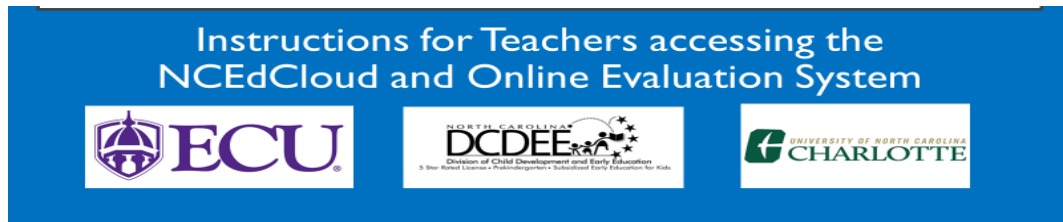**Early Educator Support Office,**
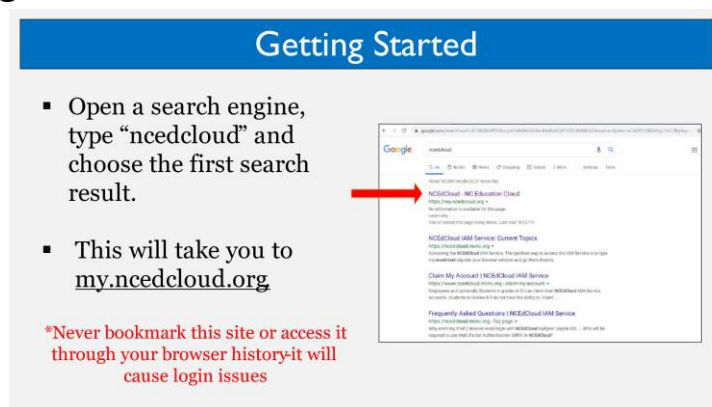**Access the NC Educator Effectiveness System (NCEES)**

1. Use these instructions to access the online evaluation system. Before you start, have a device (laptop or tablet works better than phone) and internet access. You should also have access to the UID Access email containing your UID number and temporary password. (This is the email containing these directions.)

2. Use Google Chrome or Firefox when accessing this system. It has been shown to experience the least technical difficulties.
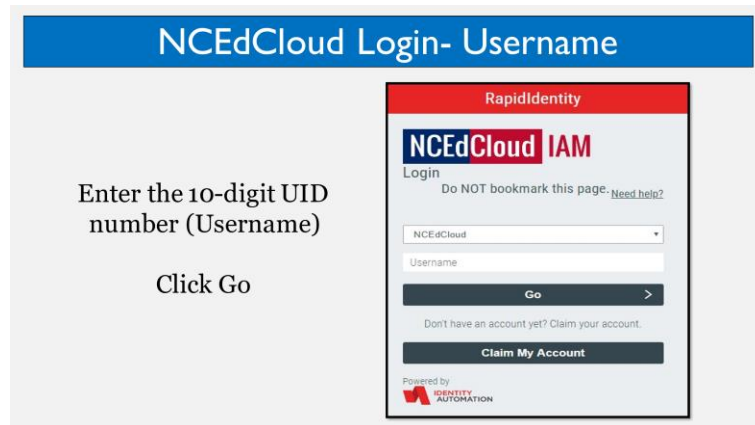

3. Open Chrome or Firefox and go to my.ncedcloud.org. It is important do this every time you log in.

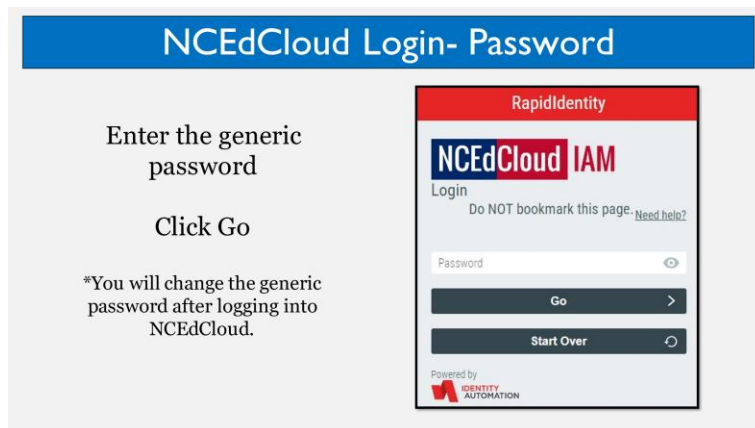4. This is what you should see. Type your 10-digit UID and click 'Go'.

5. Enter the temporary password and click 'Go'.

6. Take the time to answer the questions. These will be needed to access your account if you ever forget your password. Do <u>not</u> skip this step!
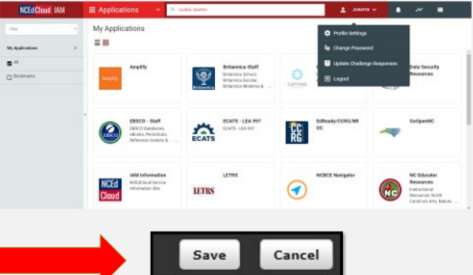
7. On the home screen, your first name will appear in the upper right hand corner. An arrow next to your name indicates a dropdown box. Choose a password and follow the directions to meet minimum length and character requirements. Once criteria have been met, click 'save'. It is very important to write this password down.
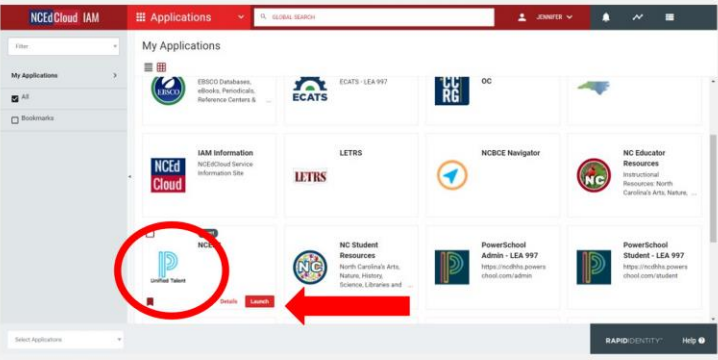
8. Each time you access NCEdCloud, you will be directed to this page. You may have more or less icons than this; it doesn't matter, you will always choose the blue uppercase P with the words 'Unified Talent' underneath. Doing this will direct you to the correct page. You will access this page to enter your training/orientation date, participate in NC Teacher Evaluation Process training and complete your self-assessment.

9. If you cannot access NCEdCloud, reach out to the contact person listed in your welcome email for technical support.

10. You will be assigned to a team in your local EES hub which includes a regional lead, mentor, and evaluator. This team will send you directions for completing the next steps of the teacher evaluation process.