



NORTH COAST SCHOOL OF EDUCATION

DISTRICT COORDINATOR

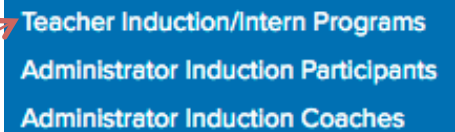
STEPS TO CREATE AN NCSOE ACCOUNT

District Coordinator's are required to create an NCSOE online database account. As the liaison between your school district and the North Coast School of Education, you are responsible for verifying, approving, and monitoring program enrollment for each teacher in your district who is participating in one of our programs.

Steps to Create your NCSOE Account:

[LOGIN](#)

1. Visit www.ncsoe.org and click on the Login button on the upper right hand of the screen and select "Teacher Induction/Intern Program".



2. Click on "I do not have a Login and Password". (If you already have a SCOE, NCSOE or an old NCBTP account, **do not** create a new account. You can use your previous login and password to update your account to our NCSOE system.)

3. You will be directed to the "Establish an NCSOE Account" page. Read the directions carefully and then enter your personal information as directed. Once finished, click the "submit" button.

4. On the next screen, enter your role as "**District Coordinator**".

5. Enter your Program as "**NCTIP Coordinator**".

6. Complete the rest of the fields with your information, and then click the "submit" button.

Your NCSOE Account has been created! The regional staff will link you to your district and through your account, you will be able to access your district roster(s) and monitor your teacher enrollments.