



eMFTS Access Instructions

The purpose of this document is to instruct district and charter Finance/PowerSchool users on how to exchange information with NCDPI (NC Department of Public Instruction) using the eMFTS system and WinSCP.

Subscribing to eMFTS

NCDPI has expanded its eMFTS system (the process used to view and exchange information between NCDPI and PSUs (Public School Units) to include Finance and Home Base. The information is viewed and exchanged via WinSCP, an application that allows file transfers between PCs.

Determine your user type and which system you need access to. If you are a PSU (Public School Unit) User or Charter Management Company, you will need a Local Government NCID created by your NCID Administrator. Do you have a Local Government NCID? If the answer is yes, then continue to step 2 below. Otherwise, you need to contact your NCID Administrator. If you do not know the NCID Administrator, please find using information in Table 1. Charter School Management Company users fall into this category as well.

If you have an Individual or Business NCID account, you will receive a warning message stating that you will not be able to access eMFTS Registration system.

User Type	Instructions
LEA (Local Education Agency) users	https://it.nc.gov/support/ncid/administrators/local-education-agency
Charter School Users and Management Companies	https://it.nc.gov/ncid-administrators/detail/lea-admin/Charter_Schools_000
DPI (Department of Public Instruction) Users	DPI Service Desk (919.716.1840)
Note: These lists are updated nightly based on changes made to the NCID admins. If the list is not current, you can contact the DPI Service Desk at 919.716.1840.	

Table 1: NCID User Types

For Vendors, you have a different process that does not use an NCID. Vendors should request an account by contacting the DPI business unit that handles their application or service.

After you have your NCID, please access the eMFTS APEX File Exchange Service Registration Database (EMFTS Registration System) at <https://schools.nc.gov/emfts> to subscribe and use the system. You should see the login screen (Figure 1. eMFTS Registration Login Screen).

You are about to enter the NC DPI eMFTS APEX File Exchange Service Registration Database.

This is a restricted site. Access is restricted to authorized North Carolina DPI employees, NC school / LEA personnel, and Vendors working for these education agencies. If you have been assigned a User Name and password, enter them appropriately to proceed to the site.

A User Name/NCID is required to use this system.

If you forgot your user name or password, or if you were instructed to apply for an NCID account, go to:
<https://ncid.nc.gov/idmdash> (for a new NCID click "Register!" in the bottom of the blue box.

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.



Click Blue field labels below for Help.

User Name

Password

If you experience problems using the NC DPI eMFTS File Exchange Service Registration Database, please contact the support center by submitting a ticket through the [ServiceNow Portal](#) or by calling 919.716.1840 M-F 7am-4pm.

Figure 1: eMFTS Registration Login Screen

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- a) Enter a valid NCID and password, then click LOGIN.
- b) Select the program area (see Figure 2: Select Program Area) that you need access to. Please pay special attention here because selecting the incorrect program area will delay access to eMFTS. In general, if you need access to financial reports, you will select Finance. Otherwise, you will select HomeBase.

Welcome

First, please select the Program Area you want to access.

Program Area :

Welcome to the eMFTS APEX File Exchange Service Registration system. Please select the Program Area you need to access.

Note: Selecting the incorrect program area can delay gaining access.

Program Area	Examples
Finance	Select Finance if you need to access your monthly Financial Reports such as the 305EG, 314EG, 351EG and 856EG.
HomeBase	Select HomeBase if you need to transfer or retrieve files for PowerSchool, Discipline Data, or EL (English Learner).

NOTICE: Access is restricted to authorized School, LEA, Vendor, and DPI personnel.
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

Figure 2: Select Program Area

- a) You should see a screen like Figure 3: Select User Type. If you selected Finance as the program area, you would see Finance instead of HomeBase.

Welcome

You are logged in to Program Area : HomeBase

Welcome

You have not subscribed to access the eMFTS File Exchange Service Registration Database for Program Area: HomeBase
If you were asked to subscribe, then fill all required information in the form below.
The NCDPI eMFTS Business Administrator will be automatically notified that your account is pending their approval. (Please allow 24 hours for the approval process).

