

# 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. Got to [myportal.ncseaa.edu](http://myportal.ncseaa.edu)
2. Click "[Create an Account.](#)"

**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.](#)

3. Complete the required fields and click the "Create Login" button to set up the user account

**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:

**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.

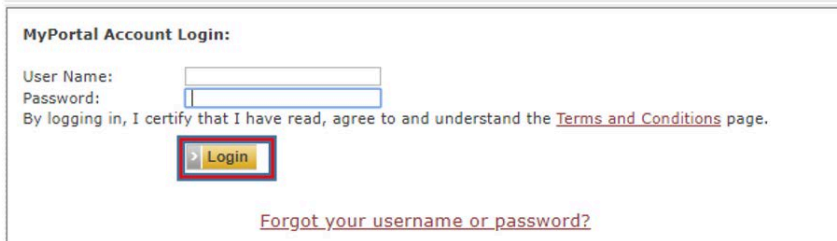
4. You will receive an email with a link to activate your account

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](#)



**MyPortal Account Login:**

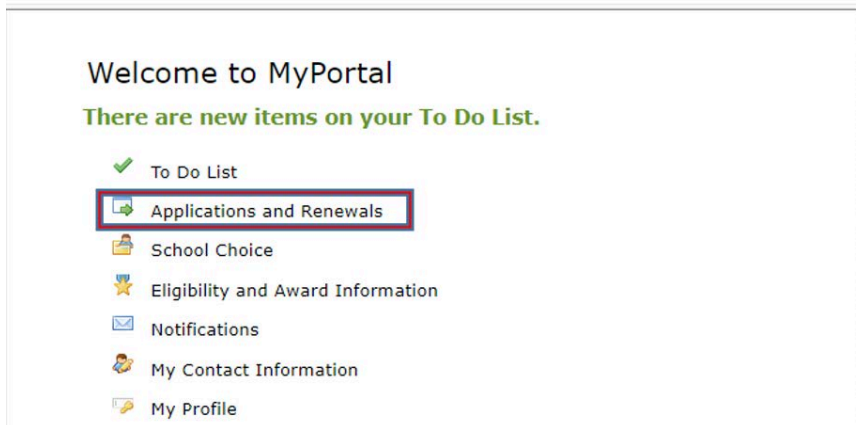
User Name:

Password:

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

[Forgot your username or password?](#)

1. Go to the “Applications and Renewals” section



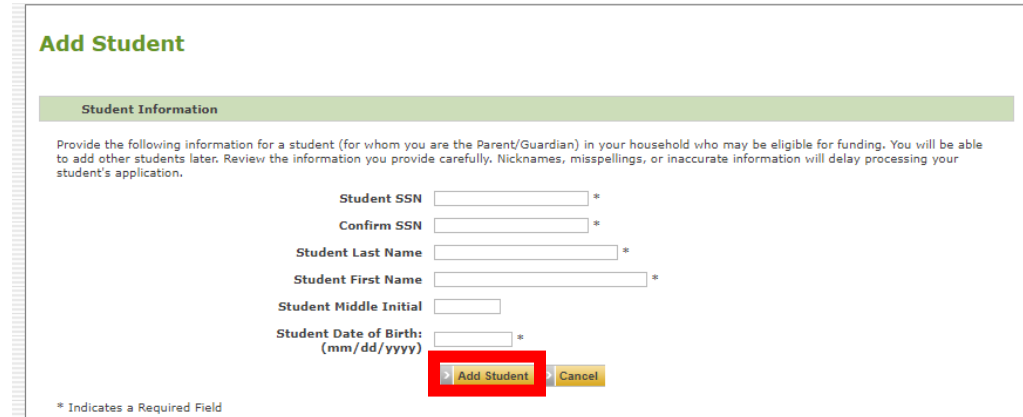
Welcome to MyPortal

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

1. Click the “Add Student button” (bottom left corner of page)

1. Complete the required fields and click “Add Student”. Once the student has been added, you will be directed back to the “Apply Online” Section.



