



## MyPortal Guide for Parents

*The purpose of this tutorial is to provide step-by-step instructions to guide parents through important steps of the scholarship award process.*

Click the links below for step-by-step instructions.

[Creating a MyPortal parent account](#)

[Completing an Opportunity and/or ESA+ Scholarship application](#)

[Checking a student's eligibility status](#)

[Checking/Completing required actions](#)

[View and Update your school choice](#)

[Reviewing messages from the K12 Scholarship Program\(s\)](#)

[Updating your email address](#)

## Creating a MyPortal Parent Account

The first step of the application process is to create a parent account

**Step 1:** Go to [myportal.ncseaa.edu](https://myportal.ncseaa.edu)

**Step 2:** Click [Create an Account](#)

**Step 3:** Are you a parent applying on behalf of your K12 student for a scholarship? Select **YES**

### Create a User Account

Students/Borrowers: Set up a MyPortal account to apply for or manage your SEAA financial aid for college.

Parents of kindergarten through 12th grade students: Set up a MyPortal account to apply for the Opportunity Scholarship or ESA+.

Are you a parent applying on behalf of your K12 student for a scholarship or grant? <Choose One> v

<Choose One>

Yes

No

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Education Assistance Authority

**K12 Programs**  
(855) 330-3955  
OpportunityScholarships@ncseaa.edu  
ESA@ncseaa.edu

**Higher Education Payment Services**  
(800) 700-1775, Option 1  
Information@ncseaa.edu repay@ncseaa.edu

[Terms & Conditions](#)

**Step 4:** 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.

Be sure to enter your information correctly, as you will not be able to edit once submitted. If you mistakenly enter incorrect information, please email the appropriate K12 Program and we'll be happy to assist.

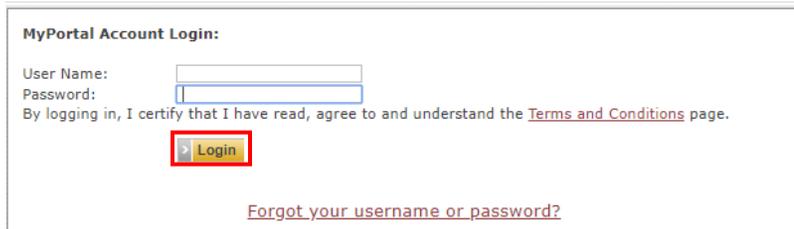
*\*Note: If the parent does not have a valid Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), he/she must email scholarship staff for assistance. Do not enter falsified personal identity information. [opportunitiescholarships@ncseaa.edu](mailto:opportunitiescholarships@ncseaa.edu) or [ESA@ncseaa.edu](mailto:ESA@ncseaa.edu)*

**Step 5:** 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 Login Support (855) 763-5333

## Completing an Opportunity and/or ESA+ Scholarship Application

Parents will be able to add student(s) to their MyPortal parent account once the application opens each year (February 1<sup>st</sup>).

### Step 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?](#)

### Step 2: Go to “Applications and Renewals for K-12<sup>th</sup> Grade” section

## Welcome to MyPortal

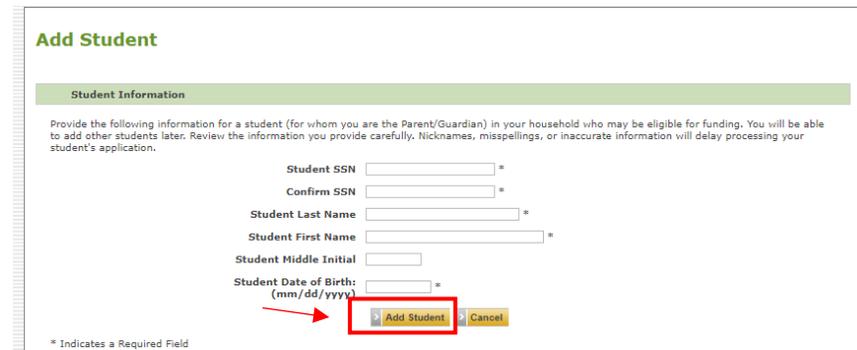
Use My Portal to manage your college financial aid and K12 grants and scholarships for K12 dependents.

