



NCSEAA MyPortal Training

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- 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.

The screenshot shows the NCSEAA MyPortal Account Login interface. At the top, the NCSEAA logo and name are displayed. Below this is a horizontal bar with a gold-to-white gradient. The main content area is white and contains the following elements:

- MyPortal Account Login:** A section header.
- User Name:** A text input field.
- Password:** A password input field.
- By logging in, I certify that I have read, agree to and understand the [Terms and Conditions](#) page.** A line of text with a link to the Terms and Conditions page.
- Login:** A yellow button with a right-pointing arrow and the text "Login".
- [Forgot your username or password?](#)** A link to the password reset page.
- Create an Account:** A section header with the text "(Except School/Institution Users. See your administrator for assistance.)".
- In order to create an account, click here [Create an Account](#).** A line of text with a link to the account creation page.
- To return to the SEAA website, [click here](#).** A line of text with a link to the SEAA website.
- If you are having trouble logging in, **Login Support****
(855) 763-5333
loginhelp@ncseaa.edu

Institutional MyPortal Main Screen

Focus: Rosters

Click rosters to
view your
programs &
students.

The screenshot displays the Institutional MyPortal Main Screen. At the top, there is a navigation bar with a 'MENU' button, a search field with a 'Go' button, and links for '2023-2024', 'Financial Summary', 'Help', and 'Logout'. Below the navigation bar, the user is greeted with 'Hello, Test NCState - Institutional'. The main content area is organized into six sections: 'Taskpad' (with a 'View Tasks' link), 'School' (with a 'School Information' link), 'Recipients' (with 'Search For Recipient' and 'Rosters' links, where 'Rosters' is highlighted in yellow), 'Reports' (with a 'Standard Reports' link), 'Data File Transfer' (with 'Send Roster File' and 'File Transfer Results' links), and 'Options' (with 'Manage Users' and 'My Profile' links).

MENU Search: **Go** 2023-2024 Financial Summary Help Logout

Hello, Test NCState - Institutional

Taskpad
View Tasks

School
School Information

Recipients
Search For Recipient
Rosters

Reports
Standard Reports

Data File Transfer
Send Roster File
File Transfer Results

Options
Manage Users
My Profile

MyPortal Roster Screen

[HOME](#) > Roster Selection

You are currently working with the **2023-2024** Academic Year.








Program: All Programs ▼

Term: <Choose One> ▼

Rosters - Action Required

		View and Print (PDF)	Update Online	Download File (CSV)
	Certification	PDF	Online	Download
	Academic Status Report	PDF	Online	Download

Informational Rosters

		View and Print (PDF)	View Online	Download File (CSV)
	Offered	PDF	Online	Download
	Offered and Certified	PDF	Online	Download
	Certified and Not Paid	PDF	Online	Download
	Paid	PDF	Online	Download
	Refund Due	PDF	Online	Download
	Application Complete	PDF	Online	Download
	Ineligible	PDF	Online	Download
	Incomplete	PDF	Online	Download
	All Students	PDF	Online	Download
	Academic Status Report - Reported	PDF	Online	Download

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

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

Note: TPPP & PFP
will be combined
& become PFP2

[HOME](#) > Roster Selection

You are currently working with the **2023-2024** Academic Year.


Program:

Term:

Rosters - Action Required

		View and Print (PDF)	Update Online	Download File (CSV)
	Certification	PDF	Online	Download
	Academic Status Report	PDF	Online	Download

Informational Rosters

		View and Print (PDF)	View Online	Download File (CSV)
	Offered	PDF	Online	Download
	Offered and Certified	PDF	Online	Download
	Certified and Not Paid	PDF	Online	Download
	Paid	PDF	Online	Download
	Refund Due	PDF	Online	Download
	Application Complete	PDF	Online	Download
	Ineligible	PDF	Online	Download
	Incomplete	PDF	Online	Download
	All Students	PDF	Online	Download
	Academic Status Report - Reported	PDF	Online	Download

Next, click online under certification








Certification Roster View

[HOME](#) > [Roster Selection](#) > [Roster](#)

Roster: Not Yet Certified
Campus: North Carolina State University
Program: Forgivable Education Loans for Service
Academic Year: 2023-2024
Term: Fall Term 1

Click the little gray box. Once you click that certification information will drop down.

