

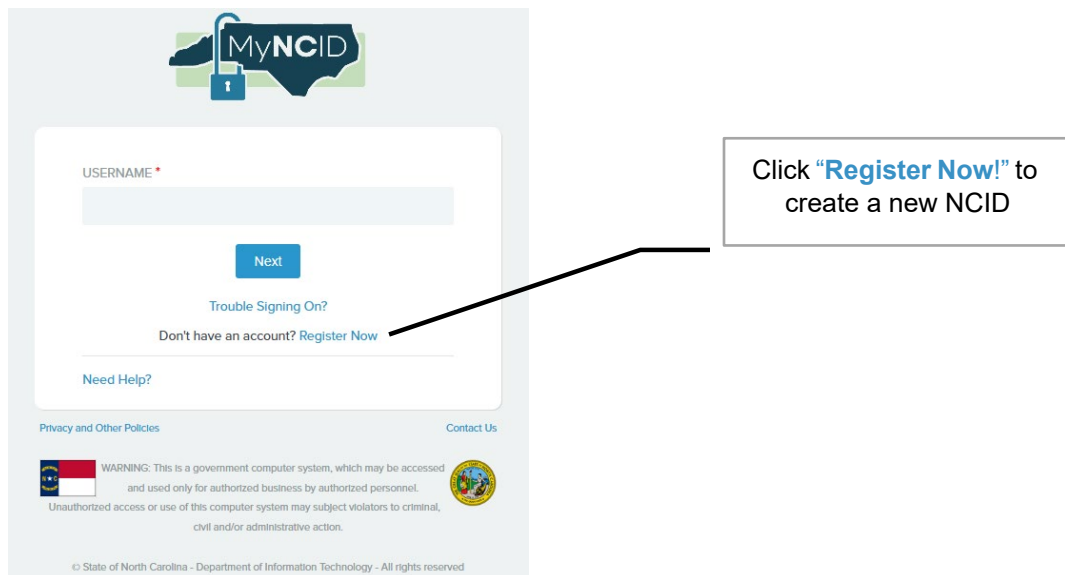
The Division of Child Development and Early Education (DCDEE) Workforce Online Reporting and Knowledge System (WORKS) was implemented on December 30, 2016, and functions as a single portal of entry to collect, report, and track child care workforce education documentation needed to support education requirements.

To use the applicant portal, an applicant must create and maintain an Individual NCID (at no charge). This is a secure username and password the applicant will use to access their account. After creating an NCID, the applicant can log in to the DCDEE WORKS applicant portal and register. Each applicant must have a unique NCID. This process ensures that an applicant's NCID and the account are linked correctly. An applicant will need to create their individual NCID before accessing DCDEE WORKS.

Note: An applicant may already have a business NCID, but he or she must use an individual NCID account when accessing the DCDEE WORKS applicant portal. If you are reading this, and you have not created an NCID username and password, please go to the North Carolina Identity Management (NCID) website at <http://myncid.nc.gov> and register for an individual NCID.

Completing your DCDEE WORKS Registration. Let's begin!

1. After creating your NCID username and password, go to <https://dcdee.works.nc.gov/>, and enter your username and password to begin DCDEE WORKS Registration.



2. DCDEE WORKS Registration Part I requires that you verify the following demographic information: **WFID Number** (*existing accounts only*), **Social Security Number** (*the last four digits only*), **Date of Birth**, **Legal First Name**, **Legal Last Name**, and your **Email Address** (*the email used to create your individual NCID*).

Note: The Workforce Identification (WFID) number is a unique identifier assigned to all Workforce Education Unit applicants. **If you are not an existing applicant, please leave this field blank.** If you are an existing applicant, but you are unsure of where to locate this identifier, please [click here](#) for instructions on where to locate the 7-digit number.

3. After completion, select **Next**.

WORKS Registration

Thank you for registering for a new WORKS account. Please fill in the required fields below and click Next.

