

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: Please indicate how the non-public school determined who has the highest decision making-authority. Please indicate all that apply:**

From the non-public school's bylaws

From the non-public school's articles of incorporation

From the governing documents of the non-public school

**\*Important\*** - As a new HDMA you are required to submit a background check to NCSEAA. Go to <https://portal.castlebranch.com/NX24/package-selection> to begin NCSEAA's background check process.