

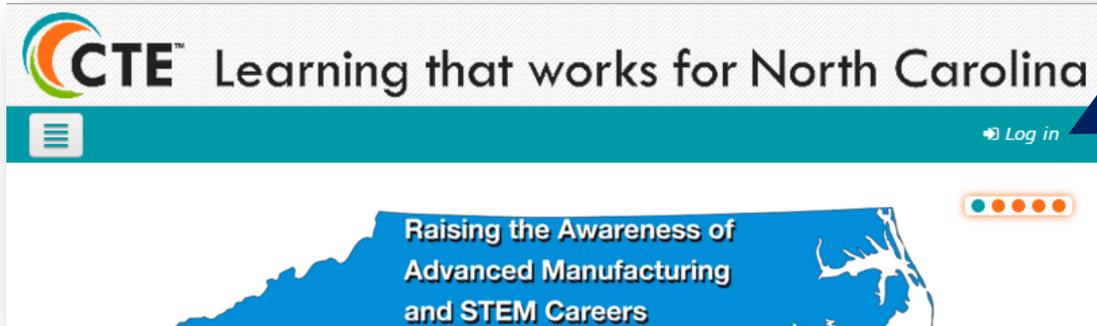
Perkins Online Data System

Accessing the Perkins Online Data System

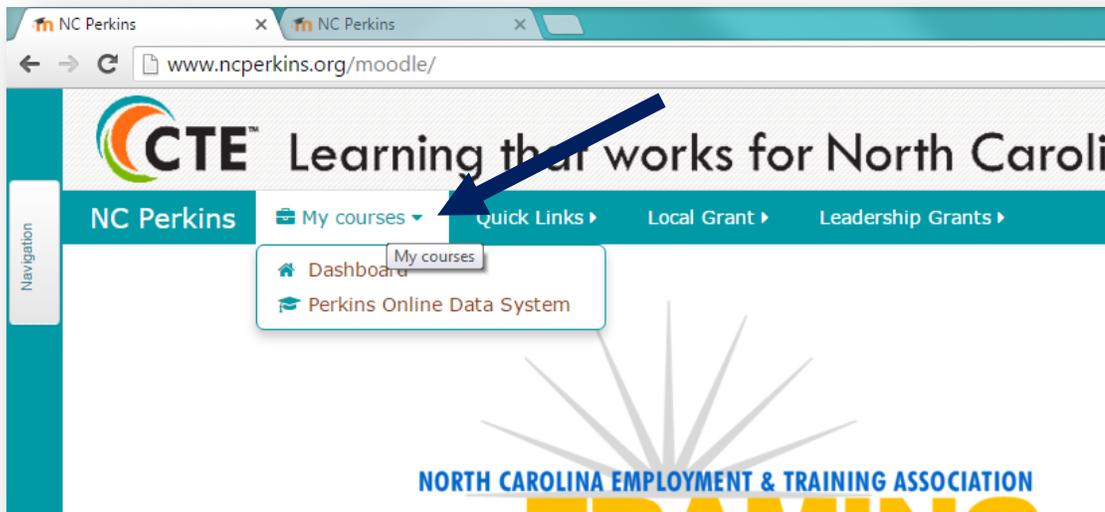
To access the Perkins Online Data System, visit www.ncperkins.org.

To login to the system, click the login link in the top, right corner of the page

Enter the username and password provided to you during the Perkins Planning Meeting. If you did not attend the Perkins Planning Meeting, please contact Ashley Bowling at bowlinga@nccommunitycolleges.edu.



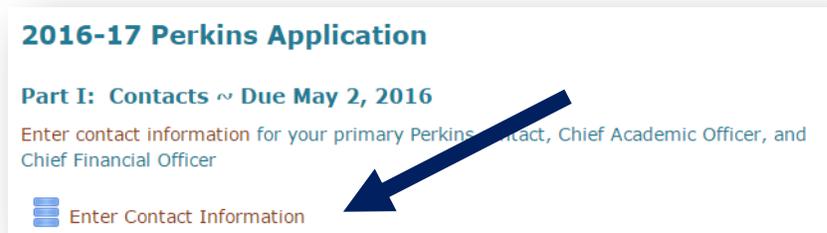
To access the Perkins Online Data System main page, click My Course and then Perkins Online Data System.



