

Applicant Job Aid: Creating Your NCID



Beginning in Fall 2016, the child care workforce began using the DCDEE Workforce Online Reporting and Knowledge System (WORKS) Applicant Portal to register as a child care worker, and maintain their workforce information to support education requirements, etc.

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 account is linked correctly. An applicant will need to create their individual NCID before accessing DCDEE WORKS.

Note: A person may already have a business NCID, but he or she must use an individual NCID account when accessing the DCDEE WORKS Applicant Portal.

Creating your NCID. Let's Begin!

1. Each person who creates an NCID **must have a valid email address**. If a person does not have a valid email address, please create one before moving forward.
2. In a web browser, such as Internet Explorer, go to the **North Carolina Identity Management (NCID)** website at <https://ncid.nc.gov>.
3. At the bottom of the page, find the blue bar that says, **"To register for a new NCID account click here,"** then click **"Register!"**

North Carolina Identity Management (NCID)

NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.

User ID: [forgot your User ID?](#)

Password: [forgot your Password/unlock Account?](#)

[Need Help?](#)

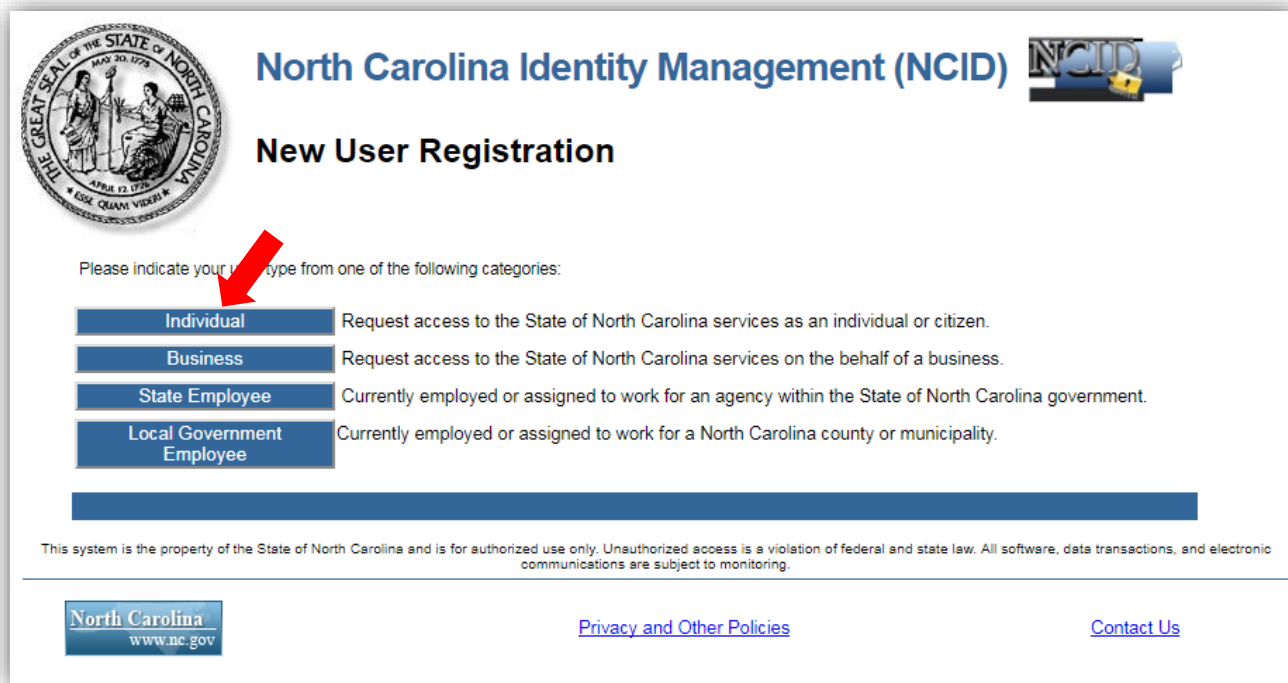
REMINDER: Bookmarking this page can lead to error messages or denied access to your application or service

To register for a new NCID account click here: [Register!](#)

This is a government computer system and is the property of the State of North Carolina. This system may contain U.S. Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system may subject the individual to administrative disciplinary actions, criminal and civil penalties. Users have no expectation of privacy. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

North Carolina www.nc.gov [Privacy and Other Policies](#) [Contact Us](#)

