

# eMFTS Access

10/31/2024 3:56 pm EDT

The purpose of this article is to instruct district and charter SIS Coordinators on how to exchange information with NCDPI using eMFTS system and WinSCP.

[Subscribing to eMFTS](#) | [Download WinSCP App](#)

## Subscribing to eMFTS

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

To begin using this process for Home Base purposes, please follow the instructions below on how to subscribe and use the system.



Access into this system will require the use of your **NCID** credentials.

If you do not already have an **NCID**, begin with step 1, otherwise proceed to step 2.

1. Request an **NCID** by contacting your **NCID Administrator**.
2. Subscribe to the *eMFTS Apex System* by clicking the following link:

**Navigation:** <https://schools.nc.gov/emfts>

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/dmdash> (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.

a. Enter a valid **NCID** and password, then click **Login**.

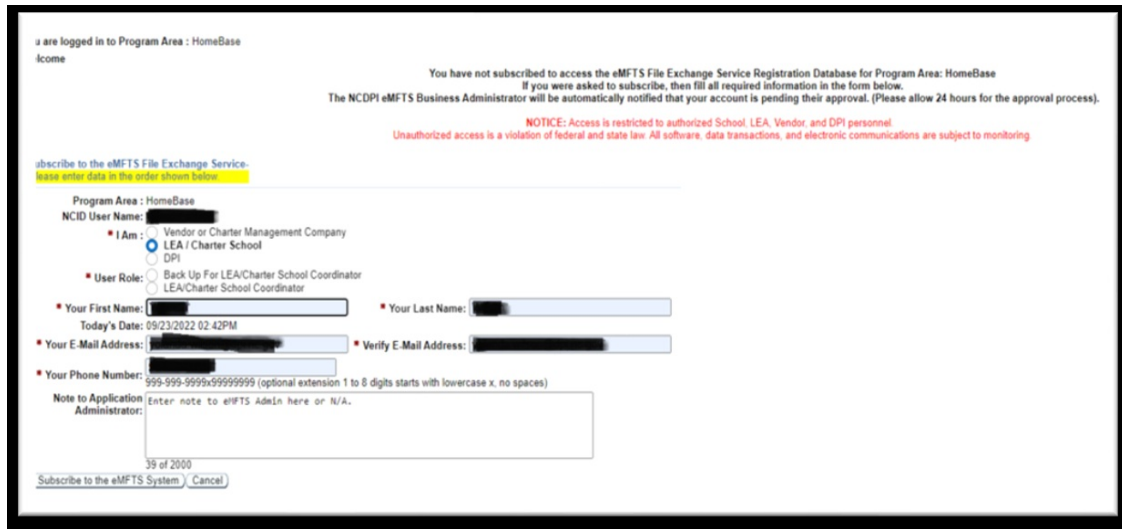
b. Select a program: Select **Home Base** if you plan to use eMFTS to transfer or receive data for SIS or other school business needs other than Finance. If you are requesting access for the purposes of submitting and receiving from NCDPI's Finance Department, please select Finance. Your username cannot be used for both program areas.

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

\* Program Area :

- Select Program -
- Finance
- HomeBase**

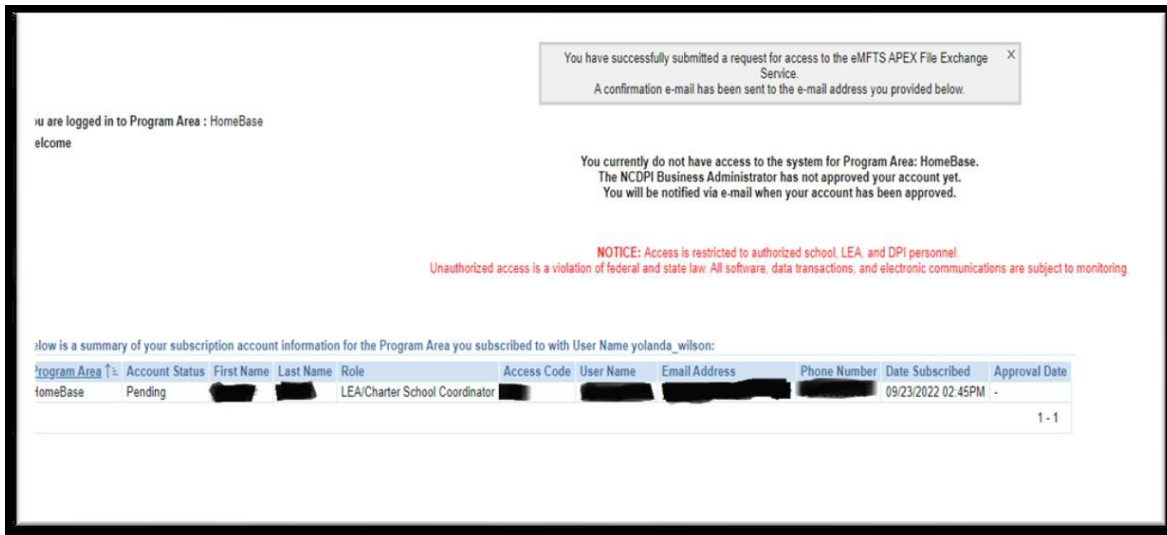
c. Complete the form and click the **subscribe** button.



