New School Signup Request

Please enter the following with the most current information about your school. Click **submit** below afterwards to request an account be created for your school.

Nonpublic School Name: [_____] *
Street Address: [_____] *
City: [_____] *
State: NC
Zip: [____] *
County: [<Choose One> ▼] *
Phone: [____] *
Fax: [____]
Director of School First Name: [_____] *
Director of School Last Name: [_____] *
Email Address: [_____] *
Notifications Email Address: [_____] *
Tax ID: [____] *
Fiscal Year-End Date: [____] (mm/dd) *
Select Program: ☐ Opportunity   ☐ DGrants   ☐ ESA   *

> Submit

* Indicates a Required Field

The school name must be written exactly as it is on file with DNPE.

The "Email Address" field is meant for the director's email to be listed. The "Notifications" field is for a second email address to be on file to receive notifications and updates. These addresses can be different or the same.

The Fiscal Year-End Date is used for the Financial Review requirement. The Financial Review is only required from Large Schools. However, the Fiscal Year-End Date is still needed from every school.

Your school will also have to select the program(s) that it wishes to participate in.

Fill out all fields on the **New School Signup Request** page in MyPortal. Once all of the information is filled out, click "Submit" to continue. Once submitted, NCSEAA will reach out to the North Carolina Division of Non-Public Education (DNPE) to confirm that your school is completely registered with them. Schools should only submit one New School Signup Request and wait to receive notification from NCSEAA regarding the next steps.

New School Signup Request

SEAA MyPortal Account Registration

☑ Thank you for requesting participation in one or more of the K12 programs. Your request is being processed.

Return to SEAA web site.

You will receive confirmation that NCSEAA has received your New School Signup Request. Your school will not be able to sign into MyPortal until NCSEAA has confirmed that the school is registered with DNPE. Please allow NCSEAA a week to process New School Signup Requests and to receive confirmation from DNPE.
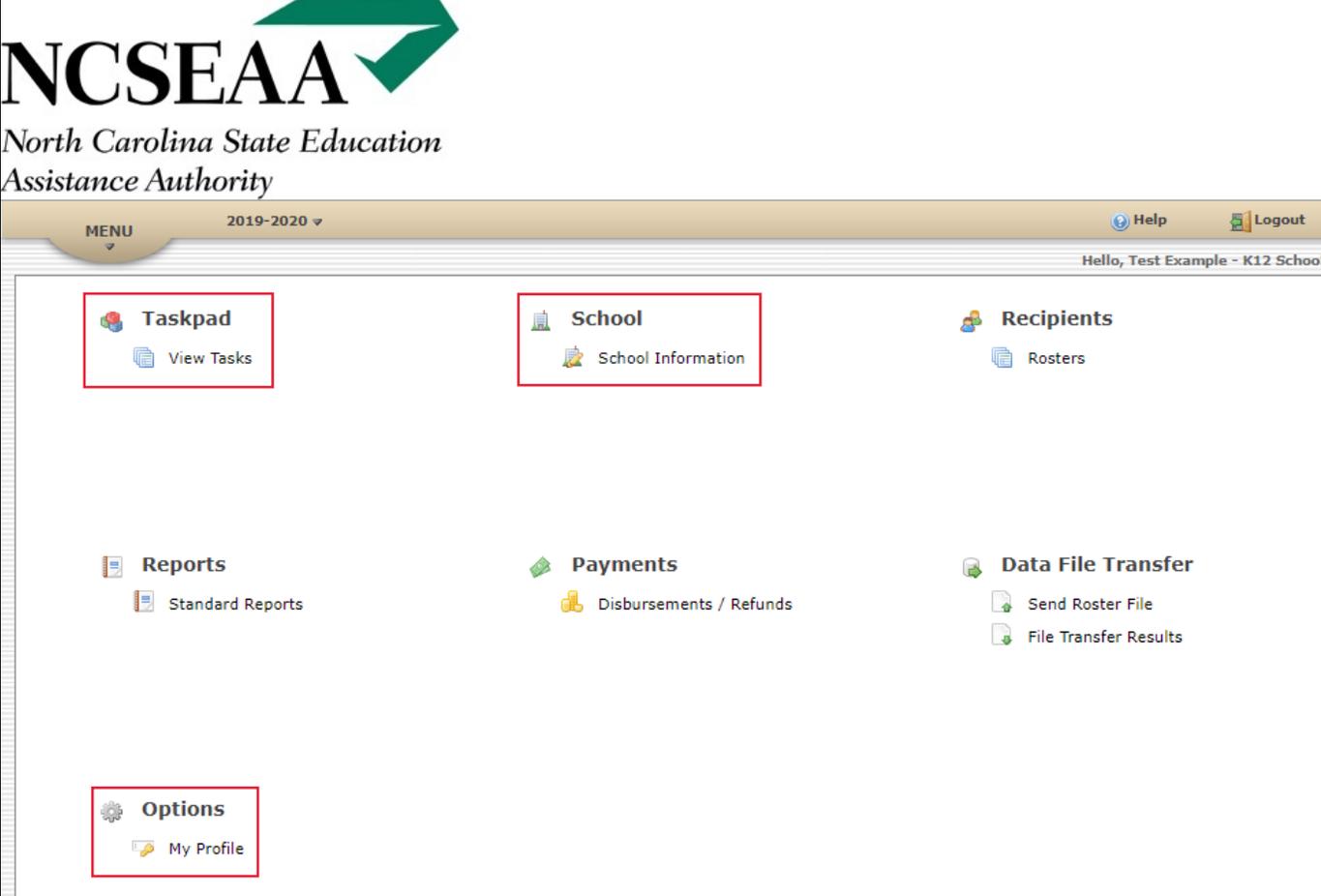
MENU   2019-2020 ▾   ⓘ Help   🔓 Logout