* This is a required field.

WFID Number

SSN (Last 4 Digits) *
This value is required.


Date of Birth *
This value is required.

Legal First Name
This value is required.

Legal Last Name *
This value is required.

Email Address *
This value is required.

Confirm Email
This value is required.




4. The **Confirm Registration Data** pop-up window will appear. Confirm the data that you have provided is correct. Click **Next** to continue.

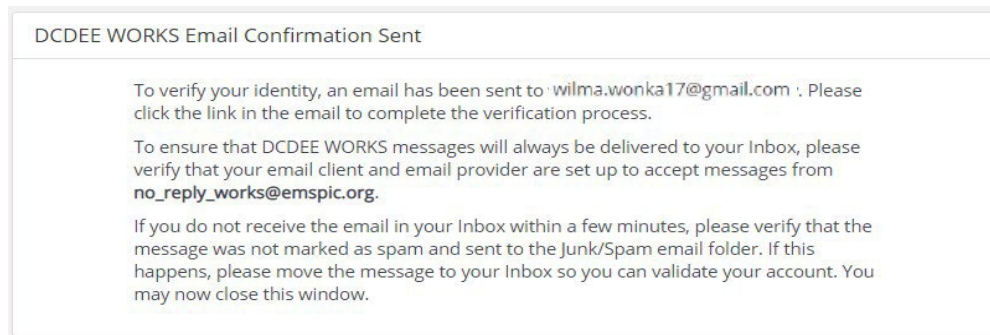
Confirm Registration Data

Confirm this is the correct registration data and click Next to continue OR Cancel to edit.

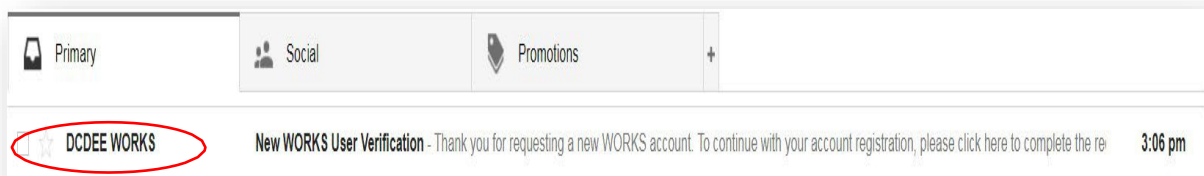
SSN (Last 4 Digits):	4298
Date of Birth:	10/27/1956
Legal First Name:	Wilma
Legal Last Name:	Wonka
Email Address:	wilma.wonka17@gmail.com



- An **Email Confirmation Sent** notification will appear. Follow the instructions presented within the pop-up window. **NOTE:** Email confirmation is required in order to complete the DCDEE WORKS registration process.

