NCID Instructions

Individual NCIDs are required to enter or use the following Division of Child Development and Early Education applications:

- ProSolutions Training, Health and Safety Trainings
- NC Risk Management Portal, Emergency Preparedness and Response Plans
- DCDEE WORKS
- Criminal Background Checks

To use the different applications, persons must create and maintain an Individual NCID (at no charge). This is a secure username and password the employee will use to access their account. After creating your username and password, keep it in a secure place to refer to the next time you enter the tool.

Note: A person may already have a business NCID for NCFAST, but she or he must use an individual NCID account when accessing or using the remaining portals.

If you have any difficulties creating your NCID, contact 919-527-6666. We will be happy to help you.

Creating Your NCID Username and Password

1. Each person who creates an NCID must have a valid email address. If you need assistance getting an email address, contact your Child Care Consultant or the NC Division of Child Development and Early Education at 919-527-6335/1-800-859-0829 (in state only).

2. To get an NCID password, use one of the compatible browsers listed below.

   Compatible browsers:

   Internet Explorer 8 or greater
   Internet Explorer 9 and 10 should have their "Compatibility view" Settings Checked
   Firefox 9 or greater

   Incompatible Browsers:

   Google Chrome

   Safari

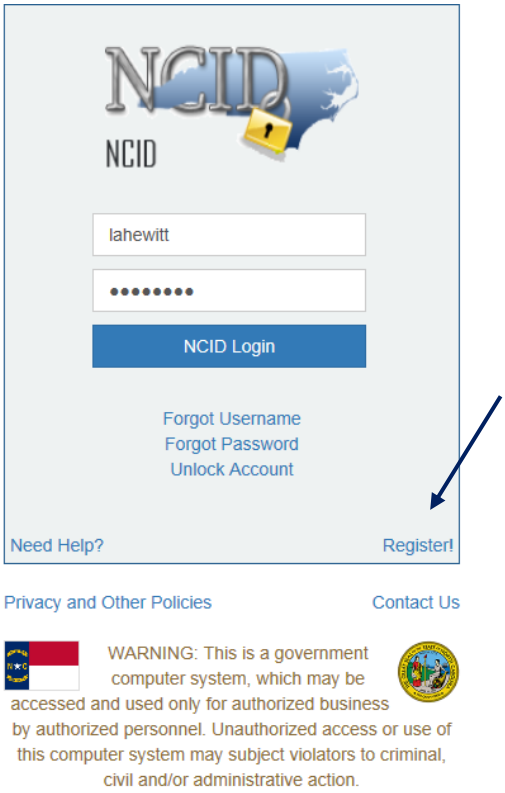
   * Note: Since all computers have different servers, some computers will be able to use different versions successfully and some will not dependent on the security and build of the servers within their system. Therefore, some browsers may be incompatible or hit or miss.

   Contact NC ITS Service Desk if you need assistance:

