

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 Andria Garner 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.

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:

* Your Phone Number:

Note to Application Administrator:

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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.

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, a blue header contains the text "ERaCA - Expenditure Reporting and Cash Application for Education Centers" next to four small icons. On the right side of the header, the text "learning_centers Logout" is visible. Below the header, a light blue navigation bar contains a "Home" link on the left and "Welcome" and "Help" buttons on the right. A central notification box with a grey background and a close button (X) in the top right corner 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, the text "Waiting on ERaCA System Administrator" is displayed in red. A blue callout box with a white border points to the notification, containing the text: "After 'subscribing' to the system, you will see this notification screen." Another blue callout box with a white border points to the "Logout" button, containing the text: "After getting this message screen please click 'Logout'".

ERaCA - Expenditure Reporting and Cash Application for Education Centers

learning_centers Logout

Home Welcome Help

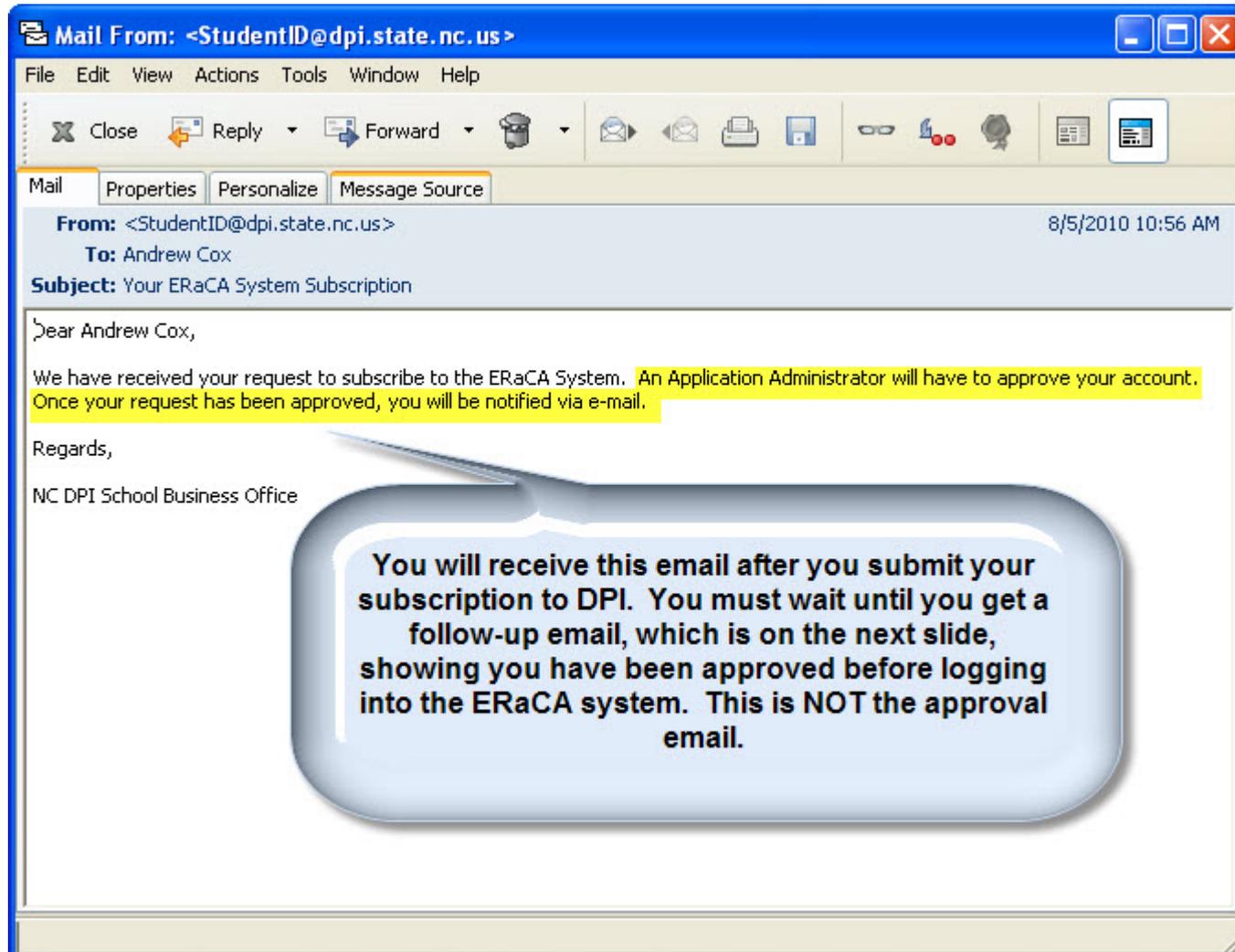
You have successfully submitted a request for access to this system. A confirmation e-mail has been sent to the e-mail address you provided. X