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Subscribe to the eMFTS File Exchange Service-
Please enter data in the order shown below

Program Area : HomeBase
NCID User Name : [REDACTED]

* I Am : LEA / Charter School
 DPI
 Charter Management Company

Figure 3: Select User Type

- c) After selecting your user type, you will be able to select your role. See Figure 4: Select Role. The User Role list is based on the program area and the user type.

Program Area : HomeBase
NCID User Name : [REDACTED]

* I Am : LEA / Charter School
 DPI
 Charter Management Company

* User Role: LEA/Charter School Coordinator
 Back Up For LEA/Charter School Coordinator

Figure 4: Select Role

- d) After selecting a **User Role**, you will notice most of the User Information (see Figure 5: User Information) will be filled in for you. This information is from NCID for your account. Update the form for any missing/changed information. Please add the reason you need access to the **Note to Application Administrator** to speed up the approval process. Once finished, click the Subscribe to the

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eMFTS System button.

▪ User Role: LEA/Charter School Coordinator
 Back Up For LEA/Charter School Coordinator

▪ Local Education Agency:

User Information

▪ Your First Name:
Today's Date: 10/24/2023 10:26AM

▪ Your Last Name:

▪ Your E-Mail Address:
▪ Verify E-Mail Address:

▪ Your Phone Number:
999-999-9999x99999999 (optional extension 1 to 8 digits starts with lowercase x, no spaces)

Note to Application Administrator:

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If you experience problems using the NC DPI eMFTS File Exchange Service please contact the support center by submitting a ticket through the [ServiceNow Portal](#) -or- by calling 919.716.1840 M-F 7am-5pm.

Figure 5: User Information

- e) The screen should display the “successfully submitted message” as seen below:

You have successfully submitted a request for access to the eMFTS APEX File Exchange Service.
A confirmation e-mail has been sent to the e-mail address you provided below.

You are logged in to Program Area : HomeBase
Welcome

You currently do not have access to the system for Program Area: **HomeBase**.
The NCDPI Business Administrator has not approved your account yet.

You will be notified via e-mail when your account has been approved.

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Below is a summary of your subscription account information for the Program Area you subscribed to with User Name mark_hausner:

Program Area	Account Status	First Name	Last Name	Role	Access Code	User Name	Email Address	Phone Number	Date Subscribed
HomeBase	Pending			LEA/Charter School Coordinator					10/24/2023 10:36AM

Figure 6: Successfully Submitted

The status will show as “**Pending**” and a notification message will be sent to the subscriber’s email stating the request has been received.

Note: You will not be able to transfer any files until your eMFTS account status has been updated from **PENDING** to **ACTIVE** and approved by DIT (Department of Instructional Technology). It may take several days for DPI and DIT to approve and provide access. While your eMFTS account is being approved and setup, you can continue to “Downloading the WinSCP Application”.

Downloading the WinSCP Application

WinSCP is the file transfer application used to transfer information between NCDPI and PSUs. You will need to download this app to your PC.

Note: eMFTS is compatible with other SFTP clients (e.g., FileZilla, Cyberduck, Transmit).

eMFTS Access Instructions

1) Download WinSCP to your PC.

Navigation: <https://winscp.net/eng/download.php>

Note: The version may differ during the time of your download.

WinSCP 5.21 is a major application update. New features and enhancements include:

