



## Student Accounts Creation Tool

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The new Student Accounts Creation Tool is a web based application that allows NCWise Data Managers and Media Center Coordinators to quickly and easily create new student accounts. Follow these steps to either create a new account or move an existing account.

1. Open a web browser like Internet Explorer or Firefox and enter this URL into the address bar: <https://StudentAccounts.ncmcs.org>
2. Logon with the User ID and Password that were provided to you.
  - a. At this point you may want to add this site to you favorites or save the shortcut to your desktop.
  - b. This site is only available while you are logged into a Moore County School computer. It is not accessible from outside our network.
3. Enter the student's NCWise ID, First Name, Middle Name, Last Name, Grade, Home Room, Date of Birth and School, then click on Add Student. All fields except Middle Name are required.
  - a. The student account is created overnight and is ready to use the next morning..
4. Click on the small square to the right of the student's information to display their User Account, Password, NCWise ID, and Home Room.
5. If an error was made in the new student account creation process you can delete the account by clicking the red X next to their name. Student accounts can only be deleted within the same day as it was created.
6. If you enter a student that already exists in the Student Accounts Database the system will display the student's Username and Password. If the student has moved schools, click the Move button. Once the Move Button is selected the IT Department will know to relocate student's home folder to the new school. If the student has not moved click Cancel.
7. The Search button at the upper right hand corner can be used to search for Student Accounts that have been created using this tool based on NCWise IDs. Click on the Moore County Schools logo in the upper left to return to the full view.