**There are new items on your To Do List.**

- ✓ To Do List
- Applications and Renewals for K-12th Grade
- Applications and Renewals for College
- School Choice
- Eligibility and Award Information
- Notifications
- My Contact Information
- My Profile

### Step 3: Click the “Add Student button” (bottom left corner of page)

### Step 4: 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

### Enter Student Information Carefully

Be sure to enter your student's information correctly, as you will not be able to edit once submitted. If you mistakenly enter incorrect information, please email the appropriate K12 Program and we'll be happy to assist.

*\*Note: If the student does not have a valid Social Security Number (SSN), the parent must email scholarship staff for assistance. Do not enter falsified personal identity information. [opportunityscholarships@ncseaa.edu](mailto:opportunityscholarships@ncseaa.edu) or [ESA@ncseaa.edu](mailto:ESA@ncseaa.edu)*

**Step 5: Locate the correct student account and under the “Action Items” column, click “Apply Online” next to the appropriate K12 scholarship program**

**Apply Online/Check Application Status for 2024-2025**

North Carolina offers **two scholarship programs** that help families afford nonpublic (private and home) schools.

1. [The Opportunity Scholarship Program](#)  
Suitable for families who qualify based on income.
2. [The Education Student Accounts \(ESA+\) Program](#)  
Suitable for families of [students with disabilities](#).

To apply for a student:

1. Click the **Add Student** link.
2. Enter the student's information.
3. Click the **Add Student** button.
4. Once the student is added, click the **Apply Online** link to start the program's application.

If the application has been started, but not submitted, click the **Finish Application** link to complete and submit the application. If the application has been submitted, click the **To Do List** link to check for any additional Action Items to complete.

Student: XXXXXXXXXX

Application	Renewed	Started	Submitted	Action Items
Opportunity Scholarship Program Application	N/A			<a href="#">Apply Online</a>
Education Student Accounts Program Application	N/A	01/11/2024	01/11/2024	<a href="#">To Do List</a> <a href="#">View/Print Application</a> <a href="#">Edit Application</a>

**Step 7: Complete the required fields on each page  
Click “Submit” to submit your completed application**

HOME > [Apply Online/Check Application Status](#) > [Application Launch Page](#) > Opportunity Scholarship Program Application

**Opportunity Scholarship Program Application - 2024-2025**

- Parent/Guardian Instructions
- Parent/Guardian Information
- Student Information
- Eligibility Information
- School Information
- Nonpublic School Choice
- Household Information

### Parent/Guardian Instructions

For this application a parent/guardian is defined as:

- A natural, adoptive, or foster care parent **with whom the child lives**

Or

- A guardian, which is an individual acting in place of a natural/adoptive parent (for example, a grandparent, stepparent, or other relative) **with whom the child lives**

The State is not eligible to serve as a parent/guardian for purposes of this program, if the child is a ward of the State.

The parent/guardian completing this application must be the same parent/guardian listed on this application and the same parent/guardian with whom the child lives.

If the student is awarded an Opportunity Scholarship, the scholarship funds will be paid to the school on behalf of the parent/guardian who applied.

**Multiple Children**  
Students in one household unit should be associated with the same parent/guardian. There should be one MyPortal account per household.

\* Indicates Required Field

[Next](#)

**Step 6: Review the program eligibility and award selection process information. Click the link at the bottom of the screen to start the application process**

HOME > [Apply Online/Check Application Status](#) > [Application Launch Page](#)

**Opportunity Scholarship Program 2024-2025**  
This application is for new students for the 2024-2025 school year.

**Introduction**

Thank you for your interest in the Opportunity Scholarship!

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 to attend an eligible nonpublic school.

The North Carolina State Education Assistance Authority (SEAA) administers the Opportunity Scholarship. For more information, see the program [website](#). If you have questions after reviewing the information, contact the program at [OpportunityScholarships@ncseaa.edu](mailto:OpportunityScholarships@ncseaa.edu) or call 855-330-3955.