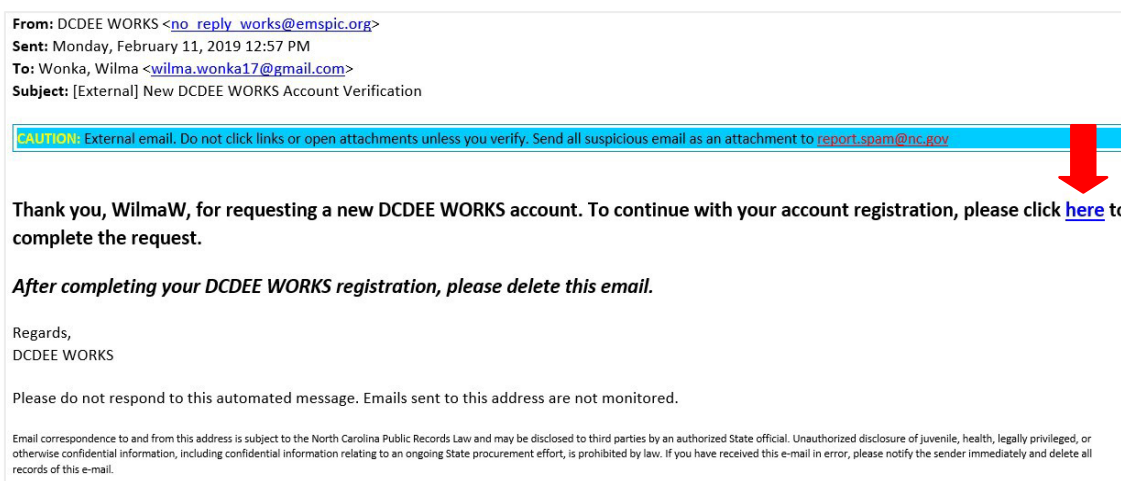


- Close the internet browser window once you have read the notice in its entirety.
- Log in to the email account used to register your individual NCID. A new **WORKS User Verification** email has been sent to you. The sender of the email is **DCDEE WORKS**.

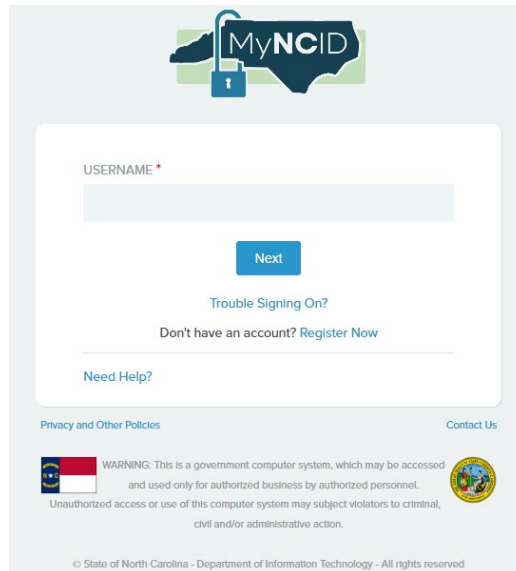


TIP: It is recommended that you open your email in a separate browser tab while completing the registration steps. This will allow you to view the notification emails promptly as you complete each step.

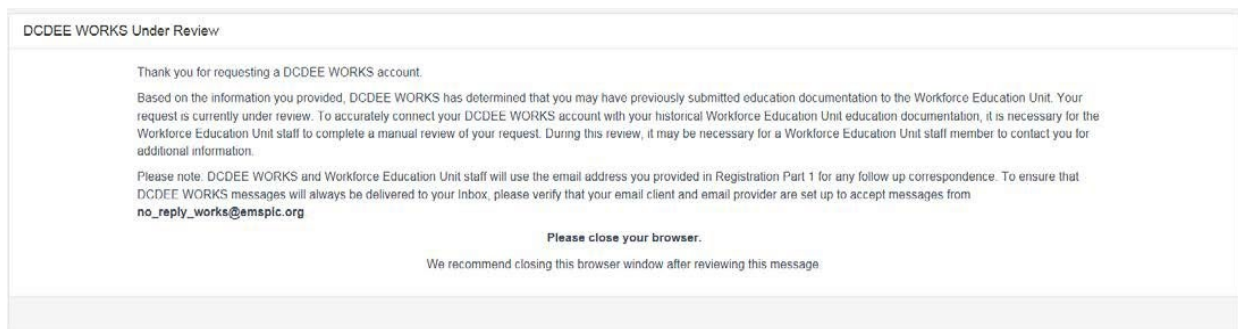
- To continue with **Registration Part I**, select "[here](#)" within the email notification to proceed to your next steps.



