Guide to Subscribing to the Charter Schools ADM Projection System (CSADM)

Please use this handout to learn how to access the Charter Schools ADM Projection System for the first time.

If you have questions on this handout or how to navigate within the Charter Schools ADM Projection System, please contact Angela Harrison at (919) 807-3734.

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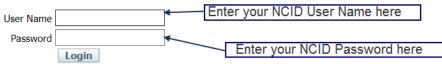
This is a closed site.

Access is restricted to authorized Charter Schools and DPI Personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site.

The link to the Charter Schools ADM Projection System is located at the Financial and Business Services, Charter Schools Financial Operations website http://www.ncpublicschools.org/fbs/charterschools/. Under CSADM, Action Required Now, click on the hot link: Access the CSADM Projetion System.



All information entered into this system may be viewed by DPI authorized personnel.



An active North Carolina Identity Management (NCID) login is required. If you do not have an NCID, you must contact the Charter Schools' NCID administrator to set up an account for you.

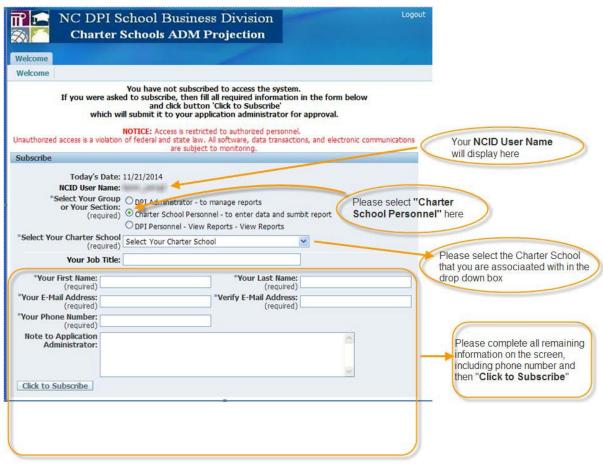
A directory of charter school NCID administrators is available at https://www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords.

If an NCID Administrator is not listed for your school, contact an NCID Administrator displayed under "LEA: Charter Schools 000".

If you have forgotten your User Name or Password, or need to register / obtain an NCID, please go to the NCID website to retrieve/reset your login information.

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Once you have entered your NCID Username and Password for the first time only, you will need to complete this screen to subscribe to the Charter Schools ADM Projection System



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- Once you have clicked the "Click to Subscribe" button on the previous screen, a message will appear indicating you have subscribed.
- Logout of the application.
- Wait to receive an email stating your subscription has been approved, then you may log back into the application.