**Add Student**

**Student Information**

Provide the following information for a student (for 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  \*

Confirm SSN  \*

Student Last Name  \*

Student First Name  \*

Student Middle Initial

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

\* Indicates a Required Field

1. Locate the correct student account and under the “Action Items” column, click “Apply Online” next to the appropriate program

### 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: roshon r dandy

Application	Renewed	Started	Submitted	Action Items
Disabilities Grant Program Application	N/A			<a href="#">Apply Online</a>
Opportunity Scholarship Program Application	N/A			<a href="#">Apply Online</a>
Education Savings Account Program Application	N/A			<a href="#">Apply Online</a>

Student: darnell r dandy

Application	Renewed	Started	Submitted	Action Items
Disabilities Grant Program Application	N/A			<a href="#">Apply Online</a>
Opportunity Scholarship Program Application	N/A			<a href="#">Apply Online</a>
Education Savings Account Program Application	N/A			<a href="#">Apply Online</a>

6. Review the program eligibility and award selection process information.

Click the link at the bottom of the screen to start the application process.

### 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 [OpportunityScholarship@ncseaa.edu](mailto:OpportunityScholarship@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](#)

7. Complete the required fields on each page. Click "Submit" to submit your completed application.

**Opportunity Scholarship Program Application 2020-2021**

Parent/Guardian Information  
 Student Information  
 School Information  
 Household Information

### Consent and Certification Statements

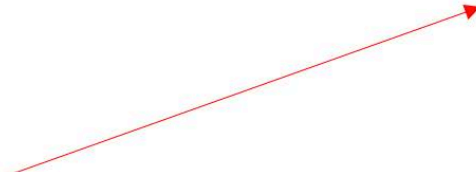
**Student: roshon dandy      SSN: 730-32-2322      DOB: 04/12/2014**

- 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.

Submit   View Summary   Print Summary



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](#)
3. Go to the "Eligibility and Award Information" section
3. Choose a student from the drop down

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 application.

- 🚨 Your application has been received.
- 🌟 Your application is complete and under review. Check back regularly.
- 👤 You qualify for an award at the school you attend. The award amount is an award is paid.
- 👍 You have accepted your award offer.
- 👎 You have declined your award offer.
- ✅ Your school has certified your enrollment.
- 💰 Your award has been paid to the school.
- 🔍 All or a portion of the award paid to your school was reduced and funds are
- ❌ You do not qualify for an award for the school.

Please see our website, [www.ncseaa.edu](http://www.ncseaa.edu), for more information.



Student: <Choose One>

Step 4: Click on the icon in the "Status" column for details

Student: [REDACTED]

Click the Status icon for more information.

2020-2021  
Alamance Christian Sch


Term	Status	Award Amount
Fall		\$0.00
Spring		\$0.00
Total Award Amount		\$0.00

**Status Details**

Opportunity:

- Student is eligible

[Close](#)

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

Student: XXXXXXXXXX

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

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

MyPortal allows one document to be uploaded per application.

Before uploading, be sure all required pages are saved to one file.

The following file types are allowed: .pdf and .docx.

The maximum file size allowed is 10M.

Select file to upload:

No file chosen

File name:

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](http://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.

### 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.

The screenshot displays two student accounts in a list. Each account has a 'Change School' section. The first student's current school is 'Alamance Christian School Graham - Graham', and the second student's is 'Legacy Preparatory School Charlotte - Charlotte'. Red boxes highlight the school name dropdowns and the 'Save' buttons for both accounts. Red arrows point from the text below to these elements.

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

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

Click notification to view.

## 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”
5. Enter your new email address in the “Email Address” and “Confirm Email Address” boxes.

Current

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  
Confirm Email Address

Choose One>

Choose One>

Choose One>

### Parent/Guardian Security Questions:

These questions will be used by SEAA to identify the Parent/Guardian during communications with the Parent/Guardian.

What is the name of the city in which you were born?

What was the name of your elementary school?

### Update Your User Profile

To change your password or email address associated with your user profile, [click here](#).

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”.

First Name:

Last Name:

Email Address:

Confirm Email Address:

User Name:

Password:

Confirm Password:

Step 6: Click “Save” to update your email address and “Return to Main Menu” to exit.