9. You will be redirected to the DCDEE WORKS login screen. **Enter your individual NCID username, select "Next" then enter your NCID password. Select the NCID Login button to proceed.**



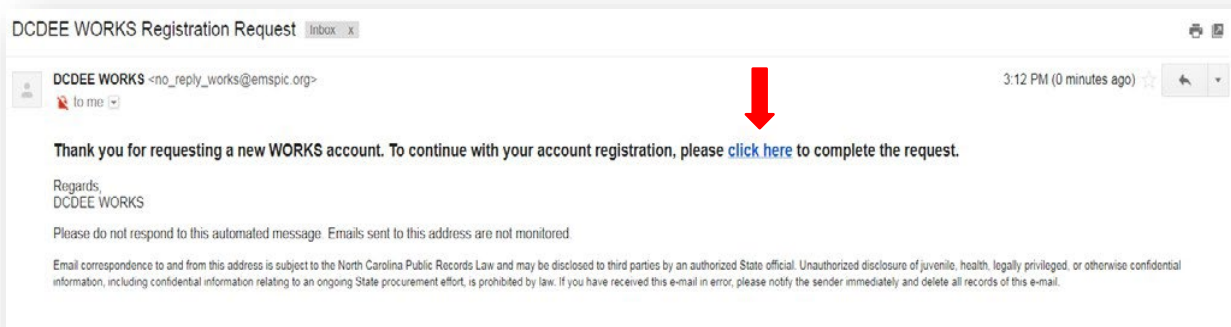
10. A **Review Notification** may appear. This is a standard notification used to allow the Workforce Education Unit staff to review the information that you have submitted.



Note: This step is vital to the security of your account. During the review process, the Workforce Education Unit will review the demographic information submitted and determine if there is an existing account within the system. This review could take between 1-2 business days, after which, an email notification will be sent to you. A **Workforce Education Unit staff member will only contact applicants if there are questions about the information received or if additional information is required to proceed.**

11. **Close your internet browser window** after reading the Review Notification. **Within the next few days, periodically check your email** for a notification of the completion of this review step. Please **check your spam and junk mail inboxes as well** if you do not receive the notification within the allotted time frame. If an email is not received, contact DCDEE WORKS technical support for additional troubleshooting steps. Before contacting DCDEE WORKS, please complete a search within your email ensuring that the notification was received.

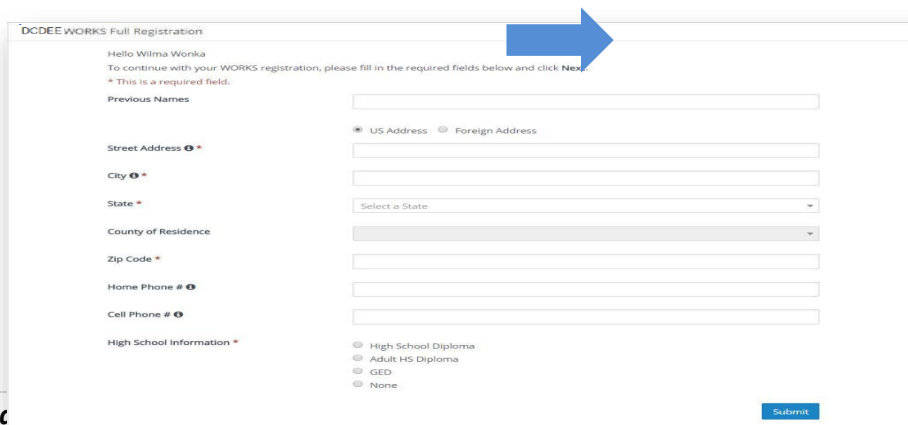
12. Once the email notification has been received, select “[click here](#)” within the email notification for the next steps.