Previous Page 1 ▾ Next [\(expand all\)](#) [\(contract all\)](#)

		(Fall Term 1)	(view)
		(Fall Term 1)	(view)
		(Fall Term 1)	(view)
		(Fall Term 1)	(view)
		(Fall Term 1)	(view)
		(Fall Term 1)	(view)
		(Fall Term 1)	(view)
		(Fall Term 1)	(view)
		(Fall Term 1)	(view)
		(Fall Term 1)	(view)

 Save All

Previous Page 1 ▾ Next [\(expand all\)](#) [\(contract all\)](#)

Enrollment Status:
Full-time

SAP:
Yes

Approved Program:
Education

Degree Level:
Bachelors

Career Path:
Elementary (Grades K

Campus ID:

Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
		FELS		3,500	0	7,000

> Save

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

Enrollment Status:
Full-time

SAP:
Yes

Approved Program:
Education

Degree Level:
Bachelors

Career Path:
Elementary (Grades K-

Campus ID:

Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
		FELS		3,500	0	7,000

> Save

If you click the blue ? icon the certification codes will come up.

Certification Codes

Add codes separated by commas, or select from the list below and click [add codes]; to just add one code, you may double click it.

- A - CERTIFIED
- D - REVIEW PENDING
- E - FULLY FUNDED - NO UNMET NEED
- G - STUDENT WITHDREW - INELIGIBLE FOR AWARD
- J - NOT A STATE RESIDENT
- K - SINGLE TERM AWARD
- L - LEAVE OF ABSENCE
- X - DECEASED
- S - SELECTIVE SERVICE
- Z - STUDENT DECLINED AWARD

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.

[HOME](#) > Roster Selection

You are currently working with the **2023-2024** Academic Year.

Program: **FELS** ▼

Term: **Fall Term 1** ▼

Rosters - Action Required

	View and Print (PDF)	Update Online	Download File (CSV)
Certification	PDF	Online	Download
Academic Status Report	PDF	Online	Download

Informational Rosters

	View and Print (PDF)	View Online	Download File (CSV)
Offered	PDF	Online	Download
Offered and Certified	PDF	Online	Download
Certified and Not Paid	PDF	Online	Download
Paid	PDF	Online	Download
Refund Due	PDF	Online	Download
Application Complete	PDF	Online	Download
Ineligible	PDF	Online	Download
Incomplete	PDF	Online	Download
All Students	PDF	Online	Download
Academic Status Report - Reported	PDF	Online	Download

The **highlighted** areas are the **ONLY** areas institutions should be paying attention to. Access to the unhighlighted areas will be removed.

MENU

Search: Go

2023-2024 ▼

Financial Summary ▼

Help

Logout

Hello, Test NCState - Institutional

Taskpad

View Tasks

School

School Information

Recipients

Search For Recipient

Rosters

Reconciliation made easier. . . Run your own disbursement report!

Reports

Standard Reports

Data File Transfer

Send Roster File

File Transfer Results

Options

Manage Users

My Profile

HOME > Reports

Standard Reports

Report: Award Payment Report to Institutions Detail (HE) ▼

Selection Criteria

Payment Processed Date Range:

From (mm/dd/yyyy):

To (mm/dd/yyyy):

Program:

All ▼

> View Report

> Export to PDF

> Export to CSV

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 Report to Institutions Detail (HE)

HOME > Reports

Standard Reports

Report: Award Payment Report to Institutions Detail (HE) ▾

Selection Criteria

Payment Processed Date Range:
From (mm/dd/yyyy): 07/01/2023
To (mm/dd/yyyy): 07/30/2023

Program: All ▾

View Report Export to PDF Export to CSV

Report Information

School Name

School Code

Dates Payments from 07/01/2023 through 07/30/2023

Drag a column header here to group by that column.

School Name	School Code	Vendor Number	Location	PID	Last Name	First Name	Academic Year	Term	Program	\$ Paid	Date Processed	Deposit Date
-------------	-------------	---------------	----------	-----	-----------	------------	---------------	------	---------	---------	----------------	--------------



Award Payment to Institution Summary Report (HE)

HOME > Reports

Standard Reports

Report: Award Payment to Institution Summary Report (HE) ▼

Selection Criteria

Payment Processed Date Range:

From (mm/dd/yyyy): 07/01/2023

To (mm/dd/yyyy): 07/30/2023

Program:

All ▼

> View Report

> Export to PDF

> Export to CSV

Report Information

School Name

School Code

Address

City

State

NC

Zip

Dates

Payments from 07/01/2023 through 07/30/2023

Drag a column header here to group by that column.