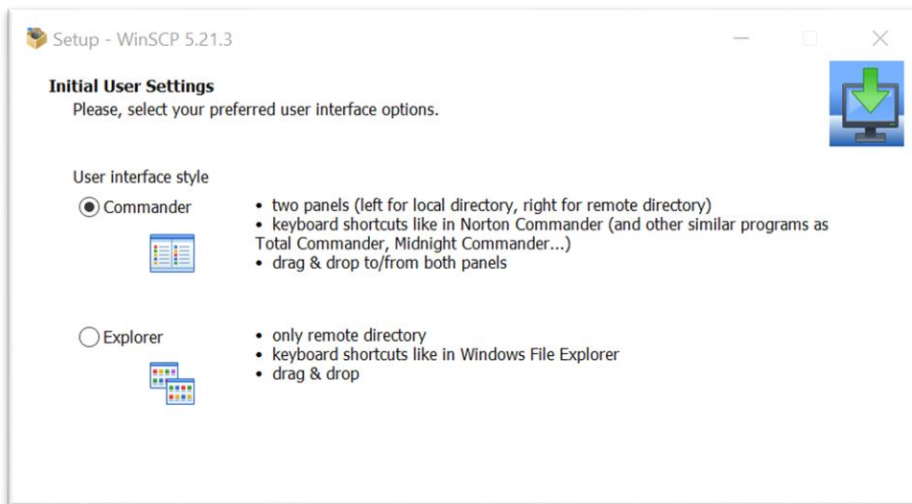
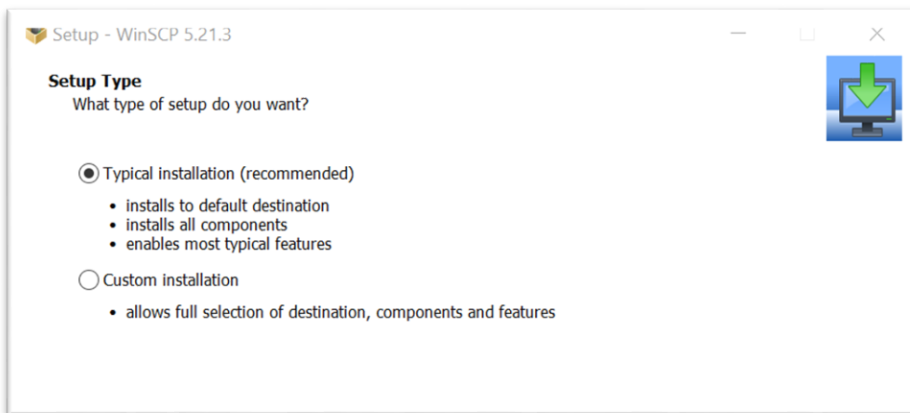
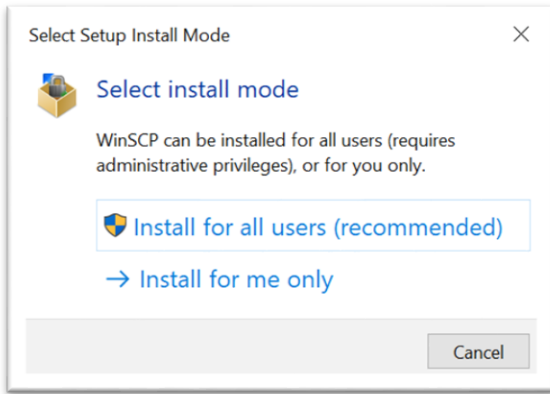
- SSH core upgraded to PuTTY 0.77. That includes support for rsa-sha2-256 and rsa-sha2-512 SSH public key algorithms and improved support for [HTTP](#) proxies with SSH.
- Support for ACL for S3 protocol.
- Support for file masks relative to the root of an operation.
- Streaming support in .NET assembly and scripting for FTP protocol.
- It is possible to import sessions from OpenSSH `config` file.
- [List of all changes.](#)

[DOWNLOAD WINSCP 5.21.3 \(11 MB\)](#)
920,891 downloads since 2022-09-06

Get it from **Microsoft**
[What is this?](#)