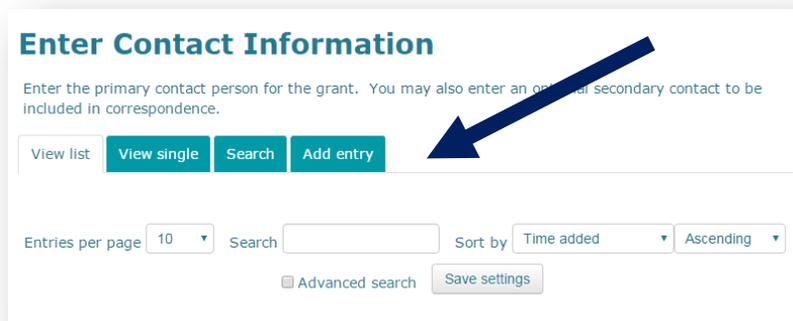
Part I – Contacts

Each college needs to provide contact information for their local Perkins coordinate, chief academic officer and chief financial officer.

1. Click on **Enter Contact Information**



2. Click on **Add Entry**



3. Enter the contact information as indicated.

The screenshot shows the 'New entry' form. It has a 'Role:' section with three radio button options: 'Primary Contact', 'Chief Academic Officer', and 'Chief Financial Officer'. Below this is a 'College Name:' dropdown menu with 'Choose...' selected. There are two more dropdown menus for 'Title:' and 'Job Title:', both with 'Choose...' selected. Below these are several text input fields for 'First Name:', 'Last Name:', 'Job Title:', 'Phone:', 'Fax:', and 'Email:'. At the bottom, there are two buttons: 'Save and view' and 'Save and add another'.

4. Click **Save and View**. Repeat steps 1-4 for each contact

Part II – Allotment Options

A college must officially accept or decline its current FY allocation under the Act by submitting an Allotment Acceptance Form.

1. Click on **Allotment Acceptance Form Submission**

Part II: Allotment Options ~ Due June 15, 2016

A college must officially accept or decline its current FY allocation under the Act. Click on the link below to indicate whether your institution will accept or decline its allocation. If your institution accepts the allocation, you must download the Allotment Acceptance Form and upload it using the Allotment Acceptance Form Submission link found below.

 [Allotment Acceptance Form Submission](#)

2. Download the **Part_II_Allotment_Options.docx** file by clicking on the link.

Allotment Acceptance Form Submission

Instructions: Download the attached file (*Part_II_Allotment_Options.docx*) and obtain the appropriate signatures. Scan and upload the file below.

 [PART_II_Allotment_Options.docx](#)

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 15 June 2016, 11:55 PM
Time remaining	58 days 7 hours
Last modified	Thursday, 28 January 2016, 3:26 PM
Submission comments	▶ Comments (0)

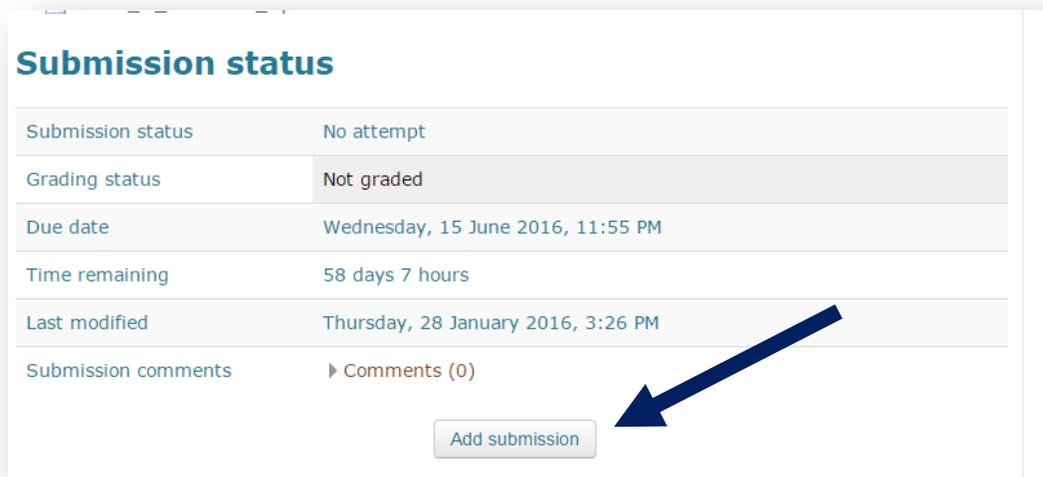
3. Obtain the appropriate signatures and **scan the document as a PDF file.**
4. Return to Moodle and click on the **Allotment Acceptance Form Submission link.**

