Cash App Access: Two Separate Steps

- I. Get an NCID
- To register for the App, users must first contact the NCID administrator for your <u>LEA</u> or <u>Charter School</u> and request an NCID. 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 <u>the NCDIT website</u>.

II. Register for PSU Cash App

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

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subscribed users must login to the system using their own NC	anage your NCID and password. (for a new NCID click "Registert" in the bottom of the blue box) To edit data in the system ID Login. After three unsuccessful attempts to login, account will be locked. NCID users will be required to re-set their	
passwords approximately every three months, NCID will send	the user a reminder email.	
	PSU Cash Application	
	* Username	
	Username	
	* Password	
	Password	
	Remember username	
	Sign In	
All information entered into this system may be viewed by auth	norized 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 scho site.	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	
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2. Complete the fields and click submit.

NOTE: In the User Role field, select the "PSU Data Entry" if you will be requesting cash for your PSU. If you only need to view cash, select "PSU Inquiry Only". <u>If a PSU user selects any</u> of the DPI user roles or does not enter their PSU number/name, their subscriber request will be automatically denied.

If you have multiple NCIDs, you will be prompted to complete this page the first time you log in with each account. Be sure to remember which NCID you use to request access for each PSU.

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homas_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 Applic.	ATION
	* NCID User Name:	THOMAS_STEVENS
	* Today's Date:	7/11/2024
	* User Role:	PSU Data Entry V
	* PSU:	010 Alamance-Burlington V
	* Your First Name:	Thomas
	* Your Last Name:	Stevens
	* E-Mail Address:	thomas stevens@dpi.nc.gov

3. You should see this message.

	North Carolina Department of	PSU Cash Application
), thomas_stevens Sign Out .		
		Waiting on System Administrator to approve your subscription.
		We have received your request to subscribe to the PSU Cash system. An Application Administrator will have to approve your account. Once your request has been approved, you will be notified via e-mail.
		For now, please Sign Out from the system.

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

Original Message
From: noreply@dpi.nc.gov <noreply@dpi.nc.gov></noreply@dpi.nc.gov>
Sent: Thursday, July 11, 2024 1:19 PM
To: Tom Stevens <thomas.stevens@dpi.nc.gov></thomas.stevens@dpi.nc.gov>
Subject: Your PSU Cash Application Subscription
Dear Thomas Stevens,
We have received your request to subscribe to the PSU Cash Application. An Application Administrator will have to approve your account. Once your request has been approved, you will be notified via e-mail. Regards, NC DPI School Business Office
Visit us on the web at https://dpi.nc.gov . All e-mail correspondence to and from this address is subject to the North Carolina Public Records Law, which may result in monitoring and disclosure to third parties, including law enforcement.

NOTES:

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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.

NCDPI – PUBLIC SCHOOL UNIT CASH APPLICATION (PCA)

If you have any difficulties in getting registered please reach out to <u>Evelyn.Gallegos@dpi.nc.gov</u> and she will work with the Technology Services team to assist you.