4. On the *New User Registration* page, click on “**Individual**” from the category list.



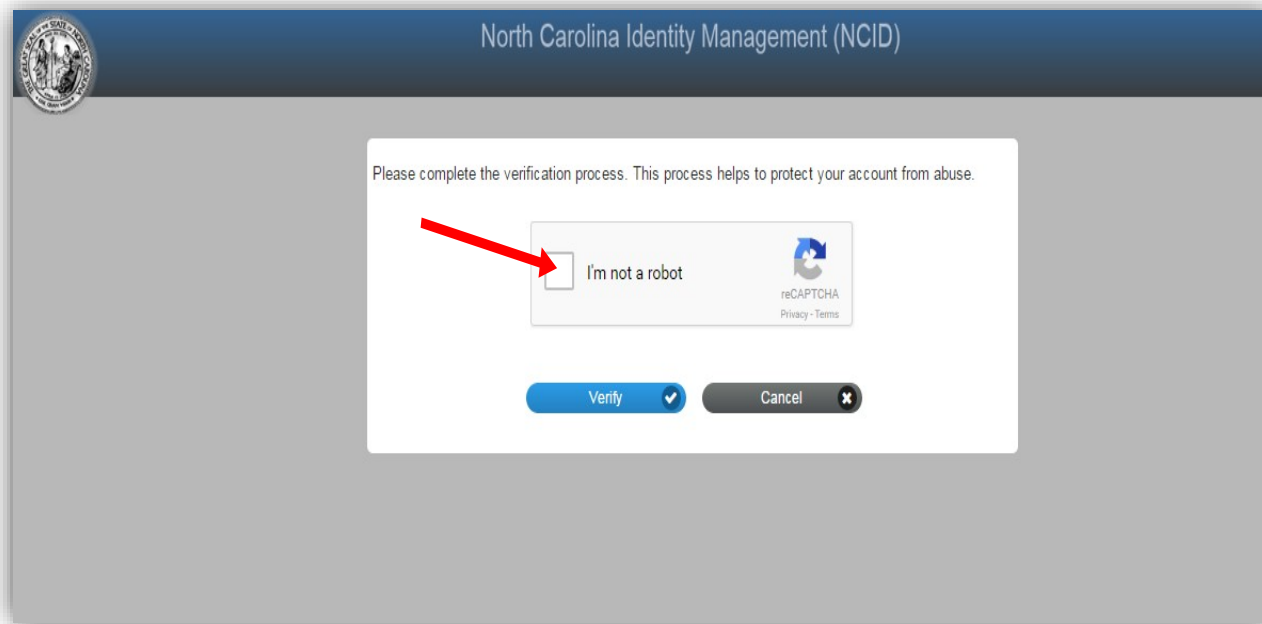
Please indicate your user type from one of the following categories:

Individual	Request access to the State of North Carolina services as an individual or citizen.
Business	Request access to the State of North Carolina services on the behalf of a business.
State Employee	Currently employed or assigned to work for an agency within the State of North Carolina government.
Local Government Employee	Currently employed or assigned to work for a North Carolina county or municipality.


This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

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5. Start the verification process by clicking the box in front of the text “**I’m not a robot.**”



Please complete the verification process. This process helps to protect your account from abuse.

I'm not a robot  reCAPTCHA
Privacy - Terms

[Verify](#) [Cancel](#)

6. Follow the instructions presented within the pop-up window. Click on **“Verify”** or **“Next”** once complete. In the example presented below, you would click on all the squares with images of street signs and when you click a box, a check mark will pop up, indicating your selection. There is the possibility of completing several verifications before moving on to next steps. After all the correct boxes are selected, click on the **“Verify”** or **“Next”** button **when it appears**.




Note: If you can't figure out which images to select, simply click the refresh button (see above in bottom left corner) to select a different set of images. If you select incorrect images, then you will be prompted to try again with a new set of images and instruction. (**Note:** there is also the ability to press the audio button to hear the information).


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7. Complete the required information, indicated by the asterisk, and then select “Continue.”


To register a new account, please complete the following form.