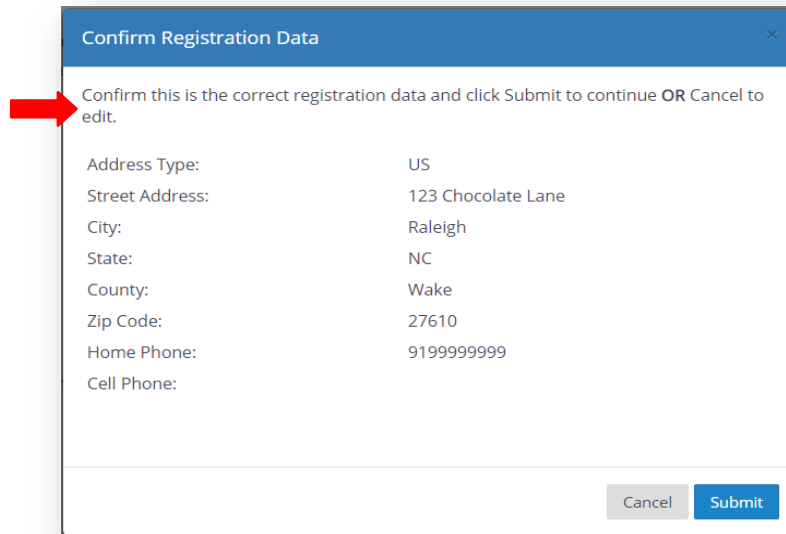
13. You will be redirected to the DCDEE WORKS login screen. Enter your individual NCID username. Select Next. Enter your NCID password and then select Sign On.



14. Next, DCDEE WORKS Full Registration Part II will appear. Complete all the required fields. Make changes to any previous demographic information listed. Select Submit when complete.



15. The **Confirmation Registration Data** pop-up window for Registration Part II will appear. Confirm the registration data that you provided in the previous step. Select **Cancel to make corrections**. Select **Submit to continue**.



Confirm Registration Data

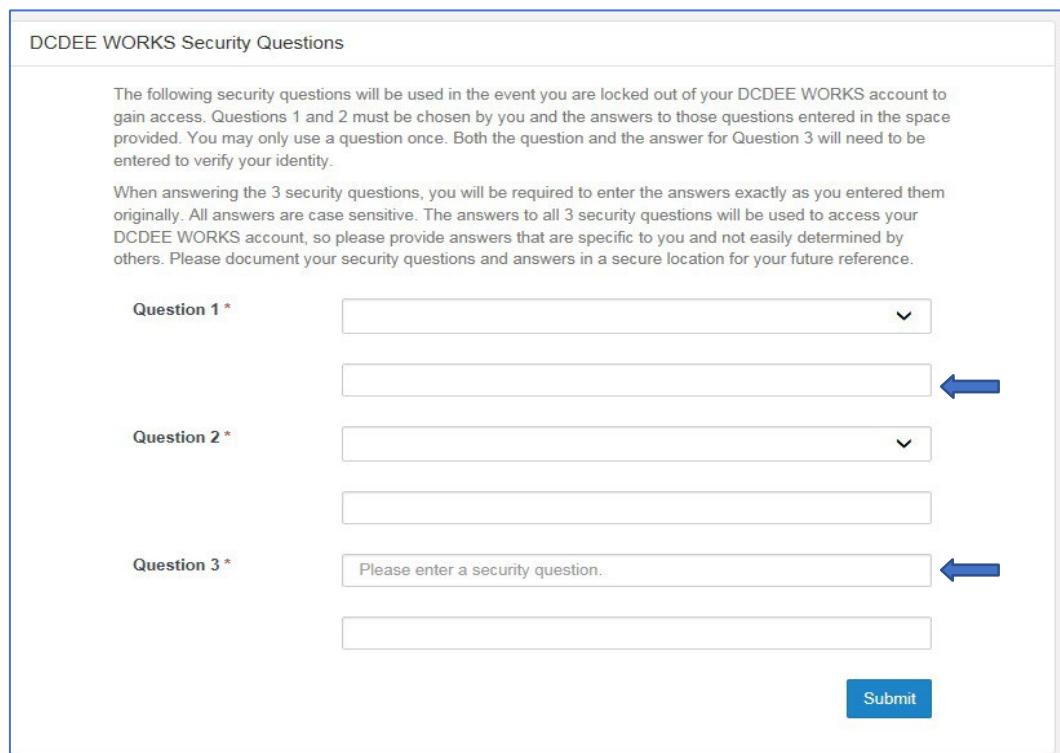
Confirm this is the correct registration data and click Submit to continue OR Cancel to edit.

