

## MyPortal Credential Request Form Secondary Administrative User

Submit this form via email to [NPS@ncseaa.edu](mailto:NPS@ncseaa.edu) to request that a new user account be created for your school.

### Section 1. Provide the name and city of your school as it is registered with DNPE:

Name of School:

City:

### Section 2: To be completed by the individual needing MyPortal credentials:

First name:

Last name:

Email address:

Job Title:

Signature:

Today's Date:

### Section 3: Authorization for MyPortal Credentials. To be completed by your HDMA:

Name:

Job Title:

Email address:

*I authorize that the individual named in Section 2 should be granted login credentials to access MyPortal and complete actions associated with my school's participation in the K12 Programs.*

Signature:

Today's Date: