In December 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.

In order to access the DCDEE WORKS applicant portal, users 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](https://ncid.nc.gov).

3. At the bottom of the log in page, find the word “Register!” and click the link.
4. On the New User Registration page, click on “Individual” from the category list.

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

Please follow the guidelines for password criteria.
Applicant Job Aid: Creating Your NCID

**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.**

6. After clicking on the **Continue** button, the following message will be presented.

7. Access your email to retrieve the code that has been sent to you.

8. Enter the six-digit code in the box below. Click **Check Code.**
9. Once the code has been entered, your account will begin to configure.

10. Once the configuration is complete, and your new NCID account has been created. A new window will appear. Click **Continue** to complete your security questions and answers in order to activate your account.
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.

11. Log in with your new NCID username and password.
12. Complete your security questions and answers. Click **Save Answers**.

13. 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**” again.
14. A notification window will appear. Click “Continue” to log out of NCID.

15. 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 now 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