

Guide to Subscribing to the Charter Schools ADM Projection System (CSADM)

Please use this handout to learn how to access the Charter Schools ADM Projection System for the first time.

If you have questions on this handout or how to navigate within the Charter Schools ADM Projection System, please contact Angela Harrison at (919) 807-3734.

Guide to Subscribing to the Charter School ADM Projection System (CSADM)



This is a closed site.

Access is restricted to authorized Charter Schools and DPI Personnel.
If you have been assigned a username and password,
enter them appropriately to proceed to the site.

The link to the Charter Schools ADM Projection System is located at the Financial and Business Services, Charter Schools Financial Operations website <http://www.ncpublicschools.org/fbs/charterschools/>. Under CSADM, Action Required Now, click on the hot link: [Access the CSADM Projection System.](#)



NOTE All information entered into this system may be viewed by DPI authorized personnel.

User Name

Password

Enter your NCID User Name here

Enter your NCID Password here

An active North Carolina Identity Management (NCID) login is required.
If you do not have an NCID,
you must contact the Charter Schools' NCID administrator
to set up an account for you.

A directory of charter school NCID administrators is available at
<https://www.ncid.its.state.nc.us/LEAListing.asp>.
DPI cannot assign an NCID or reset NCID passwords.

If an NCID Administrator is not listed for your school,
contact an NCID Administrator displayed under "LEA:
Charter Schools 000".

If you have forgotten your User Name or Password, or need to register / obtain an NCID,
please go to the [NCID](#) website to retrieve/reset your login information.

Guide to Subscribing to the Charter School ADM Projection System (CSADM)

Once you have entered your NCID Username and Password for the first time only, you will need to complete this screen to subscribe to the Charter Schools ADM Projection System

The screenshot shows the subscription form for the Charter Schools ADM Projection System. The form is titled "Subscribe" and includes a "Click to Subscribe" button at the bottom. The form fields are as follows:

- Today's Date:** 11/21/2014
- NCID User Name:** [Redacted]
- *Select Your Group or Your Section:** (required)
 - DPI Administrator - to manage reports
 - Charter School Personnel - to enter data and submit report
 - DPI Personnel - View Reports - View Reports
- *Select Your Charter School:** (required) [Select Your Charter School]
- Your Job Title:** [Text Box]
- *Your First Name:** (required) [Text Box]
- *Your Last Name:** (required) [Text Box]
- *Your E-Mail Address:** (required) [Text Box]
- *Verify E-Mail Address:** (required) [Text Box]
- *Your Phone Number:** (required) [Text Box]
- Note to Application Administrator:** [Text Area]

Callouts provide additional instructions:

- "Your NCID User Name will display here" points to the redacted NCID User Name field.
- "Please select 'Charter School Personnel' here" points to the radio button for Charter School Personnel.
- "Please select the Charter School that you are associated with in the drop down box" points to the "Select Your Charter School" dropdown menu.
- "Please complete all remaining information on the screen, including phone number and then 'Click to Subscribe'" points to the bottom of the form.

Guide to Subscribing to the Charter School ADM Projection System (CSADM)

- Once you have clicked the “Click to Subscribe” button on the previous screen, a message will appear indicating you have subscribed.
- Logout of the application.
- Wait to receive an email stating your subscription has been approved, then you may log back into the application.