Address Type: US
Street Address: 123 Chocolate Lane
City: Raleigh
State: NC
County: Wake
Zip Code: 27610
Home Phone: 9199999999
Cell Phone:

Cancel Submit

16. After selecting Submit, **DCDEE WORKS Security Questions** will appear. **Questions 1 and 2** are selected from the drop-down menu. **Question 3**, you are allowed to create a security question of your choice. Select **Submit** when complete.

Note: Save the DCDEE WORKS Security questions and answers in a secure location for future use.



DCDEE WORKS Security Questions

The following security questions will be used in the event you are locked out of your DCDEE WORKS account to gain access. Questions 1 and 2 must be chosen by you and the answers to those questions entered in the space provided. You may only use a question once. Both the question and the answer for Question 3 will need to be entered to verify your identity.

When answering the 3 security questions, you will be required to enter the answers exactly as you entered them originally. All answers are case sensitive. The answers to all 3 security questions will be used to access your DCDEE WORKS account, so please provide answers that are specific to you and not easily determined by others. Please document your security questions and answers in a secure location for your future reference.

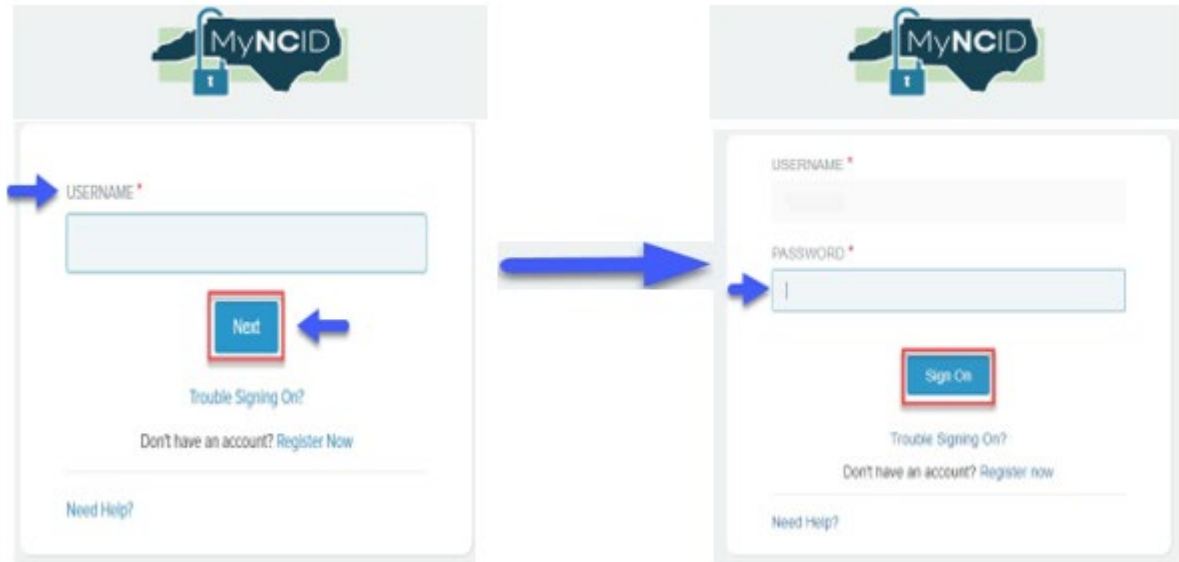
Question 1 *

Question 2 *

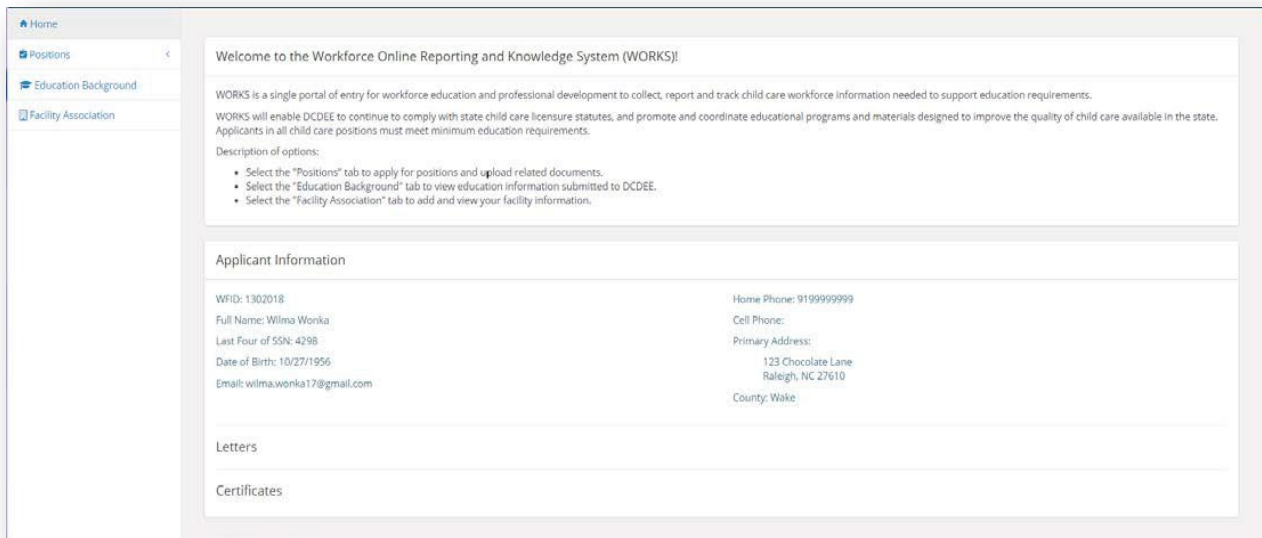
Question 3 *

Submit

17. You will be redirected to the DCDEE WORKS NCID Login screen, confirming the completion of **Registration Part II**. Enter your individual NCID username. Select **Next**. Enter your NCID password and then select **Sign On**.