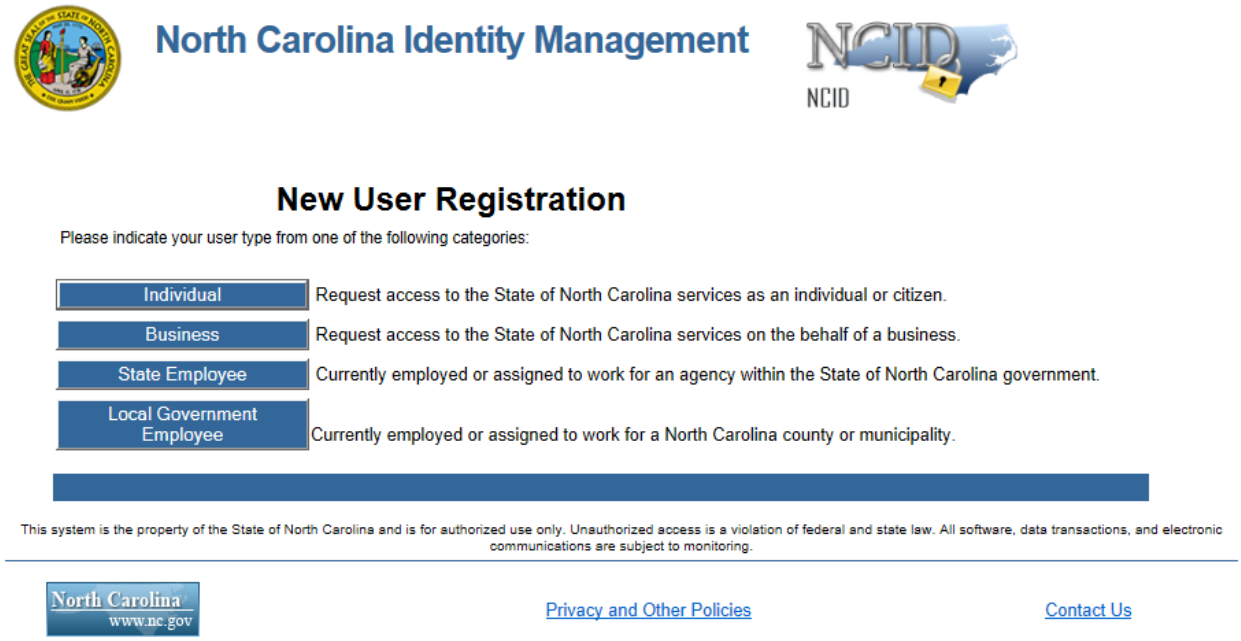
Phone: 919-754-6000 or
Toll Free 1-800-722-3946
Email: its.incidents@nc.gov

3. In a web browser, such as Internet Explorer, go to North Carolina Identity Management (NCID) website at https://ncid.nc.gov.

