


Subscribing to the ERaCA System - Step 2

Please use this handout to learn how to access ERaCA for the first time. Please follow step-by-step directions to subscribe to the system. Once you have subscribed you will be able to enter your expenditures and submit them to DPI. If you have questions about subscribing, contact Barbara Chalk at (919) 807-3716.

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ERaCA - Expenditure Reporting and Cash Application for Education Centers



ERaCA - Expenditure Reporting and Cash Application for Education Centers

Enter the following URL for the ERaCA system:
<https://schools.nc.gov/eraca>

User Name

Password

Login

1) Enter your NCID Username

2) Enter you NCID Password

NOTE This is a closed 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.

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.

3) Click Login

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Once you enter your NCID Username and PW for the first time, you will need to complete this screen.

If you were asked to subscribe, then fill all required information in the form below and submit it to the ERaCA System Administrator for approval.

Select:
Non-LEA Data Entry if you will be submitting requests for your unit
Non-LEA Inquiry Only if you will be monitoring your unit submissions
DPI Data User if you are a DPI employee monitoring multiple units.

NOTE: Your unit may have more than one individual subscribe, however each individual must have their own NCID before subscribing.

Subscribe to Application

NCID User Name: learning_centers

- * User Role: DPI Data User
 Non-LEA Data Entry
 Non-LEA Inquiry Only

* Non-LEA: Select Non-LEA

* Your First Name:

Today's Date: 05-AUG-10

* Your E-Mail Address:

* Verify E-Mail Address:

* Your Phone Number:

Note to Application Administrator:

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Subscribe to Application Cancel

If a non-lea employee, you must select which program you represent. Complete the rest of the form and click "Subscribe to Application"

NOTE: If you are responsible for more than one program, you need to subscribe for each individual program with a new NCID for each program!

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The screenshot displays the ERaCA system interface. At the top left, there is a blue header with the text "ERaCA - Expenditure Reporting and Cash Application for Education Centers" and several icons. On the right side, there is a navigation bar with "learning_centers" and "Logout" links. Below the header, there is a "Home" link. A central notification box contains the text: "You have successfully submitted a request for access to this system. A confirmation e-mail has been sent to the e-mail address you provided." Below this notification, there is a red underlined link: [Waiting on ERaCA System Administrator](#). A "Logout" button is visible in the top right corner. Two callout boxes provide instructions: one points to the notification box, and another points to the "Logout" button.

ERaCA - Expenditure Reporting and Cash Application for Education Centers

learning_centers Logout

Welcome Help

Home

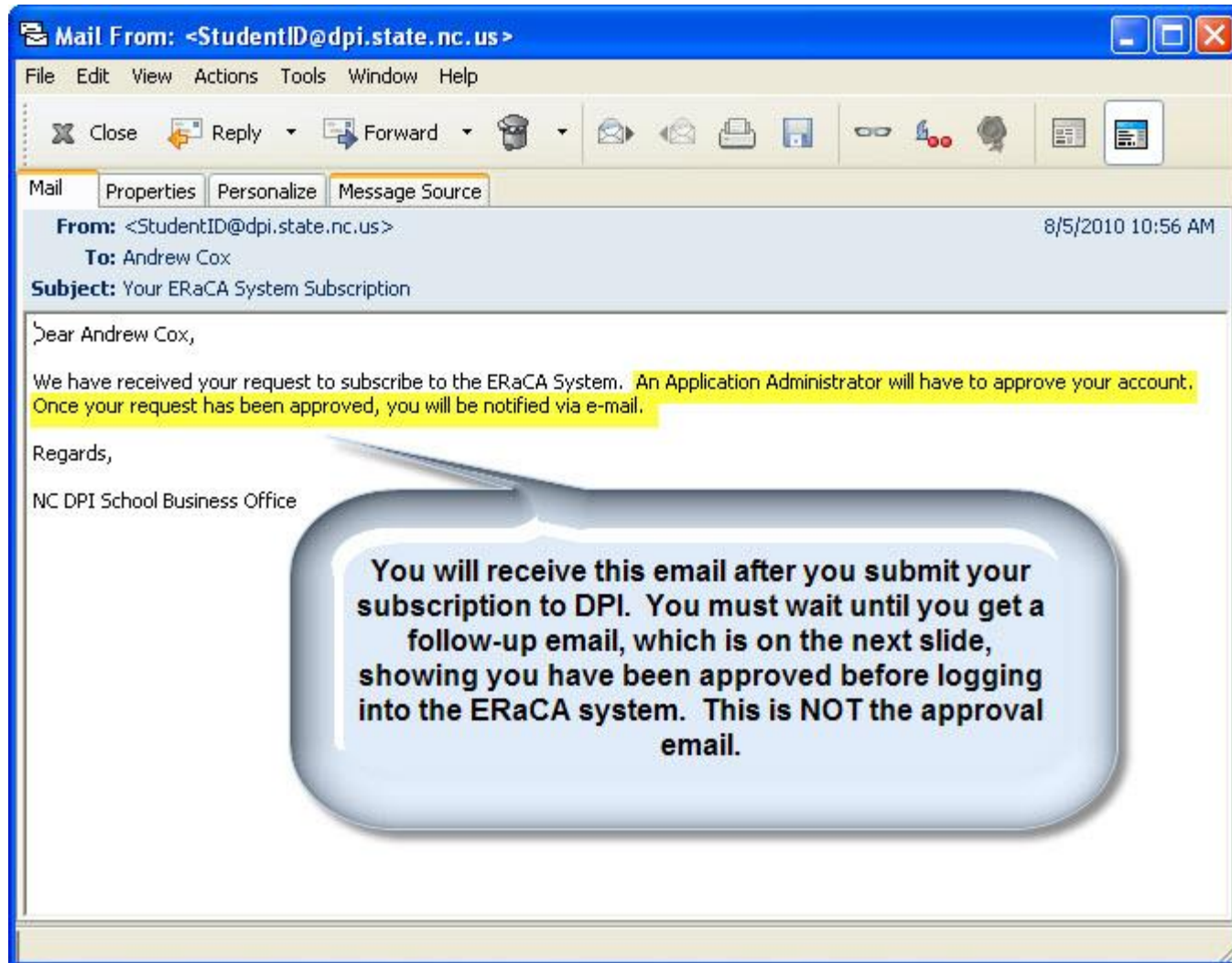
After "subscribing" to the system, you will see this notification screen.