18. Your DCDEE WORKS applicant home page will appear.



This confirms that you have successfully created your DCDEE WORKS account! You may now electronically apply for your desired childcare position(s) to submit for educational qualification. Please ensure that you have mailed and/or electronically submitted your official transcript(s) to the Workforce Education Unit before applying.

Thank you for using the DCDEE Workforce Online Reporting and Knowledge System (WORKS)!

FOR ADDITIONAL QUESTIONS and ASSISTANCE

WORKFORCE EDUCATION UNIT

Related Questions: Educational Qualifications; DCDEE WORKS Submissions; Official Transcripts, Technical Assistance; DCDEE WORKS System Errors
8:00 AM – 5:00 PM; Monday – Friday

Phone: (919) 814-6350; **Email:** dcdee.works@dhhs.nc.gov

MAIL OFFICIAL TRANSCRIPTS TO:

Attention: Workforce Education Unit
Division of Child Development and Early Education
2201 Mail Service
Center Raleigh, NC
27699-2200

REMINDER

Official transcripts must be submitted for ALL completed college-level coursework, certificates, diplomas and/or degrees. Please do not upload copies of in-service training documentation as these are not considered college coursework. Photocopies of transcripts, student or internet copies and grade reports are NOT accepted.

Only official transcripts from post-secondary schools which are accredited will be evaluated. [Accredited is defined as an institution of higher education having nationally recognized regional accreditation by one of the six regional accrediting agencies.](#) (For schools outside the U.S.A., the recognized system of the specified country's accreditation process will be accepted).