Hello, Test Example - K12 School

Taskpad
📄 View Tasks

School
🖼 School Information

Recipients
📋 Rosters

Reports
📊 Standard Reports

Payments
💰 Disbursements / Refunds

Data File Transfer
📤 Send Roster File
📥 File Transfer Results

Options
🔧 My Profile

Once NCSEAA receives confirmation, we will send a notification to the director email address that was provided. The email will include your login credentials (user name and temporary password) for your MyPortal account. Once logged into MyPortal, the only areas used during the New School Registration Process are the **Options**, **School**, and **Task Pad** menus.

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⚙ **Options**

🔑 My Profile

HOME > Edit My Profile

First Name: Test
Last Name: Example
Email Address: example@testschool.com
Confirm Email Address:

User Name: example@testschool.com

Password: ••••••••••

Confirm Password:

Password Requirements

- Password must contain at least 8 characters.
- Password must contain at least one number.
- Password must contain at least one capital letter.
- Password must contain at least one lower case letter.
- Password must contain at least one special character (!,@,#,$, etc.).
- Password must NOT contain <, >, [,], ;, &, ', or "
- Passwords expire after 90 days.
- You cannot use your current or previous 10 passwords.

> Save   > Return to Main Menu

Under the **Options** menu, you can select **My Profile** in order to update your name, email address, and password. Schools cannot change their **User Name**.

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School

School Information
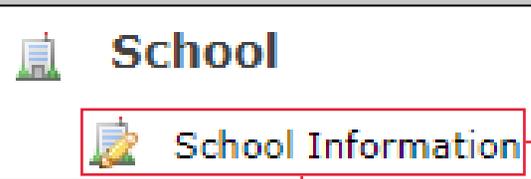
K12 School Information

K12 School Name: Test School

School Office Address

Address: ▮▮▮▮
City: ▮▮▮
State: ▮▮▮ ▼ *
Zip: ▮▮▮ *
County: ▮▮▮ ▼ *

K12 School Details

School Type: Nonpublic ▼
Operational Schedule: Semesters ▼
# of Terms: 2
Max. # of Terms to be Awarded: 2

Academic Period Setup:

	Term 1	Term 2
Begin	7/1/2019	1/1/2020
End	12/31/2019	6/30/2020
Eligible	✔	✔

Federal Employer ID (FEIN): ▮▮▮
Fiscal Year End Date: ▮▮▮ (mm/dd)
Background Check Validated On: _____ (mm/dd/yyyy)
Background Check on File Name: _____
Test Scores Confirmation Uploaded: _____ (mm/dd/yyyy)
Test Scores Confirmation Approved: <Choose One> ▼
Tuition and Fees Uploaded: _____ (mm/dd/yyyy)
Tuition and Fees Approved: <Choose One> ▼
Only Disability Students: <Choose One> ▼