You have successfully submitted a request for access to this system. A confirmation e-mail has been sent to the e-mail address you provided. X

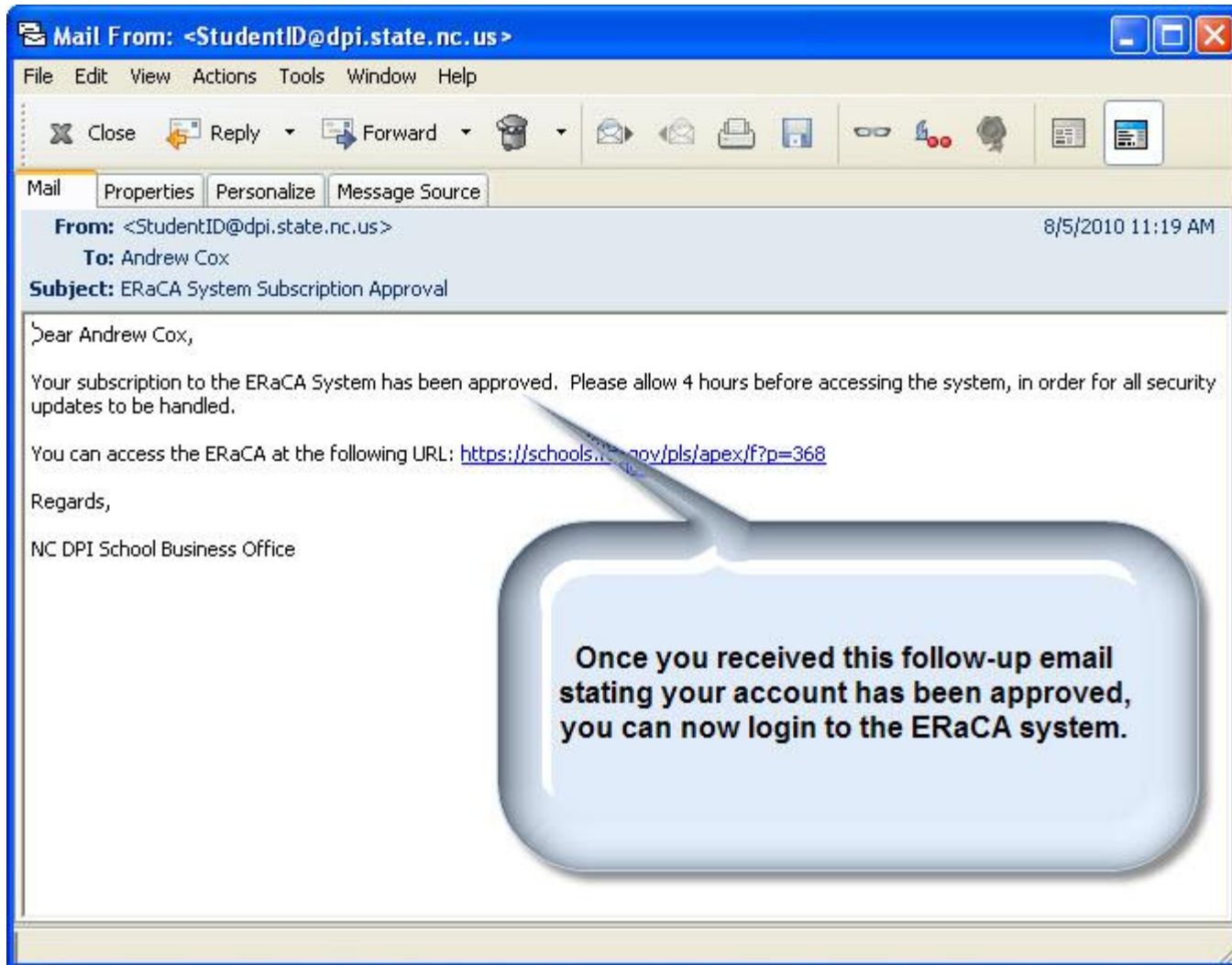
[Waiting on ERaCA System Administrator](#)

After getting this message screen please click "Logout"

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Now, Please see the "Working In ERaCA" Handout to learn how to login to the system!