**Application Deadlines**

- The Opportunity Scholarship Program Application opens December 1, 2023.
- The priority deadline is March 1, 2024. Families who submit their application by midnight on the evening of March 1 will receive priority consideration for a full year award. Families who apply by March 1 receive their award decision early, usually by early April.
- The application may remain open after the priority deadline provided funding remains available.

**Lottery**

Eligible new students on applications received from February 1 through March will be entered into a lottery.

**Order of Awarding**

Renewals (students who received 2023-2024 funding) will be considered first for 2024-2025 awards.

Eligible new student applications submitted between February 1 – March 1 will be awarded based on household income, starting with Award Tier 1. Scholarships will be offered to families in Award Tiers 2 – 4 to the extent funds remain available.

If the number of eligible applications exceeds the amount of funds available, a waitlist will be established to fill slots that may become available at a later date.

See the Opportunity Scholarship website for income tier explanations.

[Next Page](#)

**Step 8: Check your MyPortal notifications and personal email for an eligible/ineligible notification. If eligible, your student’s Award Tier will be listed. If ineligible, the reason will be listed. If you feel you made an error on one of the application questions, you may edit your response(s) before the application closes. If you go back to your Applications and Renewals section, you should see the option to edit your application. If you reopen the application, you must go through each page, make the necessary corrections to your application, then submit the updated information. *Note: You will not receive an updated eligibility notification again, this is only sent the first time you submit an application. Check your “Eligibility & Awards” section for updates.***

## Checking a Student's Eligibility Status

Once the application is submitted, you can check your student's award status on your account

Step 1: Log into your [MyPortal account](#)

Step 2: Go to the "Eligibility and Award Information" section

Step 3: Choose a student from the drop down

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

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 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 being returned.
- ✗ 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>

### 2024-2025 Unknown

Term	Program	Status	Award Amount
Fall	Education Student Accounts	!	\$0.00
Spring	Education Student Accounts	!	\$0.00
Total Award Amount			\$0.00

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](#).

**Award Amount:** Between February-August, an award amount will show zero in MyPortal. The amount of \$0.00 is a placeholder. Once the school certifies their cost of attendance (tuition) for your student, then \$0.00 will be updated to an exact award amount in MyPortal. School certification typically takes place in August. In the meantime, we recommend you reach out to your [Direct Payment School](#) to request information on the amount of tuition they intend to report to our agency and any outstanding balances you may owe directly to the school.

## Checking/Completing required actions

You can upload requested documents using the “To Do List” section of your MyPortal account

**Step 1:** Log into your [MyPortal account](#)

**Step 2:** Go to the “To Do List” section

**Step 3:** Click on the upload link under the “Action Items” column

Application or Required Documentation	Receipt Date	Action Items	Due By
<input checked="" type="checkbox"/> Education Student Accounts Program Application	01/11/2024	Complete	
<input type="checkbox"/> Eligibility Determination Form		<a href="#">Upload Eligibility Determination Form</a>	02/01/2024

**Step 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:

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](https://pdfjoiner.com)

Need access to a scanner?

Apple (iOS) and Android have free apps that you may download. Try [TurboScan!](#)  
You may also want to reach out to your school to request access to their devices.

**Step 5:** Click “Upload File” to submit the document

**Step 6:** If the file has successfully uploaded, the following message will appear:

Your document has been uploaded successfully.

ESA+ Applicants: do you need support uploading your Eligibility Determination Form (IEP)? [Click here for full instructions](#)

## View and Update your School Choice

See [K12 School Choice Deadlines](#) for more information

**Step 1: Log onto your [MyPortal account](#)**

**Step 2: Go to the “School Choice” section**

**Step 3: Locate the correct student account**

### View And Update Your Schools for 2024-2025

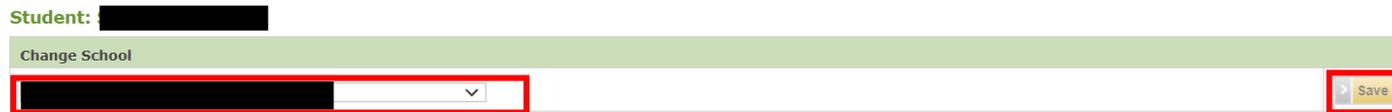
School Change closes on 08/01/2024

Is the correct school listed for your student? To change, choose a school from the drop-down list under "Change School" and click Save.

