

PROVIDER STAFF ENROLLMENT FOR NC-TOPPS WEBSITE

Each staff member who will enter NC-TOPPS on the web (or view/print what has been entered) must be enrolled in the website submission program. Enrollment is done on the TOPPS website: <http://www.ncdhhs.gov/mhddsas/nc%2Dtopps/>

1. If you have never had an NC-TOPPS Log-In and password before, select that option on the next screen. If you have had an NC-TOPPS Log-In and password before, go to step 3.
 - a. Enter your last name and first name. Enter the person's individual email address at your agency.
 - b. Enter the LME Name (i.e., The Durham Center), Provider Name and Provider Street Address, City, Zip Code (i.e., Address of your main facility that serves Durham Center consumers).
 - c. If you will be working for other LMEs or providers, you can enter additional LME, provider and facility information.
2. Review the information on the screen. Once complete and correct, click the Submit button. You will receive an email confirming your Log-In and password from NCSU NC-TOPPS staff within one to four business days. Please be patient. Be sure to check your junk/bulk mail in case the email with the Log-in/password is sent there.
3. If you already have an NC-TOPPS Log-In and password, but are changing to another provider, changing your last name, adding another LME/agency, requesting a reminder of a forgotten Log-in and password, and/or reporting a Log-in and password that is not working, please select the appropriate option on the main User Enrollment screen and proceed as appropriate.
4. Each agency should have a designated Superuser, a staff member who can see and monitor all of the submissions by your agency and prompt other staff for what is missing. Email nctopps@ncsu.edu with your request to become a Superuser. You will be sent a short form to complete justifying your need for Superuser access. Be sure to check your junk/bulk mail in case the email with the Log-in/password is sent there.
5. For Training, review the Reports/Presentations available on the website by clicking on "Other Information" from the home page. Read the Implementation Guidelines. Perform practice interviews before you do a real one by clicking on "Website Submission" from the home page and using the word "training" (without the quotes) as the log-in and password.