

Graduate Data Verification System

Requirements for Accessing GDVS

Step 1 Identify your user level from one of the following:

- Regional Accountability Coordinator
- Principal
- Charter School Director / Administrator
- Guidance Counselor
- LEA Testing Coordinator / Director
- Principal Designee

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Step 2 Determine Application Administrator based on your user level as follows:

<u>User Level</u>	<u>Application Administrator</u>	<u>Contact Information</u>
Regional Accountability Coordinator	NCDPI Administrator	gradsurvey@dpi.state.nc.us help@dpi.state.nc.us
Principal Charter School Director	NCDPI Administrator	gradsurvey@dpi.state.nc.us help@dpi.state.nc.us
Guidance Counselor Principal Designee Charter School Designee Central Office	Principal	
LEA Testing Coordinator/ Directors	Regional Accountability Coordinator	www.ncpublicschools.org/accountability/directory/staff

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- Step 3** Application Administrator and User (User Level) contact each other to acknowledge and confirm who is assigned to work with the system

- Step 4** Verify if you have a North Carolina Identity Management Service (NCID) user id

- Step 5** If you have an NCID user id, go to Step 8

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- Step 6** Register with the North Carolina Identity Management Service (NCID) by accessing the web site <https://ncid.nc.gov>
- Step 7** Receive and secure in a safe location the user registration confirmation notice. This notification is generated by NCID. The NCID User ID and Password will be required to obtain access to GDVS

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Step 8 Access GDVS by entering the web address

- Type in the Password using your **NCID Password**
- Type in the User Name using your **NCID User ID**

Step 9 The following screen appears: **You Have Not Subscribe to Graduate Data Verification System**

Step 10 Select one of the following required User Roles:

- Principal Designee (ex School Guidance Counselor)
- School Principal or Charter School Director
- LEA Testing Coordinator / Director
- Regional Accountability Coordinator

Select your LEA and School

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- Step 11** Enter your First and Last name. This is required and is not case sensitive.
- Step 12** Enter your NCID E-Mail address. Must be the same email address used when NCID was created. This is required.
- Step 13** Enter any comments / questions for the Application Administration
- Step 14** Review and correct any information entered
- Step 15** Select the button **Subscribe to the Graduate Verification System**
- Step 17** Confirmation of subscription forward to your NCID E-Mail address. If confirmation not received within 24 hours contact your Application Administrator.
- Step 16** Requirements for **Subscribing** to GDVS have been completed.