



NORTH COAST SCHOOL OF EDUCATION

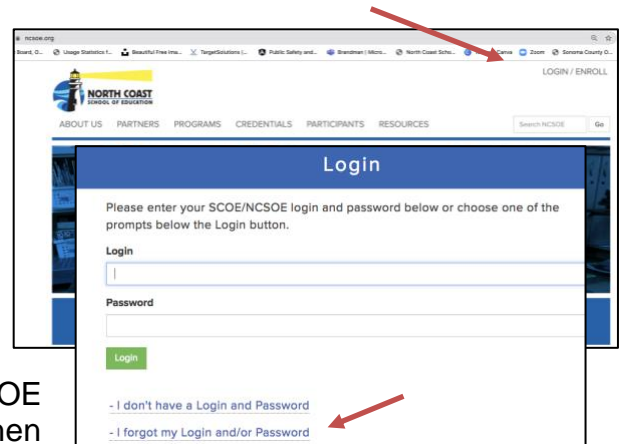
DISTRICT COORDINATORS

STEPS TO CREATE A NCSOE DATABASE ACCOUNT



As a District Coordinator, you will need to create a NCSOE database account in order to access your online District Roster. As the liaison between your school district and the NCSOE, you are responsible for verifying, approving, and monitoring program enrollment for each teacher in your district who is participating in one of our programs. The online District Roster provides an easy way for you to monitor your teacher’s participation and communicate to the NCSOE staff enrollment changes.

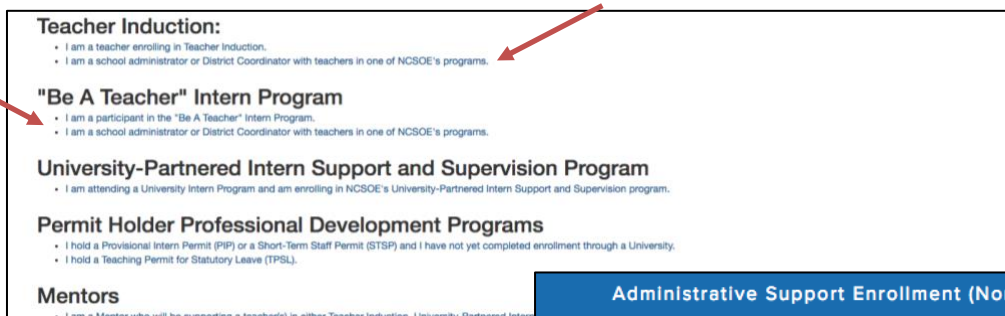
Step 1: Visit www.ncsoe.org and click on the **Login button** on the upper right hand of the screen.



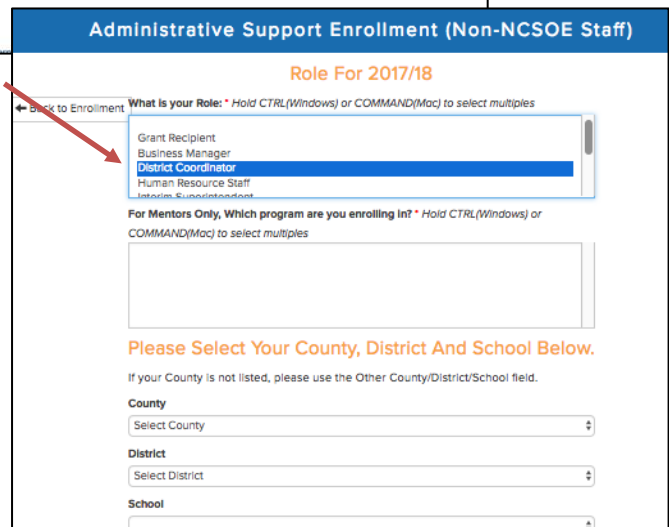
Step 2: Click on "I do not have a Login and Password". (If you already have a SCOE, NCSOE or an old NCBTP account, **do not** create a new account. You can use your previous login and password to update your account to our NCSOE system.)

You will be directed to the “Establish an NCSOE Account” page. Read the directions carefully and then enter your personal information and then click “submit”.

Step 3: The next screen asks you to identify your level of participation. Click on the link “I am a school administrator or District Coordinator with the teachers in one of NCSOE’s programs”. This link is accessible under both Teacher Induction and “Be A Teacher” Intern Program.



Step 4: On the next screen select the role of **District Coordinator**, then finish the form by filling out your county, school district and school. After you have read the District Coordinator’s Roles and Responsibility document, click on the box that signifies you have completed that task and click the “submit” button.



Your NCSOE Account has been created! Let your NCSOE Program Coordinator know that you now have an active account. They will notify the regional office to have your account linked to your district’s roster.