Save

* Indicates a Required Field

Contact Information

Contact Information For Students

Phone Number: (919) 123-4567   Email Address: example@testschool.com

Contact Information For NCSEAA

(This information will not be shared with students)

Director of School

First Name: Test   Last Name: Example
Phone Number: (919) 123-4567   Phone Extension: _____
Fax Number: _____   Email Address: example@testschool.com

Primary Contact for NCSEAA

First Name: Test   Last Name: Example   Title: _____
Phone Number: (919) 123-4567   Phone Extension: _____
Fax Number: _____   Email Address: example@testschool.com

Notifications

Email Address: example@testschool.com

Save

Under the **School** menu, you can select **School Information** in order to update the **K12 School Information** (mailing address) and **Contact Information** (email addresses and phone numbers). Your school is responsible for keeping its contact information up to date. Incorrect or out of date email addresses and phone numbers could prevent your school from receiving notifications and updates from NCSEAA.

Taskpad

View Tasks

HOME > View Tasks

Taskpad Menu

Tasks assigned to you   Tasks assigned by you   Print

Filters

Assigned to: You   Assigned by: Everybody   Status: Incomplete ▼   **Apply Filter**

Task	Assigned to	Assigned by	Date	Status	Comments	Modify	
W9 Form	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Upload W9 Form	Comments	Upload Document
Vendor Master Form	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Upload Vendor Master Form	Comments	Upload Document
Voided Check/Bank Memo	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Upload Voided Check/Bank Memo	Comments	Upload Document
DGrants Participation Agreement	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Upload DGrants Participation Agreement	Comments	Upload Document
Opportunity Participation Agreement	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Upload Opportunity Participation Agreement	Comments	Upload Document
ESA Participation Agreement	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Upload ESA Participation Agreement	Comments	Upload Document
Tuition and Fee Schedule for 2020-2021	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Upload Tuition and Fee Schedule	Comments	Upload Document

Check All Check None   **Mark Selected As Complete**

Under the **Taskpad** menu, you can select **View Tasks** in order to see the outstanding tasks and documents that your school needs to still address. Under the **Filters** section, you can sort the tasks by **Incomplete** and **Complete**. On the table, you can see the name of the **Task**, the **Status**, and the most recent **Comment** for each task.

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HOME > View Tasks > Import a File

Upload File for Task Pad

Uploading W9 Form

Select file to upload:

Choose File | No file chosen

File name:

Upload File

Back | Reset

Under the **Modify** column in the table section, you can select **Upload Document** to chose a file that is saved on your computer in order to complete the task. To begin, select **Choose File**.

HOME > View Tasks > Import a File

Upload File for Task Pad

Uploading W9 Form

Select file to upload:

Choose File | Test.pdf

File name:

Test.pdf

Upload File

Back | Reset

Once selected, you will be able to browse the files on your computer. Once a file is chosen, the file name will appear and you will be able to select **Upload File**. If you selected the incorrect file, press **Reset** in order to clear the file and choose again.

HOME > View Tasks > Import a File

Upload File for Task Pad

Your document has been uploaded successfully.

Back | Reset

You will receive a confirmation that the file was uploaded successfully. You can then select **Back** in order to go back to your list of tasks.

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Upon returning to your list of tasks, you will see that the W9 Form is no longer appearing on the table. Under the **Filters** section, you can change the **Status** from **Incomplete** to **Complete** in order to view the tasks that you have uploaded documents for. The tasks showing on **Incomplete** are tasks that the school still needs to upload documents for.

HOME > View Tasks

Taskpad Menu

Tasks assigned to you   Tasks assigned by you   Print

Filters

Assigned to: You   Assigned by: Everybody   Status: Incomplete ▼ > Apply Filter

Task	Assigned to	Assigned by	Date	Status	Comments		Modify	
Vendor Master Form	Test School		12/20/2019 12:58:47 PM	Incomplete	Upload Vendor Master Form	Comments		Upload Document
Voided Check/Bank Memo	Test School		12/20/2019 12:58:47 PM	Incomplete	Upload Voided Check/Bank Memo	Comments		Upload Document
DGrants Participation Agreement	Test School		12/20/2019 12:58:47 PM	Incomplete	Upload DGrants Participation Agreement	Comments		Upload Document
Opportunity Participation Agreement	Test School		12/20/2019 12:58:47 PM	Incomplete	Upload Opportunity Participation Agreement	Comments		Upload Document
ESA Participation Agreement	Test School		12/20/2019 12:58:47 PM	Incomplete	Upload ESA Participation Agreement	Comments		Upload Document
Tuition and Fee Schedule for 2020-2021	Test School		12/20/2019 12:58:47 PM	Incomplete	Upload Tuition and Fee Schedule	Comments		Upload Document