Part II: Allotment Options ~ Due June 15, 2016

A college must officially accept or decline its current FY allocation under the Act. Click on the link below to indicate whether your institution will accept or decline its allocation. If your institution accepts the allocation, you must download the Allotment Acceptance Form and upload it using the Allotment Acceptance Form Submission link found below.

 [Allotment Acceptance Form Submission](#)

5. Click on the **Add Submission** button.

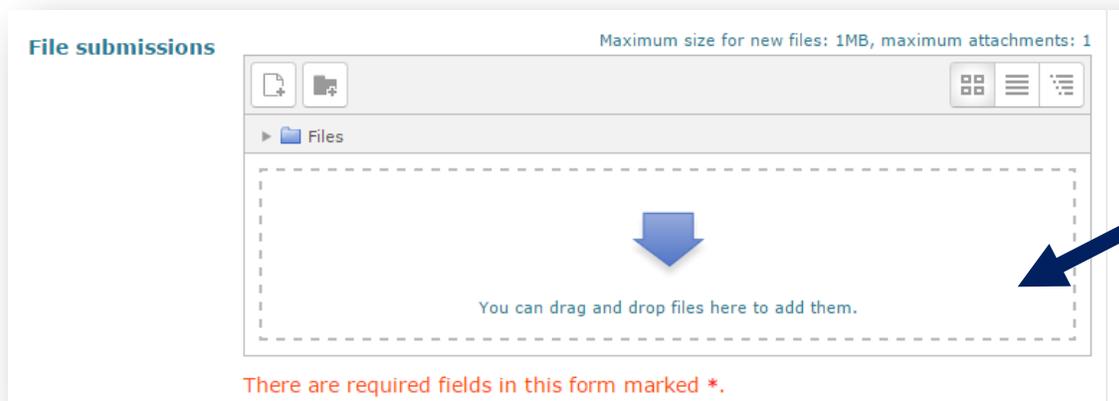


Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 15 June 2016, 11:55 PM
Time remaining	58 days 7 hours
Last modified	Thursday, 28 January 2016, 3:26 PM
Submission comments	▶ Comments (0)

Add submission

6. Drag and drop the PDF file into the File submission area. **Note: Older versions of Internet Explorer do not allow drag and drop of files. We recommend that you use Chrome, Firefox or Safari for use with the Perkins Online Data System.**



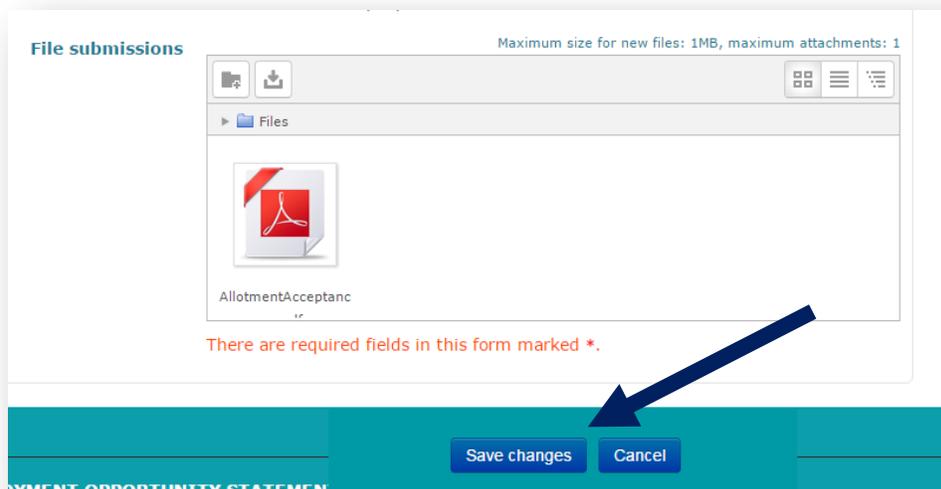
File submissions Maximum size for new files: 1MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

There are required fields in this form marked *.

