

How to submit a “Connection” request through ChargePoint for Options 1 or 2:

Entering a Connection Code using the ChargePoint App:

- In the ChargePoint app go to the Main Menu > Account > Connections > Browse Connections and then
- Enter the NCSU connection code: NCSUEV and click search
- Select "NC State University" when it appears on the next screen
- Next, answer the questions listed and submit your request to connect.

OR

Entering a Connection Code using the ChargePoint Website:

- Log in to the ChargePoint website: www.chargepoint.com
- Click "Connections" from the menu at the top of the home screen
- Enter the connection code "NCSUEV" in the search box on the right side of the page and click the "apply" button.
- When the table appears on the page, click "Request" on the right side of the row that says "NC State University"
- Next, answer the questions listed and submit your request to connect.