

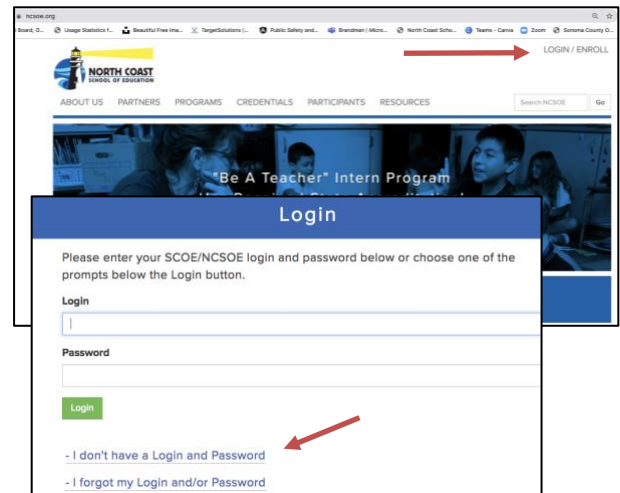
## DISTRICT COORDINATORS STEPS TO CREATE AN NCSOE DATABASE ACCOUNT

As a District Coordinator, you will need to create an NCSOE database account in order to access your online District Roster. As the liaison between your school district and the North Coast School of Education, 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](http://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 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.

**Teacher Induction:**

- I am a teacher enrolling in Teacher Induction.
- I am a school administrator or District Coordinator with teachers in one of NCSOE's programs.

**"Be A Teacher" Intern Program**

- I am a participant in the "Be A Teacher" Intern Program.
- I am a school administrator or District Coordinator with teachers in one of NCSOE's programs.

**University-Partnered Intern Support and Supervision Program**

- I am attending a University Intern Program and am enrolling in NCSOE's University-Partnered Intern Support and Supervision program.

**Permit Holder Professional Development Programs**

- I hold a Provisional Intern Permit (PIP) or a Short-Term Staff Permit (STSP) and I have not yet completed enrollment through a University.
- I hold a Teaching Permit for Statutory Leave (TPSL).

**Mentors**

- I am a Mentor who will be supporting a teacher(s) in either Teacher Induction, University-Partnered Intern Support and Supervision Program, the "Be A Teacher" Intern Program, or the Permit Holder Professional Development Program.

**Preliminary Administrative Services Credential Program (PASC)**

- I am enrolling in the Preliminary Administrative Services Credential Program (PASC) as a Candidate or Coach.

**Administrator Induction Program (AIP)**

**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.

Administrative Support Enrollment (Non-NCSOE Staff)

Role For 2017/18

← Back to Enrollment What is your Role? \* Hold CTRL(Windows) or COMMAND(Mac) to select multiples

Grant Recipient  
Business Manager  
**District Coordinator**  
Human Resource Staff  
Intuitive Support/Assistant

For Mentors Only, Which program are you enrolling in? \* Hold CTRL(Windows) or COMMAND(Mac) to select multiples

Please Select Your County, District And School Below.

If your County is not listed, please use the Other County/District/School field.

County  
Select County

District  
Select District

School

Other County/District/School

I have read and understand my responsibilities as listed on the [District Coordinator's job description.](#)

Submit