The screenshot shows a web browser window with the following content:

- Header: "You are logged in to Program Area : HomeBase"
- Message: "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)."
- Notice: "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."
- Form Title: "subscribe to the eMFTS File Exchange Service. please enter data in the order shown below:"
- Form Fields:
  - Program Area : HomeBase
  - NCID User Name: [Redacted]
  - I Am :  Vendor or Charter Management Company,  LEA / Charter School,  DPI
  - User Role:  Back Up For LEA/Charter School Coordinator,  LEA/Charter School Coordinator
  - Your First Name: [Redacted], Your Last Name: [Redacted]
  - Today's Date: 09/23/2022 02:42PM
  - Your E-Mail Address: [Redacted], Verify E-Mail Address: [Redacted]
  - Your Phone Number: [Redacted]
  - Note to Application Administrator: [Redacted]
- Footer: "39 of 2000", "Subscribe to the eMFTS System", "Cancel"

d. The screen should display the "successfully submitted message" as seen below:



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



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.

**It may take several days for DPI and DIT to approve and provide access.**

## 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. eMFTS is compatible with other SFTP clients designed for Mac users.

1. Download WinSCP to your PC.

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

WinSCP 6.3 is a major application update. New features and enhancements include:

- Single large file can be downloaded using multiple SFTP connections.
- Support for OpenSSH certificates for host verification.
- File hash can be used as criterion for synchronization.
- Improved behavior when duplicating and moving remote files.
- Support for HMAC-SHA-512.
- TLS/SSL core upgraded to OpenSSL 3.
- [List of all changes.](#)

[DOWNLOAD WINSCP 6.3.5 \(11 MB\)](#)  [OTHER DOWNLOADS](#)

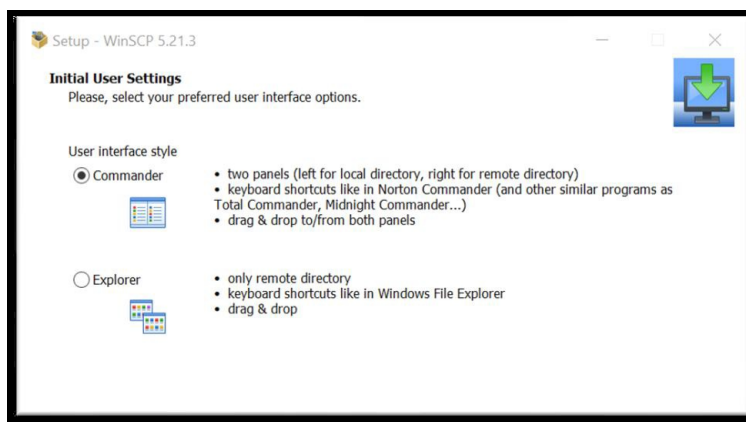
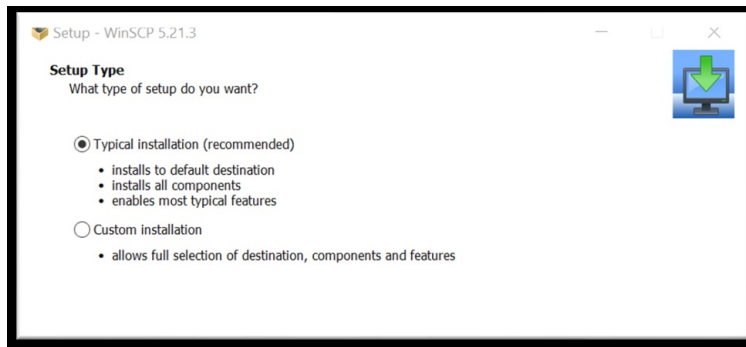
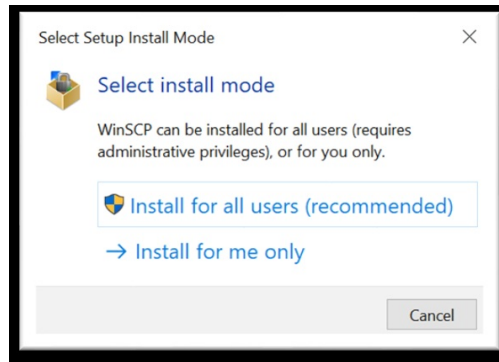
2,957,787 downloads since 2024-09-10 [What is this?](#)

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

2. Install the application on your computer.

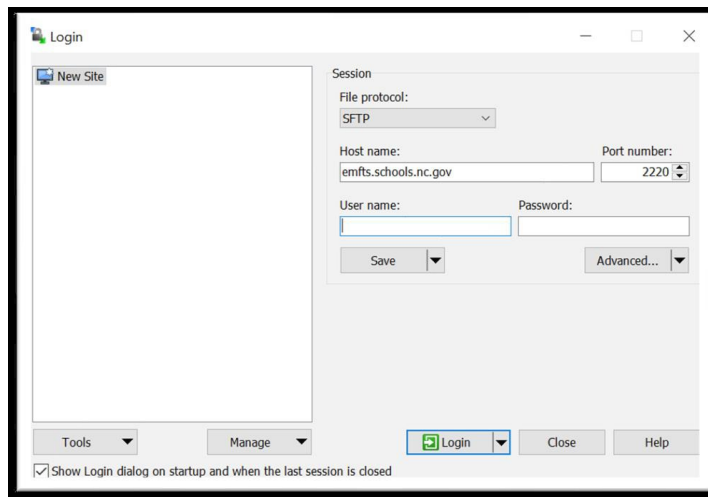


**Recommended settings are suggested.**





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.