School Name	School Code	Vendor Number	Location	Payment Address	City	State	ZIP	Program	\$ Paid
-------------	-------------	---------------	----------	-----------------	------	-------	-----	---------	---------

TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

End of Year Payment Summary to Institutions (HE)

HOME > Reports

Standard Reports

Report: End of Year Payment Summary to Institutions (HE) ▾

Selection Criteria

Academic year: 2023-2024 ▾

Report By: ☒ Year ☐ Term

> View Report

> Export to PDF

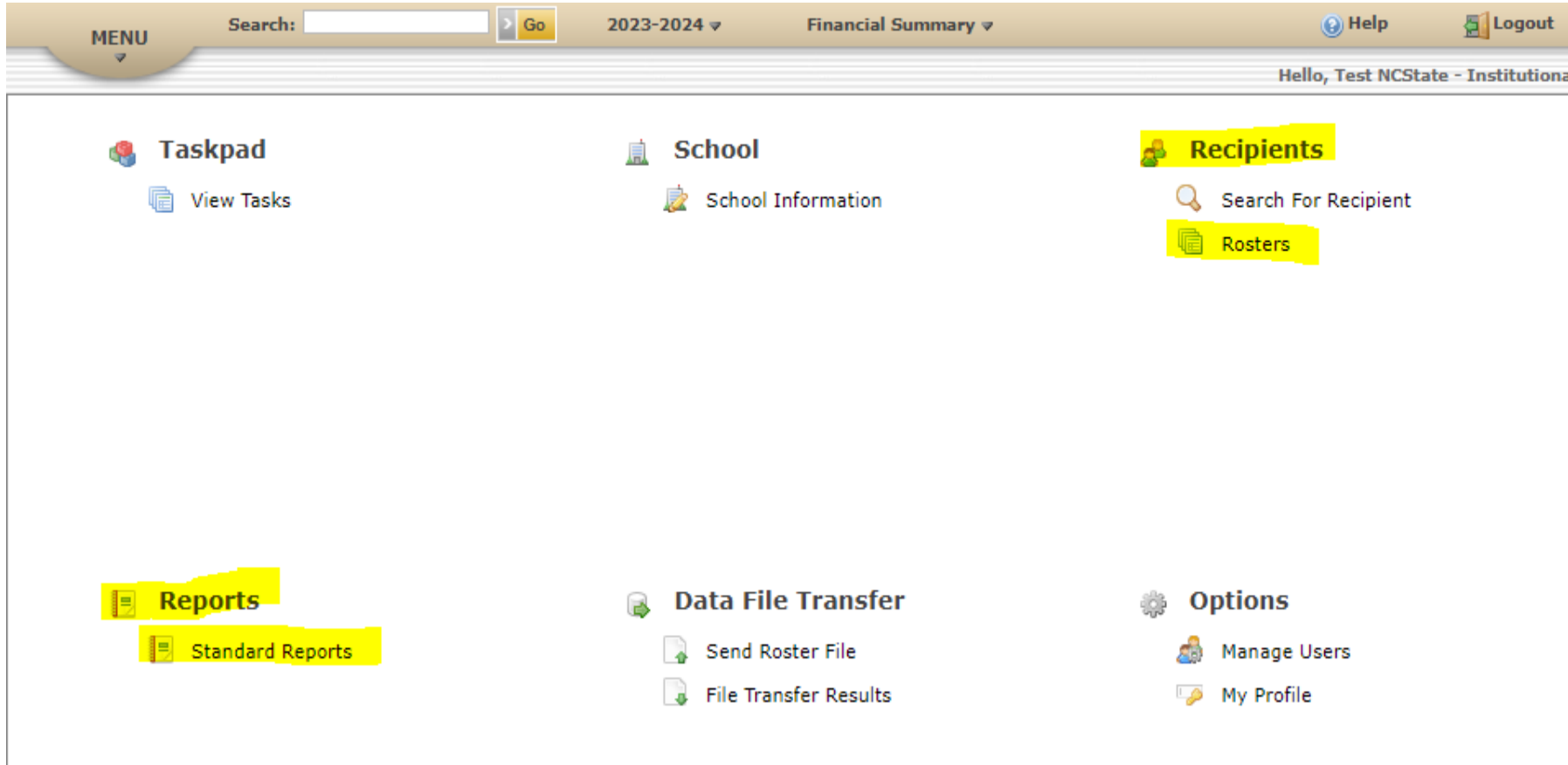
> Export to CSV

Report Information

Academic Year 2023-2024

Drag a column header here to group by that column.

School Name	Vendor Number	Location	Program Name	Term	# Students	\$ Awarded	\$ Paid
-------------	---------------	----------	--------------	------	------------	------------	---------



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 #.





North Carolina State Education
Assistance Authority

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