Check All Check None > Mark Selected As Complete

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HOME > View Tasks

Taskpad Menu

Tasks assigned to you   Tasks assigned by you   Print

Filters

Assigned to: You   Assigned by: Everybody   Status: Complete ▼   > **Apply Filter**

Task	Assigned to	Assigned by	Date	Status	Comments	Modify
W9 Form	Test School	▉▉▉	12/20/2019 12:58:47 PM	Complete	A document has been uploaded (1 more)	Comments

Check All Check None   > **Mark Selected As Complete**

Under the **Complete** status filter, you will be able to see the W9 Form that was uploaded. The tasks showing on **Complete** are tasks that the school has uploaded documents for. Tasks showing on **Complete** do not necessarily mean that they have satisfied the requirement. The documents still need to be reviewed.

HOME > View Tasks > View Comments

Taskpad Menu

Tasks assigned to you   Tasks assigned by you   Print

Task: W9 Form   **Assigned By:** ▉▉▉   **Assigned To:** Test School

> **Add Comment**

Comment	From:	Date
A document has been uploaded	Test Example	12/20/2019 1:21:29 PM
Upload W9 Form	▉▉▉	12/20/2019 12:58:47 PM

Once a document is uploaded, it will be in queue to be reviewed. NCSEAA staff will review documents in the order that they have been received and the **Comments** will be updated with additional information. The most recent comment showing now is "A document has been uploaded" and it is from the example school. This comment was automatically added after the school completed uploading the document.

After going back to the list of **Incomplete** tasks, you will see that the Vendor Master Form is now selected. Schools are able to add their own **Comments** by typing into the box and clicking the **Add Comment** button. The example school has added the comment "This is a test" and it is now showing in the **Comment** section.

HOME > View Tasks > View Comments

Taskpad Menu
Tasks assigned to you   Tasks assigned by you   Print

Task: Vendor Master Form **Assigned By:** ▮▮▮▮▮▮ **Assigned To:** Test School

[Add Comment]

Comment	From:	Date
Upload Vendor Master Form	▮▮▮▮▮▮	12/20/2019 12:58:47 PM

HOME > View Tasks > View Comments

Taskpad Menu
Tasks assigned to you   Tasks assigned by you   Print

Task: Vendor Master Form **Assigned By:** ▮▮▮▮▮▮ **Assigned To:** Test School

[Add Comment]

Comment	From:	Date
This is a test.	Test Example	12/20/2019 3:21:47 PM
Upload Vendor Master Form	▮▮▮▮▮▮	12/20/2019 12:58:47 PM

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HOME > View Tasks

Taskpad Menu

Tasks assigned to you   Tasks assigned by you   Print

Filters

Assigned to: You   Assigned by: Everybody   Status: Incomplete ▼   > Apply Filter

Task	Assigned to	Assigned by	Date	Status	Comments	Modify	
Vendor Master Form	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Resubmit your document (**4 more**)	Comments	Upload Document
Voided Check/Bank Memo	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Upload Voided Check/Bank Memo	Comments	Upload Document
DGrants Participation Agreement	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Upload DGrants Participation Agreement	Comments	Upload Document
Opportunity Participation Agreement	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Upload Opportunity Participation Agreement	Comments	Upload Document
ESA Participation Agreement	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Upload ESA Participation Agreement	Comments	Upload Document
Tuition and Fee Schedule for 2020-2021	Test School	■	12/20/2019 12:58:47 PM	Incomplete	Upload Tuition and Fee Schedule	Comments	Upload Document

Check All Check None   > Mark Selected As Complete

In this scenario, the example school has uploaded a file for the Vendor Master Form and the file has been rejected after being reviewed by NCSEAA. The Vendor Master Form is now showing on the **Incomplete** task list and the most recent **Comment** shows "Resubmit your document".

