivo usando Adobe Acrobat o un acoplador de PDF en línea - pdfjoiner.com

Paso 5: Haga clic en "Subir archivo" para enviar el documento.

Paso 6: Si el archivo se ha cargado correctamente, aparecerá el siguiente mensaje:

Your document has been uploaded successfully.

Ver y actualizar su elección de escuela

Hasta el 1 de agosto, los padres pueden hacer su propia elección de escuela utilizando su cuenta MyPortal.

Después de esa fecha, los padres deberán enviar un email al programa correspondiente para solicitar un cambio de escuela. Consulte los [Plazos para la elección de escuela K12](#), con el fin de obtener más información.

Paso 1: Ingrese a su [cuenta MyPortal](#).

Paso 2: Vaya a la sección "Elección de escuela".

Paso 3: Localice la cuenta de estudiante correcta.

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: [REDACTED]
Change School
Alamance Christian School Graham - Graham [Save]

Student: [REDACTED]
Change School
Legacy Preparatory School Charlotte - Charlotte [Save]

Paso 4: En "Cambiar escuela", seleccione la escuela correcta en el menú desplegable y haga clic en "Guardar".

Revise la [Lista de escuelas no públicas participantes](#) para asegurarse de que la escuela que ha seleccionado participa en el(los) programa(s) que ha solicitado.

Revisar los mensajes del programa

Las notificaciones de email se registran en la sección Notificaciones. Para revisar los mensajes enviados anteriormente:

Paso 1: Acceda a su [cuenta MyPortal](#).

Paso 2: Vaya a la sección "Notificaciones".

Paso 3: Haga clic en el enlace de la columna "Notificación" para revisar el mensaje.

| Recipient | Notification | Date Created | Status | Media | Date/Time Viewed |
|-----------|--|--------------|---------|-------|---------------------|
| | Manual Notification Password Changed | 01/14/2020 | Emailed | Email | |
| | Manual Notification Password Changed | 09/25/2019 | Emailed | Email | |
| | K School Choice Incorrect | 09/24/2019 | Emailed | Email | 10/10/2019 10:40 PM |
| | K School Choice Incorrect | 09/24/2019 | Emailed | Email | |
| | K OS Fall Endorsement | 09/11/2019 | Emailed | Email | |
| | K OS Program Information | 07/30/2019 | Emailed | Email | 07/31/2019 08:21 PM |
| | K OS Program Information | 07/30/2019 | Emailed | Email | 08/01/2019 01:26 PM |
| | K OS Program Information | 07/30/2019 | Emailed | Email | |
| | Manual Notification Password Changed | 06/19/2019 | Emailed | Email | |
| | Manual Notification Password Changed | 06/19/2019 | Emailed | Email | |
| | Manual Notification Password Changed | 06/03/2019 | Emailed | Email | |
| | Manual Notification Password Changed | 05/29/2019 | Emailed | Email | |
| | K OS Award Offer | 04/22/2019 | Emailed | Email | 05/29/2019 08:35 PM |
| | K OS Award Offer | 04/22/2019 | Emailed | Email | |
| | K OS Award Offer | 04/22/2019 | Emailed | Email | |
| | K OS Appears Eligible | 03/08/2019 | Emailed | Email | |
| | K OS Appears Eligible | 03/08/2019 | Emailed | Email | |
| | K OS Appears Eligible | 03/08/2019 | Emailed | Email | 07/23/2019 09:04 PM |

Click notification to view.

Actualizar su dirección email

Los padres deben actualizar su dirección email en **dos** secciones de su cuenta MyPortal.

Paso 1: Acceda a su [cuenta MyPortal](#)

Paso 2: Para actualizar la dirección email conectada a las notificaciones por email, vaya a la sección "Mi información de contacto".

Paso 3: En la columna "Nuevo", ingrese la nueva dirección email y haga clic en "Guardar".

The screenshot shows a comparison between 'Current' and 'New' information. The 'Current' column is mostly blacked out. The 'New' column has input fields for First Name, Middle Initial, Last Name, Permanent Address (Street, City, State, Zip Code), Mailing Address (Street, City, State, Zip Code), Home Phone, Cell Phone, County of Residence, Email Address, and Confirm Email Address. The 'Email Address' and 'Confirm Email Address' fields are highlighted with a red box. Below this is the 'Parent/Guardian Security Questions' section with two questions and their respective answers: 'Charlotte' and 'reedy creek'. A 'Save' button is highlighted with a red box.

Paso 4: Para actualizar la dirección email conectada a su información de acceso, pulse el enlace "Haga clic aquí" en la parte inferior de la pantalla. Accederá a la sección "Mi perfil".

Paso 5: Introduzca su nueva dirección email en las casillas "Dirección email" y "Confirmar Dirección email".

The screenshot shows a form with fields for First Name, Last Name, Email Address, Confirm Email Address, User Name, Password, and Confirm Password. The 'Email Address' and 'Confirm Email Address' fields are highlighted with a red box. At the bottom, there are 'Save' and 'Return to Main Menu' buttons.

Paso 6: Haga clic en "Guardar" para actualizar su dirección email y luego pulse "Regresar al menú principal" para salir.