Requested UserID* 


Prefix (Optional)

First Name* 

Middle Initial (Optional)


Last Name* 

Suffix (Optional)

Email Address* 

Confirm Email Address*

Mobile Number (Optional)

New Password* 

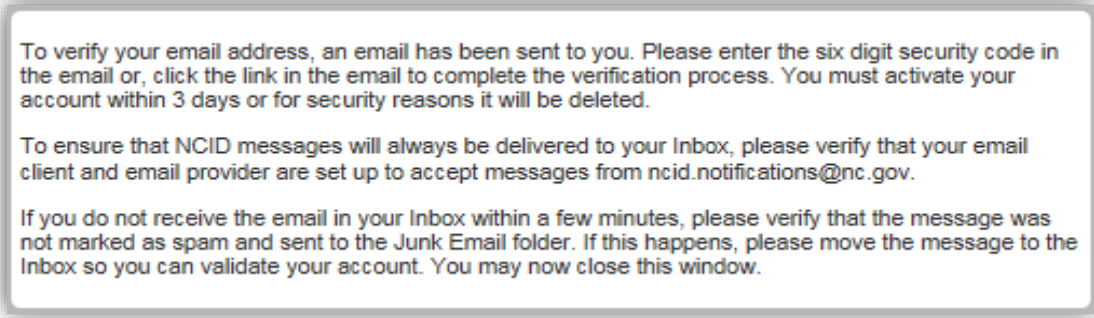
- Password is case sensitive.
- Must be at least 8 characters long.
- Must include at least 1 letter.
- Must include at least 1 number.
- Must have at least 1 symbol (non letter or number) character.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Must not include part of your name or username.
- Can be changed no more often than once every 3 days.
- Must have at least 4 types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)
 - Symbol (!, #, \$, etc.)
 - Other language characters not listed above
- New password may not have been used previously.

Please follow the guidelines for password criteria.

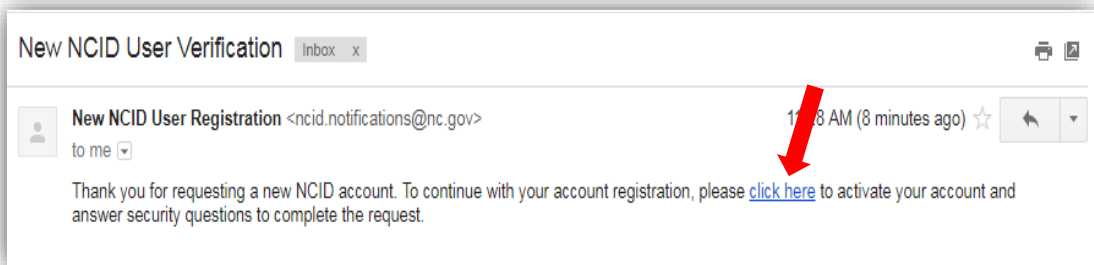
Note: If a requested User ID is already in use, please create a different one. **A User ID and password should be something a person can easily remember.** The password must meet the criteria as provided under New Password.

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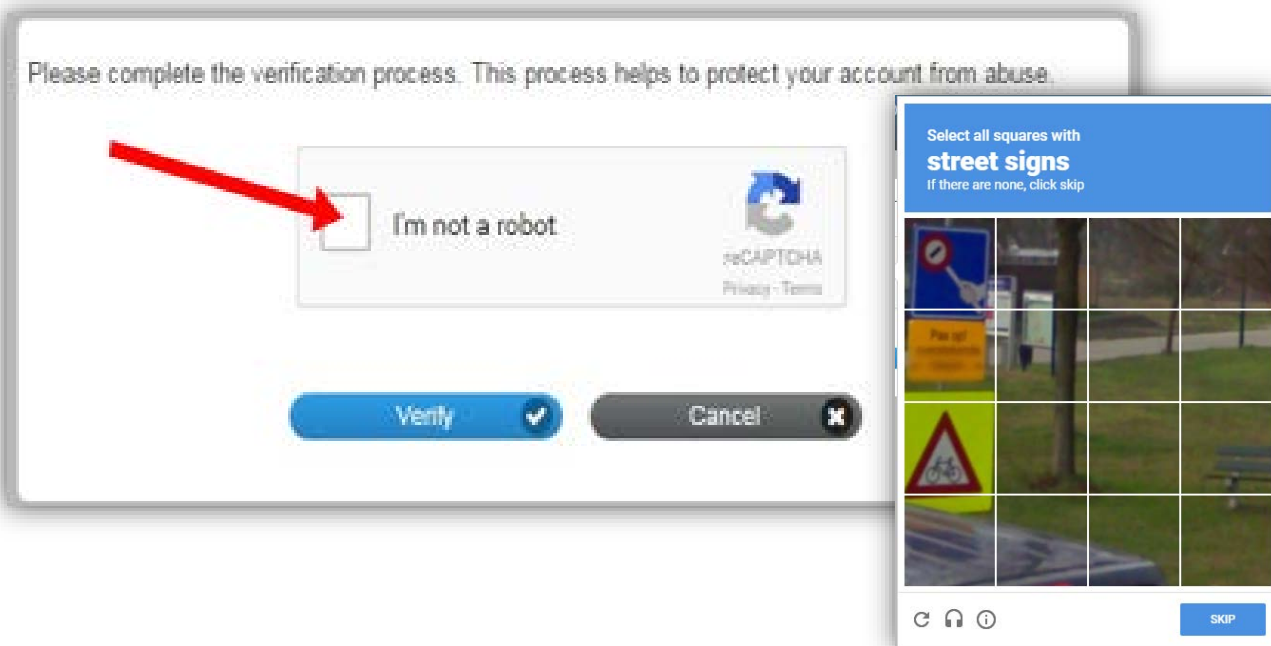
8. After clicking on the “**Continue**” button, the following message will be presented.