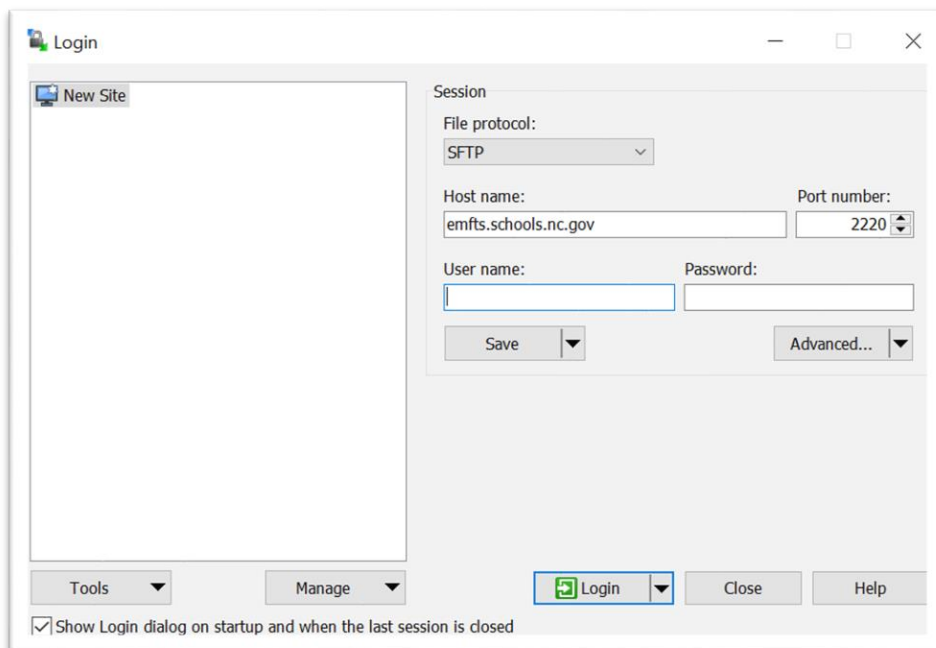
[OTHER DOWNLOADS](#)

2) Install the application on your computer. The recommended settings are suggested.





- 3) Click Finish. The WinSCP icon should appear on your desktop.
- 4) Open WinSCP and click on New Site in the left windowpane to create a new site.

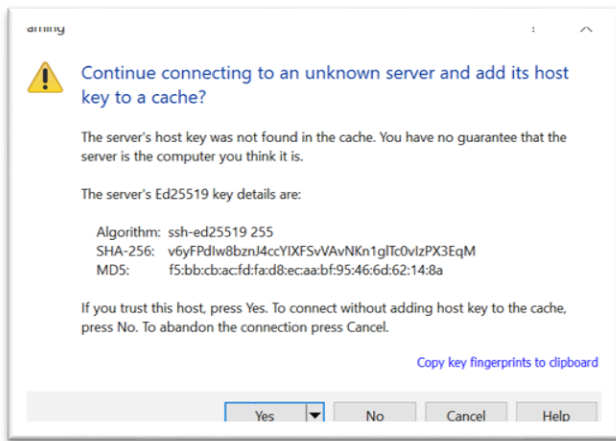


- 1) To the right, select **File Protocol:** SFTP
- 2) Fill in the **Host Name:** emfts.schools.nc.gov
- 3) Type in **Port Number:** 2220

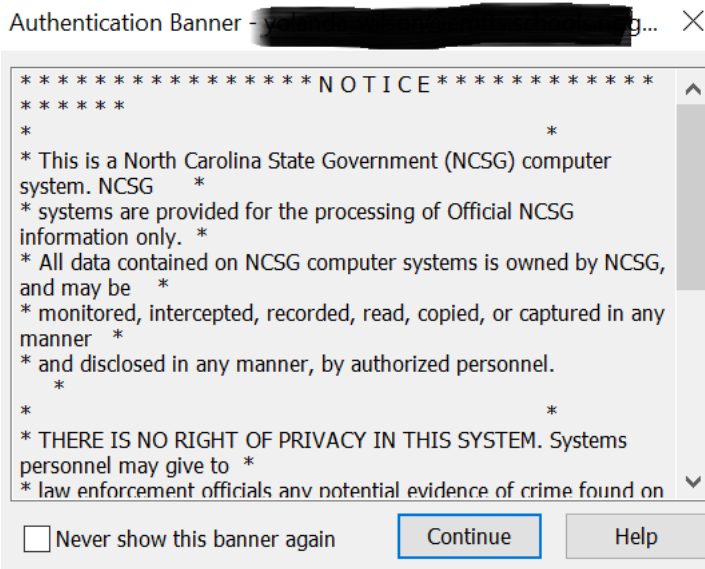
- 4) Enter **User Name** but leave the **Password** field blank and click **SAVE**. Note: User Name should be the NCID username used when registered.

CAUTION: It is recommended that you do not save your password.

- 5) A site with your NCID username should appear in the left windowpane.
- 6) Click on **Login** at the bottom of the app. Note: Login connection will not work if the eMFTS status is still Pending or the user account has not been approved by DIT. This may take several days after the request is submitted.
- 7) Click **Yes** if you receive the following warning. You may have to click **Login** again.