7. Once the file appears in the file submission area, click the **Save Changes** button.



File submissions Maximum size for new files: 1MB, maximum attachments: 1

Files

AllotmentAcceptanc

There are required fields in this form marked *.

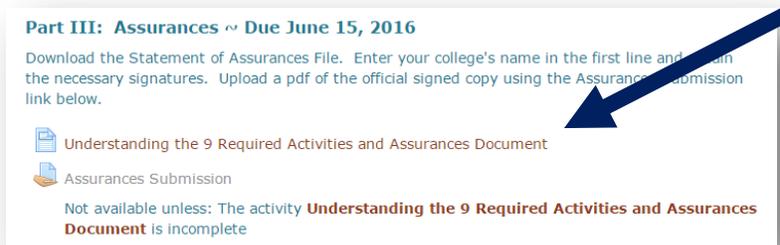
Save changes Cancel

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Part III – Assurances

The Assurances document is signed by the president and college board chair assuring that the funds will be spent properly and that all rules will be followed.

1. ***In order to access the Assurances form and submission link, the local contact must watch the Understanding the 9 Required Activities and Assurances Video.*** Click the Understanding the 9 Required Activities and Assurances Document Video Link.



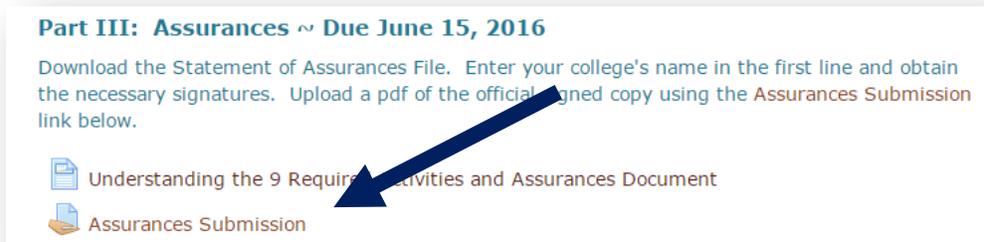
Part III: Assurances ~ Due June 15, 2016

Download the Statement of Assurances File. Enter your college's name in the first line and obtain the necessary signatures. Upload a pdf of the official signed copy using the Assurances Submission link below.

- Understanding the 9 Required Activities and Assurances Document
- Assurances Submission

Not available unless: The activity **Understanding the 9 Required Activities and Assurances Document** is incomplete

2. Once you have watched the video, return to the main page of the system. The Assurances Submission Link should now be active. Click on the **Assurances Submission** link.

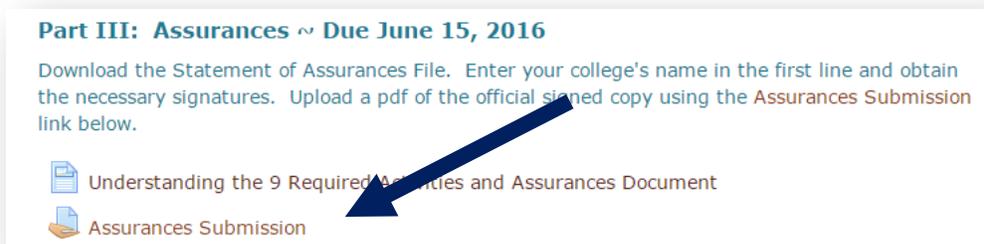


Part III: Assurances ~ Due June 15, 2016

Download the Statement of Assurances File. Enter your college's name in the first line and obtain the necessary signatures. Upload a pdf of the official signed copy using the Assurances Submission link below.

- Understanding the 9 Required Activities and Assurances Document
- Assurances Submission

3. Download the **Part_III_Assurances.docx** file, obtain the appropriate signatures and **scan as a PDF file.**
4. Return to the main page and click on the Assurances Submission link.