5. To the right, select **File Protocol: SFTP**
6. Fill in the **Host Name: emfts.schools.nc.gov**
7. Type in **Port Number: 2220**
8. Enter **User Name** but leave the **Password** field blank and click **Save**.

**Note:** User Name should be the **NCID** name used when registered.



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

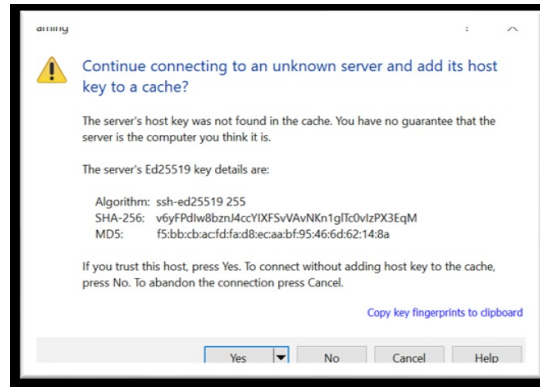
9. A site with your NCID username should appear in the left windowpane.

10. Click on **Login** at the bottom of the app.

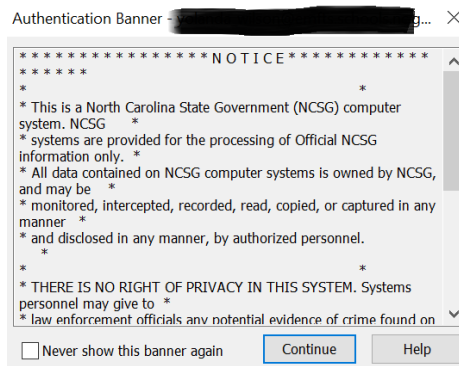


Login connection will not work if the eMFTS status is still **Pending** or the user account has not been approved by DIT. This may take several days after the request is submitted.

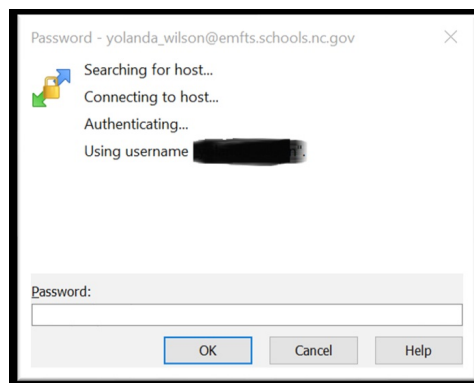
11. Click **Yes** if you receive the following warning. You may have to click **Login** again.



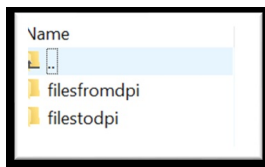
12. Click **Continue** on the Authentication Banner.



13. Enter **password**. Click **OK**.

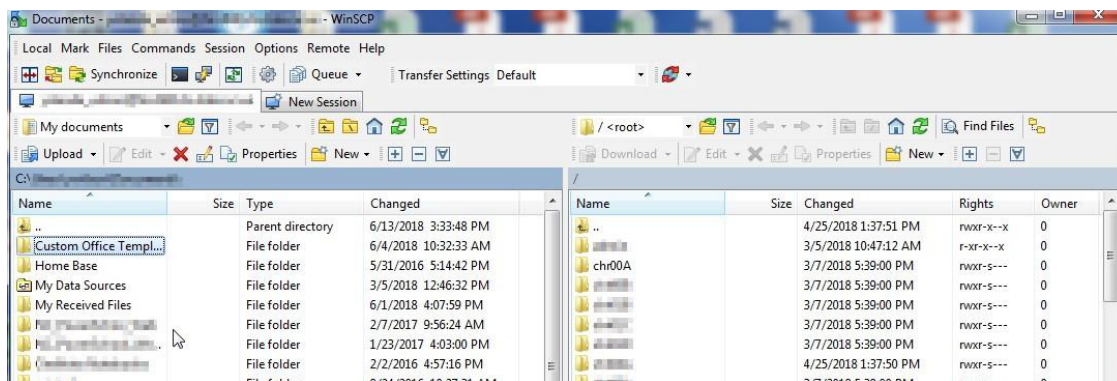


14. Once you are logged into WinSCP, you may begin transferring files. The left side comprises files that are on your PC. The right side should only include folders that you may upload files to and download files from.



NCDPI Administrators may see all school folders.

Charter school folders will begin with "CHR #". LEA folders will begin with "LEA #".



15. 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.