9. You must **activate your account within three days from receipt** of the “**New NCID User Verification**” email. Activate your account by selecting the “**click here**” link within your email.

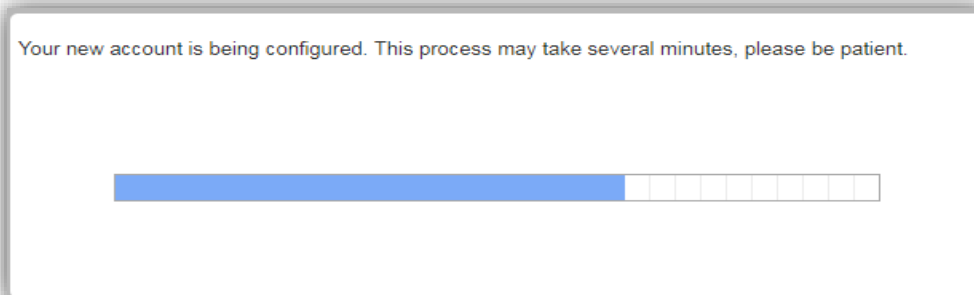


10. Complete the secondary verification step by clicking “**I am not a robot**”.

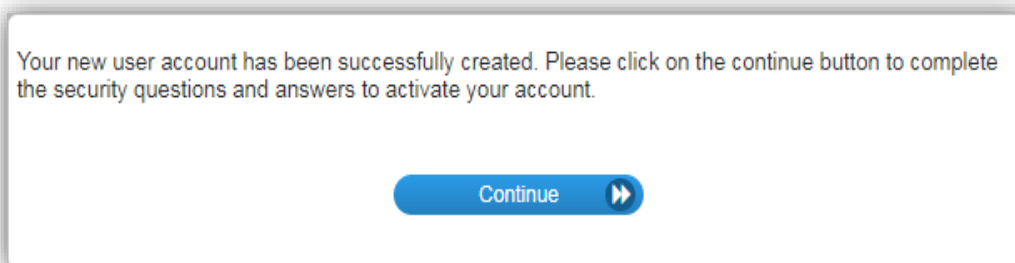


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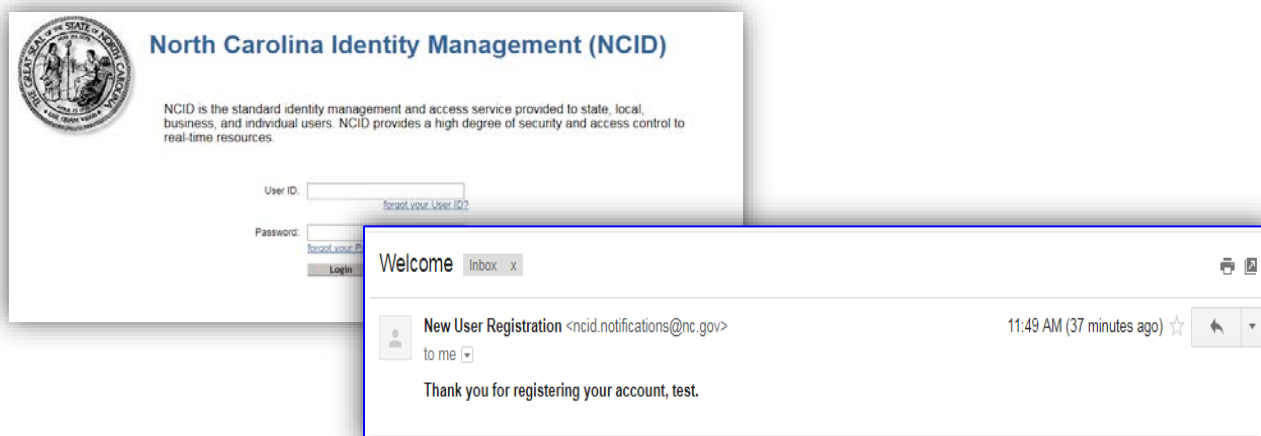
11. After clicking the link in the email, NCID will configure your new account and the following message will be presented.