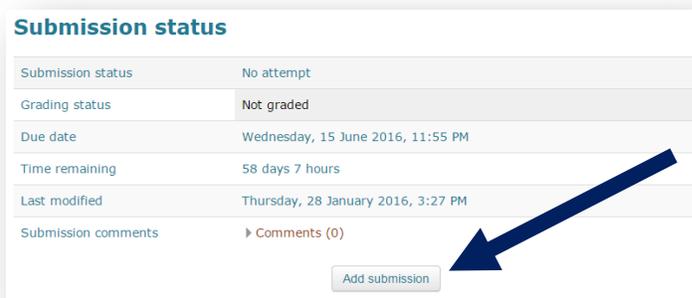


Part III: Assurances ~ Due June 15, 2016

Download the Statement of Assurances File. Enter your college's name in the first line and obtain the necessary signatures. Upload a pdf of the official signed copy using the Assurances Submission link below.

- Understanding the 9 Required Activities and Assurances Document
- Assurances Submission

5. Click on the **Add Submission** button.

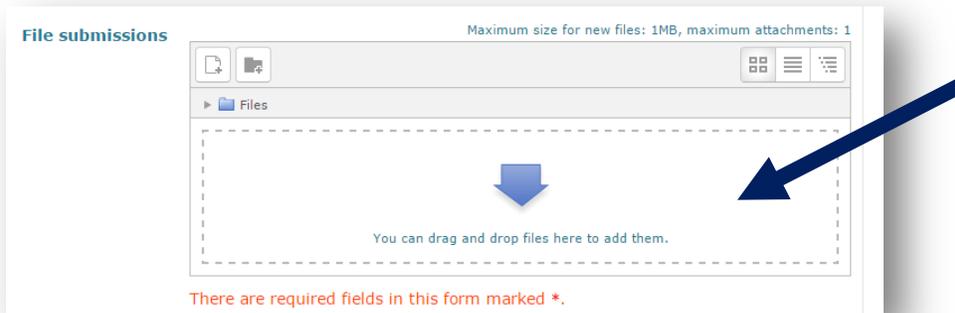


Submission status

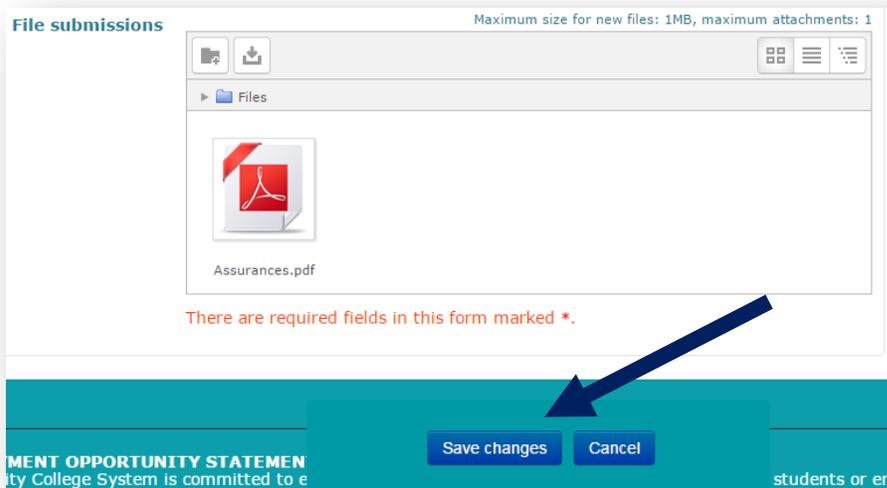
Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 15 June 2016, 11:55 PM
Time remaining	58 days 7 hours
Last modified	Thursday, 28 January 2016, 3:27 PM
Submission comments	► Comments (0)

Add submission

6. Drag and drop the PDF file into the File submission area. **Note: Older versions of Internet Explorer do not allow drag and drop of files. We recommend that you use Chrome, Firefox or Safari for use with the Perkins Online Data System.**

