

## **eMFTS Access**

01/26/2025 10:46 am EST

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 e 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 "Registerl" 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. User Name Password Location	You are about to enter the NC DPI eMETS 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 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		eMFTS APEX File Exchange Service Registration Database v3.0
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Login	Login	User Name Password	Source of the second of the s

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 - 🗸	
- Select Program -	
Finance	
HomeBase	

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

u are logged in to Program Area : HomeBase ścome 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 actomatically notified that your account is pending their approval. [Please allow 24 hours for the approval process]. WDTEF-do-rane in setting to a subscribe, the fill all required information in the form below.
Unauthorized access is a violation of federal and state law All software, data transactions, and electronic communications are subject to monitoring
ubscribe to the eMETS File Exchange Service.
Program Area : HomeBase
NCID User Name:
* I Am : Vender or Charter Management Company LEA / Charter School DPI
User Role: Back Up For LEA/Charter School Coordinator LEA/Charter School Coordinator
Your First Name: Your Last Name:
Today's Date: 09/23/2022 02.42PM
Your E-Mail Address:      Your E-Mail Address:
Your Phone Number: 999-999999999999999999999999999999999
Note to Application [inter note to eVWTS Administrator: Administrator:
Subscribe to the eMFTS System) Cancel

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

Service. A confirmation e-mail has been sent to the e-mail address you provided below. A confirmation e-mail has been sent to the e-mail address you provided below. 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. NOTICE: Access is restricted to authorized school. LEA, and DPI personnel Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to moni Program Area 1's Account Status First Name Last Name Role Access Code User Name Email Address Phone Number Date Subscribed Approval Date tomeBase Pending LEA/Charter School Coordinator 1.1	A confirmation e-mail has been sent to the e-mail address you provided below.          uu are logged in to Program Area : HomeBase         elcome         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.         NOTICE: Access is restricted to authorized school, LEA, and DPI personnel. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitorit interface access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitorit interface access Code User Name Email Address         How is a summary of your subscription account information for the Program Area you subscribed to with User Name yolanda_wilson: itogram Area 1: Account Status First Name Last Name Role       Access Code User Name Email Address       Phone Number Date Subscribed Approval Date 09/23/2022 02.45PM - 1-1						Yo	u have success	fully submitted a request fo	r access to the eMFT	S APEX File Exchange	×	
u are logged in to Program Area : HomeBase elcome       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.         NOTICE: Access is restricted to authorized school. LEA, and DPI personnel. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to more interview.         Plow is a summary of your subscription account information for the Program Area you subscribed to with User Name yolanda_wilson: <u>Yoogram Area 1:</u> Account Status First Name Last Name Role       Access Code User Name Email Address       Phone Number Date Subscribed Approval Date 09/23/2022 02.45PM - 1.1	u are logged in to Program Area : HomeBase elcome 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. NOTICE: Access is restricted to authorized school. LEA, and DPI personnel. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitori to wis a summary of your subscription account information for the Program Area you subscribed to with User Name yolanda_wilson: <u>trogram Area 1: Account Status First Name Last Name Role Access Code User Name Email Address Phone Number Date Subscribed Approval Date</u> tomeBase Pending LEA/Charter School Coordinator 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							A confirmat	Ser ion e-mail has been sent to	vice. the e-mail address yo	ou provided below.		
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The status will show as "**Pending**" and a notification message will be sent to the subscriber's email stating the request has been received.



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



## 2. Install the application on your computer.

i R	ommended settings are suggested.						
	Select Setup Install Mode       ×         Image: Select install mode       Select installed for all users (requires administrative privileges), or for you only.         Image: Install for all users (recommended)       → Install for all users (recommended)         Image: Install for me only       Cancel						
	<ul> <li>Setup - WinSCP 5.21.3</li> <li>Setup Type What type of setup do you want?</li> <li>Typical installation (recommended)</li> <li>installs to default destination</li> <li>installs all components</li> <li>enables most typical features</li> <li>Custom installation</li> <li>allows full selection of destination, components and features</li> </ul>						



- 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.

New Site	Session		
	File protocol:		
	SFTP ×		
	Host name:		Port number:
	emfts.schools.nc.gov		2220 🗘
	User name:	Password:	
	Save		Advanced
	June		Additional 1

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 <u>blank</u> and click Save.

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



- 9. A site with your NCID username should appear in the left windowpane.
- 10. Click on **Login** at the bottom of the app.



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



12. Click Continue on the Authentication Banner.

Authentication Banner - your and the second s	$\times$					
* * * * * * * * * * * * * * * * * N O T I C E * * * * * * * * * * * * * * * * * *	^					
* *						
* This is a North Carolina State Government (NCSG) computer system. NCSG *						
* systems are provided for the processing of Official NCSG information only. *						
* All data contained on NCSG computer systems is owned by NCSG, and may be *						
* monifored, intercepted, recorded, read, copied, or captured in any manner *						
* and disclosed in any manner, by authorized personnel.						
* *						
* THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. Systems						
* law enforcement officials any potential evidence of crime found on	~					
Never show this banner again Continue Help						

13. Enter password. Click OK.

Passwo	ord - yolanda_wilson@emfts.schools.nc.gov	$\times$
_	Searching for host	
1	Connecting to host	
	Authenticating	
	Using username and a second and a second and a second second second second second second second second second s	
Passwo	rd:	
	OK Cancel Help	

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.

Name	
<mark>⊾</mark>	
filesfromdpi	
📙 filestodpi	

NCDPI Administrators may see all school folders.

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

Local Mark Files Command	ls Sessio	n Options Remote	Help							
🕀 🔁 🔁 Synchronize 🛛 🔙	1	] 🛞 🔐 Queue	- Transfer Settings Default	t	• 💋 •					
فالتقادية والمتقدر فليتقدر 📮	- States	🚽 🚅 New Sessio	n							
📗 My documents 🔹 🔹 🚰	7	← • → • 💼 🖬	a 🔐 🐍		🍌 / <root> 🔹 📔</root>	9 🗣 🔹	* · 🗈 🖬 🏠 🎜	🔍 Find Files	20	
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				1						
Name	Size	Туре	Changed		Name	Size	Changed	Rights	Owner	-
۵. 🕹		Parent directory	6/13/2018 3:33:48 PM		<b>L</b>		4/25/2018 1:37:51 PM	rwxr-xx	0	
Lustom Office Templ		File folder	6/4/2018 10:32:33 AM		la administration		3/5/2018 10:47:12 AM	r-xr-xx	0	
Home Base		File folder	5/31/2016 5:14:42 PM		chr00A		3/7/2018 5:39:00 PM	rwxr-s	0	
🔄 My Data Sources		File folder	3/5/2018 12:46:32 PM		Contraction of the local distance of the loc		3/7/2018 5:39:00 PM	rwxr-s	0	
My Received Files		File folder	6/1/2018 4:07:59 PM		and a state of the		3/7/2018 5:39:00 PM	rwxr-s	0	-
In Print State and		File folder	2/7/2017 9:56:24 AM		A ALANSIN'		3/7/2018 5:39:00 PM	rwxr-s	0	
		File folder	1/23/2017 4:03:00 PM		21.0000		3/7/2018 5:39:00 PM	rwxr-s	0	
Contration Printed and an		File folder	2/2/2016 4:57:16 PM	E	an manual a		4/25/2018 1:37:50 PM	rwxr-s	0	
The second		Eile folder	9/04/0016 10:07:01 AM		II. or with a		2 /7 /2010 5.20.00 DM	DADIE C	0	

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.