Student: [REDACTED]

Change School

[REDACTED] [v] [Save]



**Step 4: Under “Change School”, select the correct school from the drop down and click “Save”**

Check out the [list of eligible Direct Payment Schools](#) to make sure that the school you have selected participates in the program(s) for which you have applied

**Note: Parents may update their school choice independently in MyPortal until August 1<sup>st</sup>!**

**After August 1<sup>st</sup>, parents must email the applicable scholarship program to request a school change**

**If your student is a recipient of a K12 Scholarship for the current school year and needs to transfer schools, please review the [How to Transfer Schools](#) document for detailed instructions**

## Reviewing Emails from the K12 Scholarship Program(s)

Email notifications are logged into your MyPortal Notifications section. To review previously sent messages:

Step 1: Log into your [MyPortal account](#)

Step 2: Go to the “Notifications” section

Step 3: Click the link under the “Notifications” column to review the message

### Notifications

Recipient	Notification	Date Created	Status	Media	Date/Time Viewed
	<a href="#">K12_Change_Of_Parent</a>	02/06/2024	Printed	Paper	
	<a href="#">K_ESA+ NewStudentNeedsDEC3 (on demand)</a>	02/02/2024	Emailed	Email	
	<a href="#">HE_Application Not Submitted</a>	01/17/2024	Emailed	Email	
	<a href="#">RS_Partial Match Resolved</a>	11/08/2023	Emailed	Email	
	<a href="#">Repayment_Partial Match Resolved</a>	11/08/2023	Emailed	Email	
	<a href="#">K-12_Partial Match Resolved</a>	10/18/2023	Emailed	Email	
	<a href="#">K-12_Partial Match Resolved</a>	10/18/2023	Emailed	Email	
	<a href="#">K12_ESA+ for Students in an Out of District Public School</a>	08/30/2023	Emailed	Email	
	<a href="#">K_OS Opportunity Scholarship Survey - for 2022-2023 new student applicants</a>	08/25/2023	Emailed	Email	
	<a href="#">K_OS Opportunity Scholarship Survey - for 2021-2022 new student applicants</a>	08/25/2023	Emailed	Email	
	<a href="#">K12_ESA+ Pre DocuSign (on demand)</a>	08/25/2023	Emailed	Email	
	<a href="#">K_OS Opportunity Scholarship Survey - for 2022-2023 new student applicants</a>	08/08/2023	Emailed	Email	
	<a href="#">K_OS Opportunity Scholarship Survey - for 2021-2022 new student applicants</a>	08/08/2023	Emailed	Email	
	<a href="#">K12_ESA+ Ineligible Spending Requirement Not Met</a>	08/07/2023	Emailed	Email	
	<a href="#">K12_ESA+ Ineligible Spending Requirement Not Met</a>	08/07/2023	Emailed	Email	
	<a href="#">K12_ESA+ Ineligible Spending Requirement Not Met</a>	08/07/2023	Emailed	Email	

## Updating your Email Address

Parents should update their email address in **two** sections on their MyPortal account

**Step 1:** Log onto your [MyPortal account](#)

**Step 2:** To update the email address connected to email notifications, go to the **“My Contact Information”** section

**Step 3:** In **“New”** Column, enter the new email address and click **“Save”**

Current	New
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
<b>Permanent Address</b>	
Street	<input type="text"/>
City	<input type="text"/>
State	<Choose One> v
Zip Code	<input type="text"/>
<b>Mailing Address</b>	
Street	<input type="text"/>
City	<input type="text"/>
State	<Choose One> v
Zip Code	<input type="text"/>
Home Phone	<input type="text"/>
Cell Phone	<input type="text"/>
County of Residence:	<Choose One> v
Email Address	<input type="text"/>
Confirm Email Address	<input type="text"/>

### Update Your User Profile

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

**Step 5:** Enter your new email address in the **“Email Address”** and **“Confirm Email Address”** boxes. Click **“Save”**

First Name:

Last Name:

Email Address:

Confirm Email Address:

User Name:

Password:

Confirm Password:

**Step 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