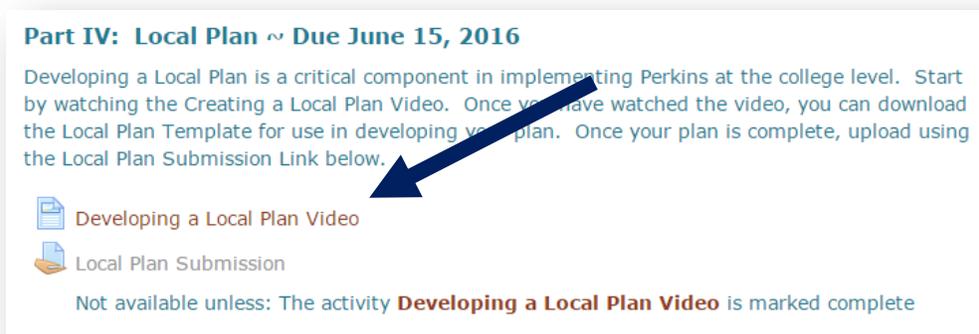


7. Once the file is visible in the file submission area, click the **Save Changes** button



Part IV – Local Plan

1. Developing a Local Plan is a critical component in implementing Perkins at the college level. Start by watching the Creating a Local Plan Video. You must watch the Developing a Local Plan Video to gain access to download the Local Plan Template and submit it. Click on the Developing a Local Plan Video link to watch the video.



The screenshot shows a course page titled "Part IV: Local Plan ~ Due June 15, 2016". The main text reads: "Developing a Local Plan is a critical component in implementing Perkins at the college level. Start by watching the Creating a Local Plan Video. Once you have watched the video, you can download the Local Plan Template for use in developing your plan. Once your plan is complete, upload using the Local Plan Submission Link below." A blue arrow points from the top right towards the text "Once you have watched the video, you can download the Local Plan Template". Below the text, there are two links: "Developing a Local Plan Video" and "Local Plan Submission". At the bottom, a red error message reads "Not available unless: The activity **Developing a Local Plan Video** is marked complete".

2. Once you have watched the video, return to the main page and click on the Local Plan Submission link.

Part IV: Local Plan ~ Due June 15, 2016

Developing a Local Plan is a critical component in implementing Perkins at the college level. Start by watching the Creating a Local Plan Video. Once you have watched the video, you can download the Local Plan Template for use in developing your plan. Once your plan is complete, upload using the Local Plan Submission Link below.

 [Developing a Local Plan Video](#)

 [Local Plan Submission](#)

3. Download the **Local Plan Template.docx** file and complete.

Local Plan Submission

Instructions: Upload a your completed local plan below.

 [LocalPlanTemplate.docx](#)

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 15 June 2016, 11:55 PM
Time remaining	58 days 7 hours
Last modified	Thursday, 28 January 2016, 3:28 PM
Submission comments	▶ Comments (0)

4. Once your local plan is complete, return to the main page and click on the **Local Plan Submission** link.

Part IV: Local Plan ~ Due June 15, 2016

Developing a Local Plan is a critical component in implementing Perkins at the college level. Start by watching the Creating a Local Plan Video. Once you have watched the video, you can download the Local Plan Template for use in developing your plan. Once your plan is complete, upload using the Local Plan Submission Link below.

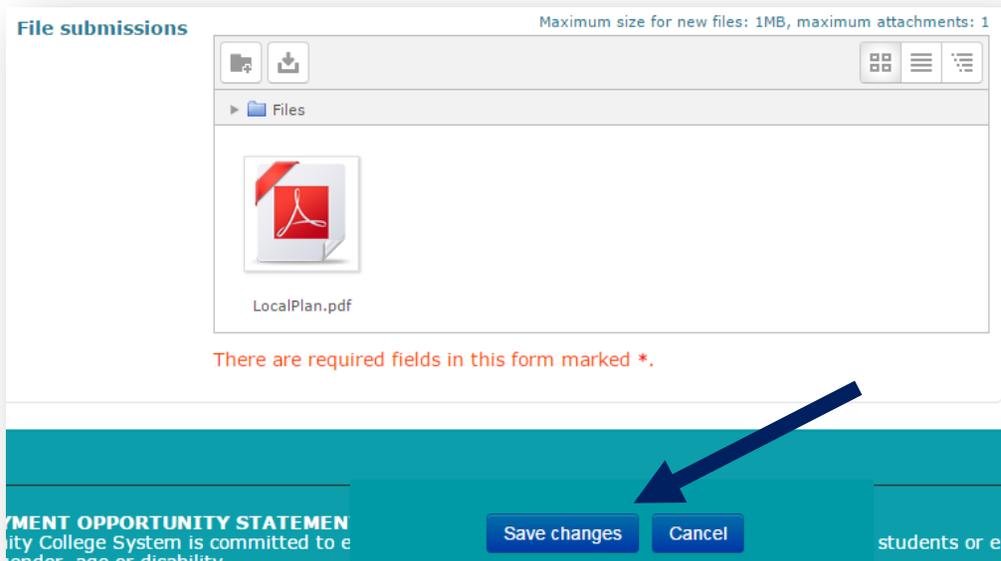
 [Developing a Local Plan Video](#)