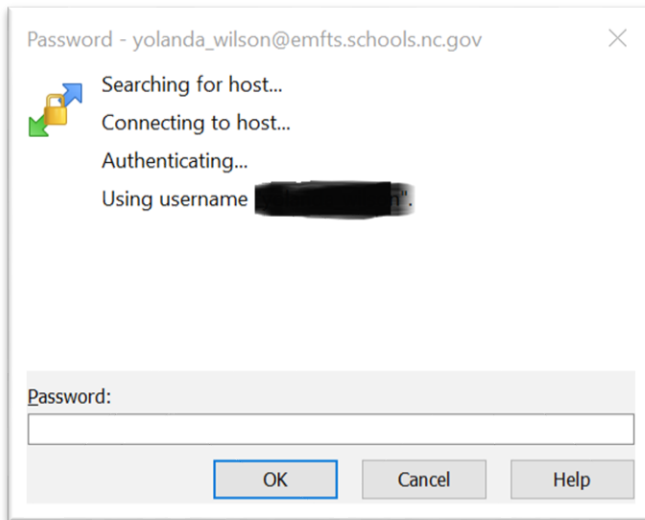


- 8) Click **Continue** on the Authentication Banner.

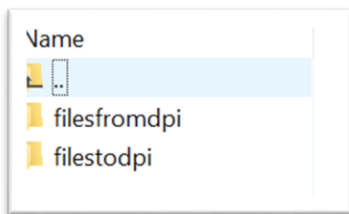


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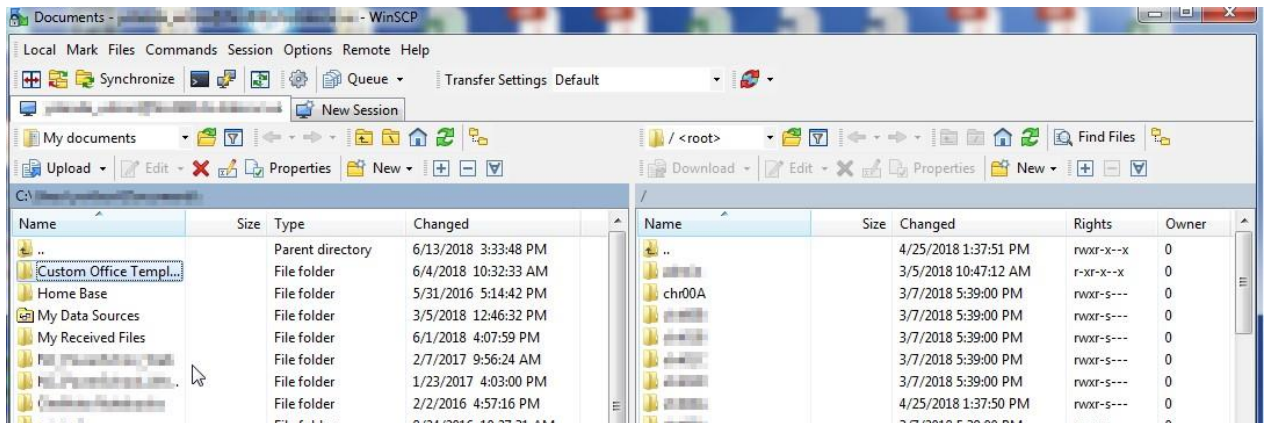
9) Enter password.



10) Once you are logged into WinSCP, you may begin transferring files. The left side comprises files that are on your PC. The right side should only include folders that you may upload files to and download files from.



Note: NCDPI Administrators may see all school folders. Charter school folders will begin with "CHR #". LEA folders will begin with "LEA #".



- 11) When transferring to NCDPI, make sure the folder you are transferring to is open on the right by double clicking the folder.
 - a) In the left pane, locate and click on the file you wish to transfer from your PC.
 - b) Select **Upload** on the menu bar to transfer. You may also left click on the file and drag it over to the folder on the right.
 - c) Once the file is transferred, contact the recipient of your file via email or phone to inform them that your file has been transferred.