NCSEAA MyPortal Training

Michelle Hemmer, NCSEAA
Shawn Henderson, NCSEAA
• My Portal Access
• Certification walkthrough
• Reports
• Additional User Access
• Deactivate User Access
Login Screen

MyPortal

Tip: Log in with your username and password that was provided to you. If you haven’t already, please be sure to reset your password.
Focus: Rosters

Click rosters to view your programs & students.
**Select Program**: All NCSEAA programs will be listed by their acronym.

**Term**: Leading Summer, Fall, Spring, & Trailing Summer

**Tip**: You can select all programs or one program at a time. You must select a term in order to view the rosters.
### Higher Education Program Names & Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALBS</td>
<td>Aubrey Lee Brooks Scholarship</td>
</tr>
<tr>
<td>AS</td>
<td>Atkinson Scholarship</td>
</tr>
<tr>
<td>BOI</td>
<td>Not Applicable to Universities/Colleges</td>
</tr>
<tr>
<td>BORF</td>
<td>Not Applicable to Universities/Colleges</td>
</tr>
<tr>
<td>BOSAP</td>
<td>Not Applicable to Universities/Colleges</td>
</tr>
<tr>
<td>CS</td>
<td>Carrow Scholarship</td>
</tr>
<tr>
<td>CWPS</td>
<td>NC Reach (Child Welfare Postsecondary Support Program)</td>
</tr>
<tr>
<td>DS</td>
<td>Dickson Scholarship</td>
</tr>
<tr>
<td>FELS</td>
<td>Forgivable Education Loans for Service</td>
</tr>
<tr>
<td>FS</td>
<td>Foxx Scholarship</td>
</tr>
<tr>
<td>GLSP</td>
<td>Golden LEAF Scholars Program</td>
</tr>
<tr>
<td>JS</td>
<td>Jagannathan Scholarship</td>
</tr>
<tr>
<td>LS</td>
<td>Love Scholarship</td>
</tr>
<tr>
<td>NCPAT</td>
<td>NC Patriot Star Family Recovery Scholarship</td>
</tr>
<tr>
<td>PFP</td>
<td>Principal Fellows Program</td>
</tr>
<tr>
<td>PS</td>
<td>Penn Scholarship</td>
</tr>
<tr>
<td>SS</td>
<td>Suther Scholarship</td>
</tr>
<tr>
<td>TFP-S</td>
<td>Teaching Fellows Program - Stem/Special Education</td>
</tr>
<tr>
<td>TPPP</td>
<td>Transforming Principal Preparation Program</td>
</tr>
<tr>
<td>UNCTG</td>
<td>NC School of Science and Mathematics &amp; UNC School of the Arts Tuition Grant</td>
</tr>
<tr>
<td>WS</td>
<td>Williams Scholarship</td>
</tr>
</tbody>
</table>

**Note:** TPPP & PFP will be combined & become PFP2
Next, click online under certification
Click the little gray box. Once you click that certification information will drop down.
Each student’s certification box will look like this. **Yellow Highlights:** Institutions can edit/update. **Red circle:** FELS institutions need to confirm.

**Tip:** If FELS program, degree level, and/or career path are off for the student please reach out to Michelle Hemmer; mhemmer@ncseaa.edu
If you click the blue ? icon the certification codes will come up.

Once you determine the certification code and eligibility for the student, hit save, and the student will fall off your roster.

*Funds will go through the disbursement process once the award(s) have been certified. Before the institution disburses the funds, institutions should still verify that the student(s) is eligible & meeting requirements.
The highlighted areas are the **ONLY** areas institutions should be paying attention to. Access to the unhighlighted areas will be removed.
NCSEAA MyPortal Standard Reports

Reconciliation made easier... Run your own disbursement report!
Report Options:
Award Payment Report to Institutions Detail (HE)
Award Payment to Institution Summary Report (HE)
End of Year Payment Summary to Institutions (HE)
Refunds Due from Institutions (HE)
Award Payment to Institution Summary Report (HE)
End of Year Payment Summary to Institutions (HE)

- **Selection Criteria**
  - **Academic Year**: 2023-2024
  - Report By: Year

- **Report Information**
  - Academic Year: 2023-2024

- **Report Columns**
  - School Name
  - Vendor Number
  - Location
  - Program Name
  - Term
  - # Students
  - $ Awarded
  - $ Paid

- **Actions**
  - View Report
  - Export to PDF
  - Export to CSV
Please for the moment only use the following highlighted items.

Detailed training for file uploads for certifications will be provided later.

To add additional users OR to deactivate users for your institution please email information@ncseaa.edu with the user's full name, email address, phone #.
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