 [Local Plan Submission](#)

5. Drag and drop the PDF file into the File submission area. **Note: Older versions of Internet Explorer do not allow drag and drop of files. We recommend that you use Chrome, Firefox or Safari for use with the Perkins Online Data System.**

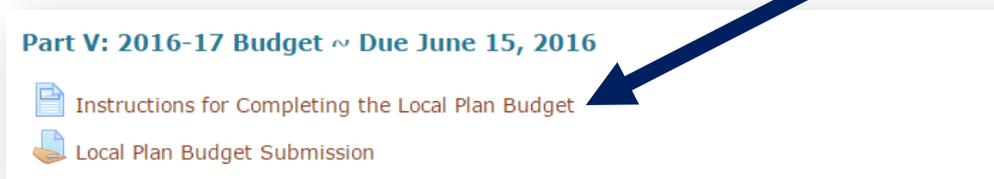


6. Once the file is visible in the file is visible in the file submission area, click **Save Changes**.



Part V – Budget and Equipment

1. View the **Instructions for Completing the Local Plan Budget** video found in Moodle.



2. Click the **Local Plan Budget Submission** link.

Part V: 2016-17 Budget ~ Due June 15, 2016

-  [Instructions for Completing the Local Plan Budget](#)
-  [Local Plan Budget Submission](#) ←

3. Download the **2016-17LocalPlanBudget.xlsx** file and complete.

Local Plan Budget Submission

Upload your 2016-17 Budget using the submission link below.

 [2016-17LocalPlanBudget.xlsx](#) ←

4. Once you have completed the budget, return to the main Moodle page and click on **the Local Plan Budget Submission** link

Part V: 2016-17 Budget ~ Due June 15, 2016

-  [Instructions for Completing the Local Plan Budget](#)
-  [Local Plan Budget Submission](#) ←

5. Click the **Add Submission** button.

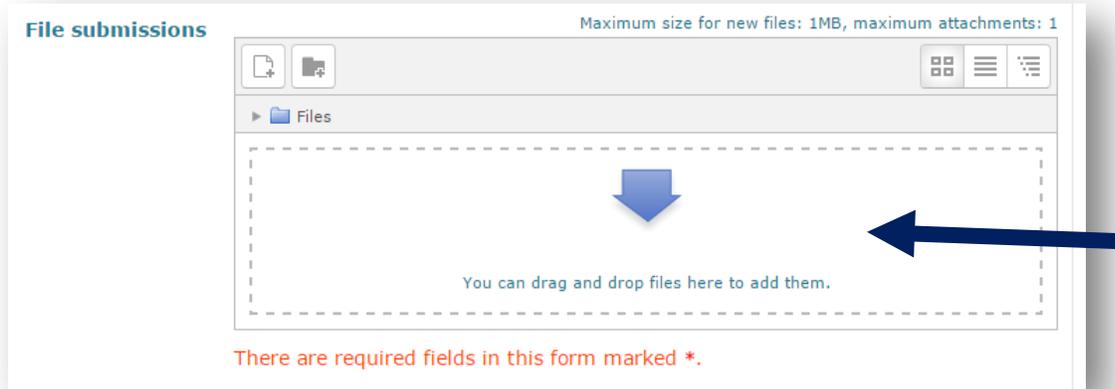
Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 25 April 2016, 12:00 AM
Time remaining	6 days 4 hours
Last modified	Monday, 18 April 2016, 7:54 PM
Submission comments	▶ Comments (0)

←

[Make changes to your submission](#)

6. Drag and drop the PDF file into the File submission area. **Note: Older versions of Internet Explorer do not allow drag and drop of files. We recommend that you use Chrome, Firefox or Safari for use with the Perkins Online Data System.**



7. Once the file appears in the file submission area, click **Save Changes**.