Waiting on ERaCA System Administrator

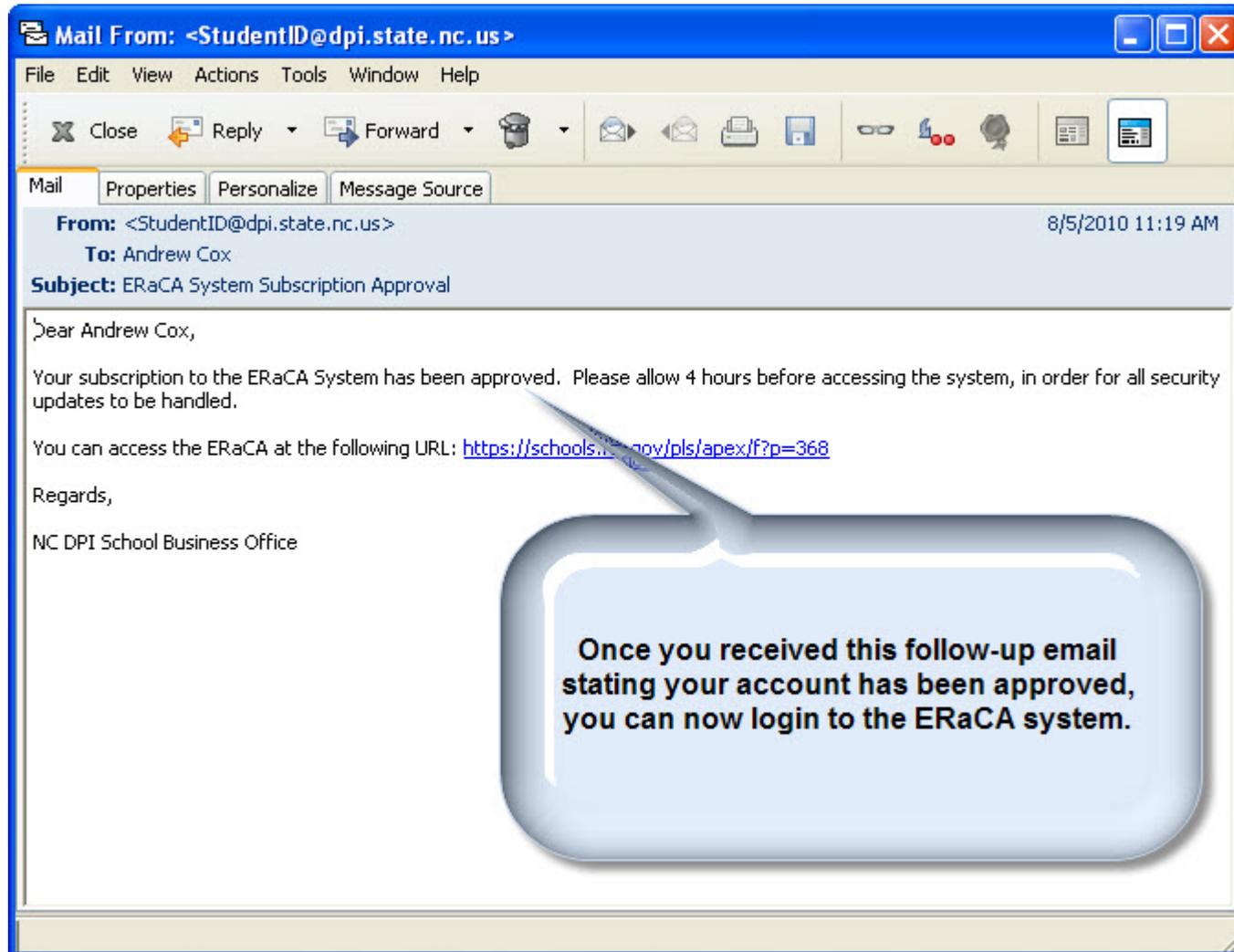
After "subscribing" to the system, you will see this notification screen.

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!