


## Cash App Access: Two Separate Steps

### I. Get an [NCID](#)

1. To register for the App, users must first contact the NCID administrator for your [LEA](#) or [Charter School](#). If your NCID administrator isn't listed, call the NC DPI Support Center, 919-716-1840. Tell them you need NCID assistance; do not tell them you need Cash App assistance. **Note: You will need to request a different NCID for each PSU that you need to request cash for – the same NCID cannot request cash for multiple PSUs.**
2. If you already have an NCID associated with the LEA or school you currently work for, you can use it to register for the Cash App.
3. Your NCID password will expire every 90 days. NCID will send an email requesting that you re-set your password. If you do not re-set your password, your NCID will become disabled. Contact your PSU's NCID administrator if you are unable to reactivate your account.
4. If you enter it incorrectly you will be locked out of NCID and the Cash App.
5. For help to reset your password or unlock your account, see the guides on [the NCDIT website](#).

## II. Register for PSU Cash App

1. Click on the web link: <https://schools.nc.gov/pca> to register for the PSU Cash App. Log in with your NCID.


**North Carolina Department of  
PUBLIC INSTRUCTION**

PSU Cash Application

**PSU Cash Application**

\* Username  
Username

\* Password  
Password


☐ Remember username

Sign In

All information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction.

This is a restricted site. Access is restricted to authorized school and LEA personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site.

2. Complete the fields and click submit.


**North Carolina Department of  
PUBLIC INSTRUCTION**

PSU Cash Application

thomas\_stevens Sign Out

Please fill all required information in the form below, to subscribe the System.  
After your clicking the Submit button, your subscription will be forwarded to the System Administrator for approval.

**SUBSCRIBE TO APPLICATION**

\* NCID User Name: THOMAS\_STEVENS

\* Today's Date: 7/11/2024

\* User Role: PSU Data Entry

\* PSU: 010 Alamance-Burlington

\* Your First Name: Thomas

\* Your Last Name: Stevens

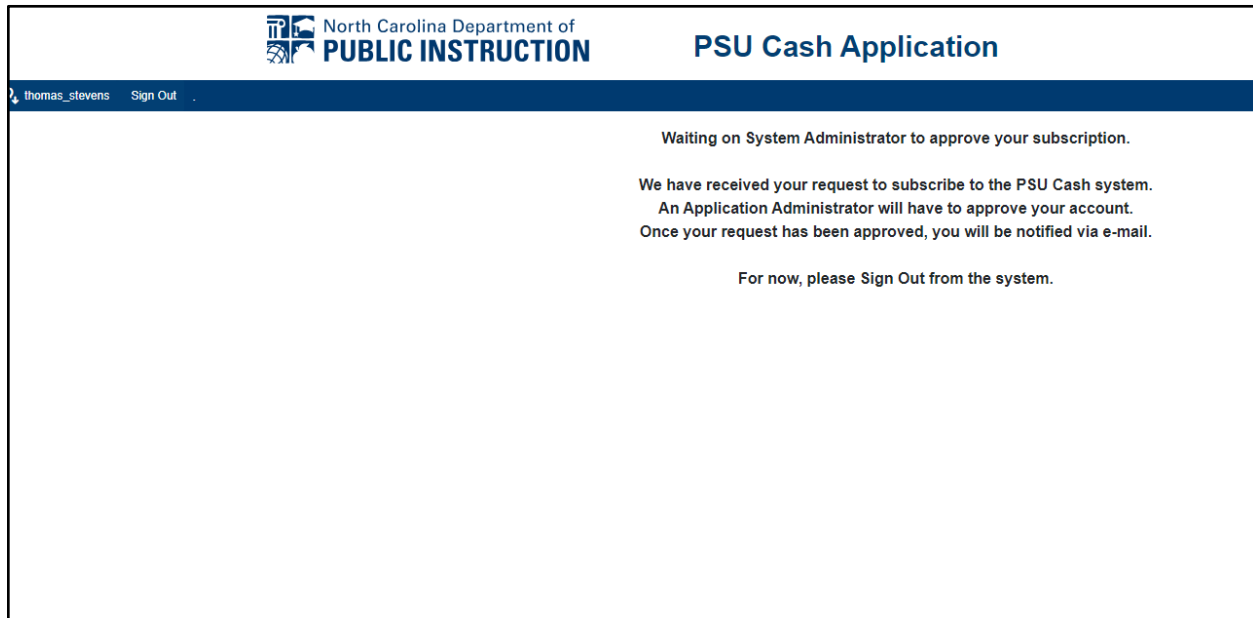
\* E-Mail Address: thomas.stevens@dpi.nc.gov

\* Verify E-Mail Address: thomas.stevens@dpi.nc.gov

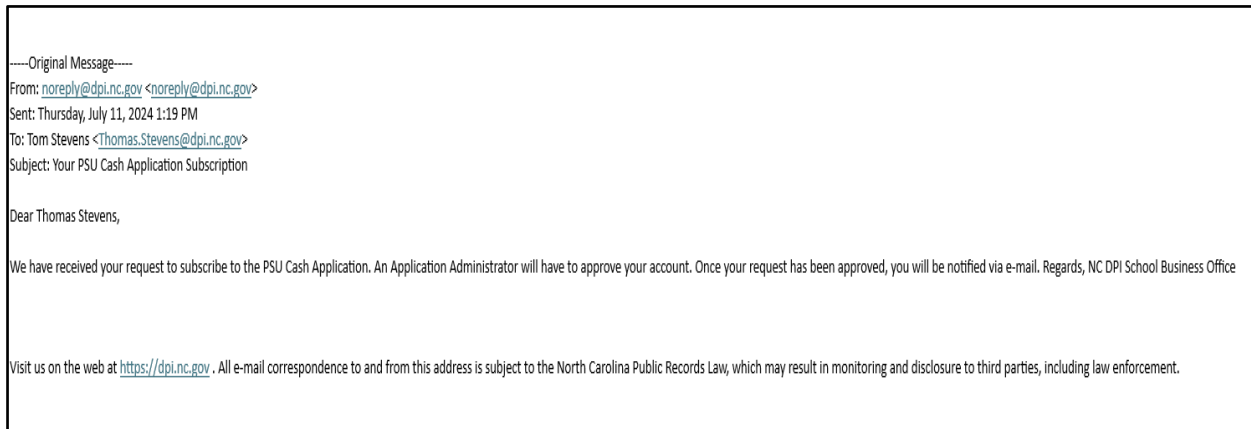
\* Your Phone No.: 984-236-2395

Note to Application Administrator:

**3. You should see this message.**



**4. Once access is granted, you will receive an email.**



**NOTES:**

If you are a financial service provider for several PSUs you must have a unique NCID for each of those PSUs. This ensures we can track the person who is requesting cash in the systems and it is unique to allow only that PSU's data to be shown.

If you have any difficulties in getting registered please reach out to [Evelyn.Gallegos@dpi.nc.gov](mailto:Evelyn.Gallegos@dpi.nc.gov) and she will work with the Technology Services team to assist you.