HOME > View Comments

Taskpad Menu

Tasks assigned to you   Tasks assigned by you   Print

Task: Vendor Master Form **Assigned By:** ▇▇▇▇▇▇ **Assigned To:** Test School

> Add Comment

Comment	From:	Date
Resubmit your document	▇▇▇	12/20/2019 3:57:43 PM
▇▇▇ : Status changed from Complete to Incomplete	▇▇▇	12/20/2019 3:57:43 PM
A document has been uploaded	Test Example	12/20/2019 3:23:23 PM
This is a test.	Test Example	12/20/2019 3:21:47 PM
Upload Vendor Master Form	▇▇▇	12/20/2019 12:58:47 PM

When opening up the **Comments** for the Vendor Master Form, you will see all **Comments** and not just the most recent one. In addition to the **Comment** asking the example school to resubmit the document, there is also a **Comment** that shows "Status changed from Complete to Incomplete".

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HOME > View Tasks

┌─ **Taskpad Menu** ─
Tasks assigned to you   Tasks assigned by you   Print

┌─ **Filters** ─
Assigned to: You   Assigned by: Everybody   Status: Complete   ▼   > **Apply Filter**

Task	Assigned to	Assigned by	Date	Status	Comments	Modify
W9 Form	Test School	▮	12/20/2019 12:58:47 PM	Complete	The document has been reviewed and accepted. (2 more)	Comments

Check All   Check None   >   **Mark Selected As Complete**

This scenario shows that the W9 Form the example school uploaded has been reviewed and accepted. The W9 Form will remain on the **Complete** task list. The **Comment** section also shows a comment from NCSEAA staff stating "The document has been reviewed and accepted".

HOME > View Tasks > View Comments

┌─ **Taskpad Menu** ─
Tasks assigned to you   Tasks assigned by you   Print

Task: W9 Form   **Assigned By:** ▮   **Assigned To:** Test School

> **Add Comment**

Comment	From:	Date
The document has been reviewed and accepted.	▮	12/20/2019 4:23:35 PM
A document has been uploaded	Test Example	12/20/2019 1:21:29 PM
Upload W9 Form	▮	12/20/2019 12:58:47 PM

HOME > View Tasks

Taskpad Menu
Tasks assigned to you   Tasks assigned by you   Print

Filters
Assigned to: You   Assigned by: Everybody   Status: Incomplete ▼   ▶ Apply Filter

No tasks to display

HOME > View Tasks

Taskpad Menu
Tasks assigned to you   Tasks assigned by you   Print

Filters
Assigned to: You   Assigned by: Everybody   Status: Complete ▼   ▶ Apply Filter

Task	Assigned to	Assigned by	Date	Status	Comments	Modify
W9 Form	Test School	▉	12/20/2019 12:58:47 PM	Complete	The document has been reviewed and accepted. (2 more)	Comments
Vendor Master Form	Test School	▉	12/20/2019 12:58:47 PM	Complete	A document has been uploaded (5 more)	Comments
Voided Check/Bank Memo	Test School	▉	12/20/2019 12:58:47 PM	Complete	A document has been uploaded (1 more)	Comments
DGrants Participation Agreement	Test School	▉	12/20/2019 12:58:47 PM	Complete	A document has been uploaded (1 more)	Comments
Opportunity Participation Agreement	Test School	▉	12/20/2019 12:58:47 PM	Complete	A document has been uploaded (1 more)	Comments
ESA Participation Agreement	Test School	▉	12/20/2019 12:58:47 PM	Complete	A document has been uploaded (1 more)	Comments
Tuition and Fee Schedule for 2020-2021	Test School	▉	12/20/2019 12:58:47 PM	Complete	A document has been uploaded (1 more)	Comments

Check All Check None ▶ Mark Selected As Complete

Once a school uploads all required documents, the **Incomplete** task list will be empty and show "No tasks to display". The **Complete** task list will show all of the tasks that a document has been uploaded for. As a reminder, tasks showing on the **Complete** task list only indicate that a document has been uploaded for that task. NCSEAA staff has to review all documents that have been uploaded. The status of the task will show in the **Comments** section for each task.

NCSEAA will send you an email notification once your school has successfully completed the New School Registration Process.