Click "**Continue**" to complete the security questions and answers. (**Note:** If you do not close your previous browser session - used to create the account - and you go to your email to "click here," it will continue as described below. However, if you have closed your previous browser session, it will present the verification process before presenting the challenge questions).



Note: By clicking continue, this action will take you back to the NCID log in page. Log in to complete your security questions. You will also receive a "**Welcome**" email notice from NCID, thanking you for registering your account. This is informational only and does not require any action.




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12. After you select and answer five security questions, the system will verify your security questions and answers, and then prompt you to save your answers. When presented, click **"Save Answers."**


If you forget your password or lock your account, you can access your account by answering your security questions.


Please choose your questions and answers that can be used to verify your identity in case you forget your password or lock your account. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.


Your answers meet the requirements. Click Save Answers when ready.


In which city was your mother born? ▾
▶ 

What is the name of the high school you graduated from? ▾
▶ 

What is your father's middle name? ▾
▶ 


What is your maternal grandmother's maiden name? ▾
▶ 

What is the name of your favorite childhood friend? ▾
▶ 

[Save Answers](#) 

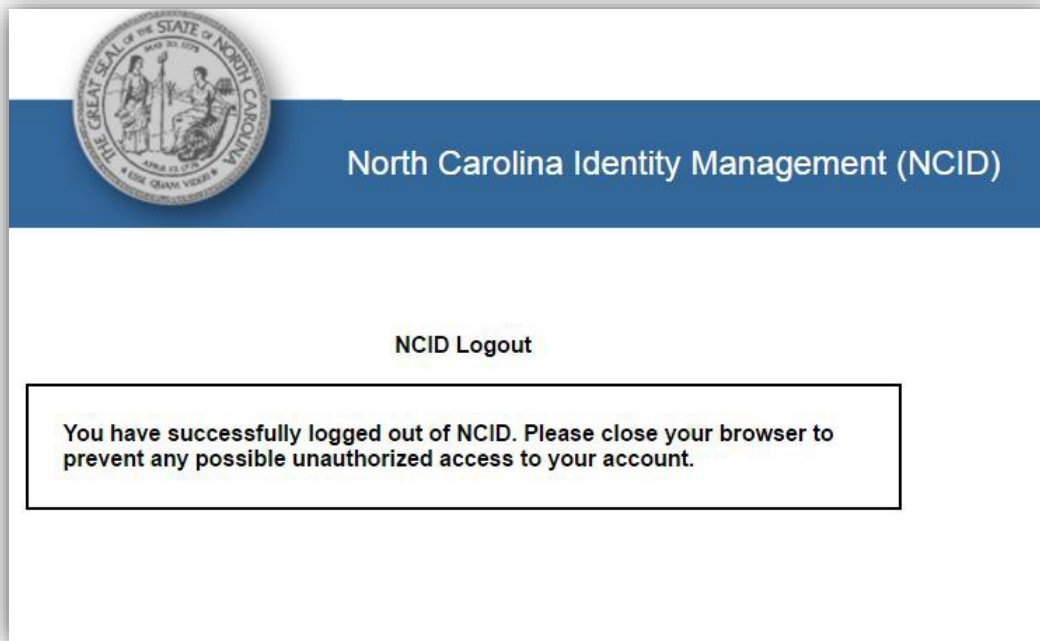
13. Click **"Continue"** to log out of NCID.

Thank you. Your security questions and answers have been successfully saved. If you ever forget your password or lock your account, you can use the answers to these questions to reset your password or unlock your account.

[Continue](#) 

14. After clicking the “**Continue**” button, the following screen will be presented, confirming you have logged out of NCID and instructing you to close your browser.

You have successfully created your NCID account!



NEXT: To start your DCDEE WORKS registration process, go to <https://dcdee.works.nc.gov> and enter your new individual NCID username and password to begin.

FOR ADDITIONAL QUESTIONS and ASSISTANCE

FOR NCID Related Questions: Password; Security Questions; Creating your NCID

Phone: (919-754-6000 or **Toll Free** 1-800-722-3946

Email: dit.incidents@its.nc.gov

FOR DCDEE WORKS Related Questions: Technical Assistance; DCDEE WORKS System Errors

EMSPIC WORKS Technical Support - 8:00 AM – 6:00 PM; Monday - Friday

Phone: (866) 773 – 6477

Email: works@emspic.org