4. In the NCID log in box, click on the word, **Register!**.

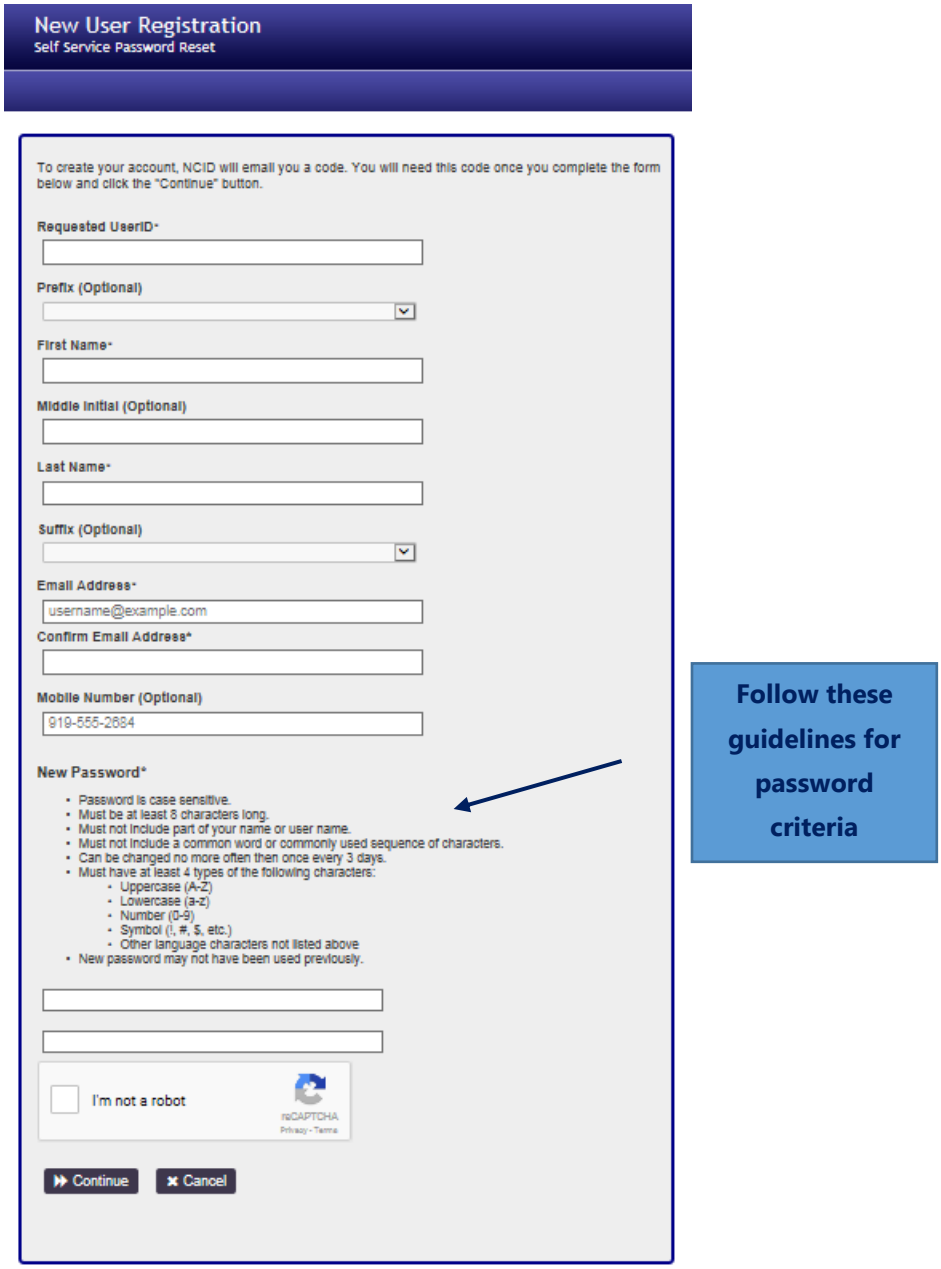


5. On the New User Registration page, click on, **Individual**.



6. You will be taken to the below screen:

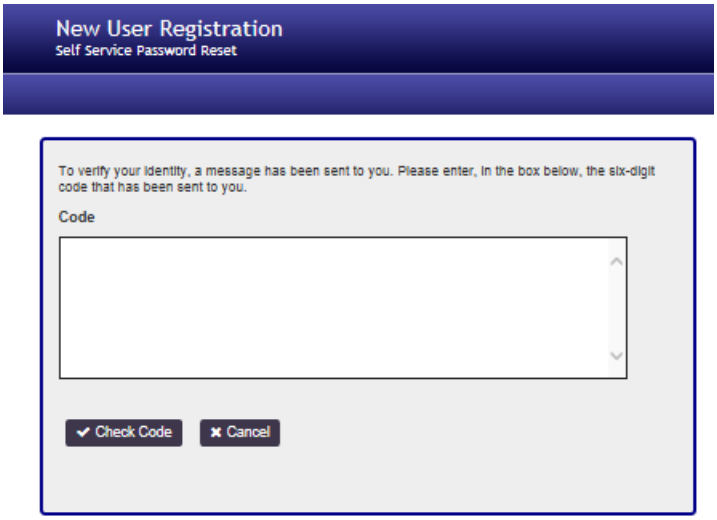
[Scroll Down]



7. Create an Individual NCID account by completing all the required fields, including:
    - Requested user ID (Suggested user name should include the following: first initial and last name eg. jsmith)
    - Name
    - Email address (This email address should be one that is checked on a regular basis.)
    - Password (Keep your username and password!! These are used to enter the applications on DCDEE website!)

- Check the CAPTCHA **I'm Not a Robot** box. You may be asked to check all the squares with street signs, bridges or other. Follow these instructions.

8. The next page you will see asks you to enter in the field a six digit code. This six digit code will be in an email sent to the email address you entered on the registration page.



The email will be from New NCID User Registration ncid.notifications@nc.gov

First Name Last Name,

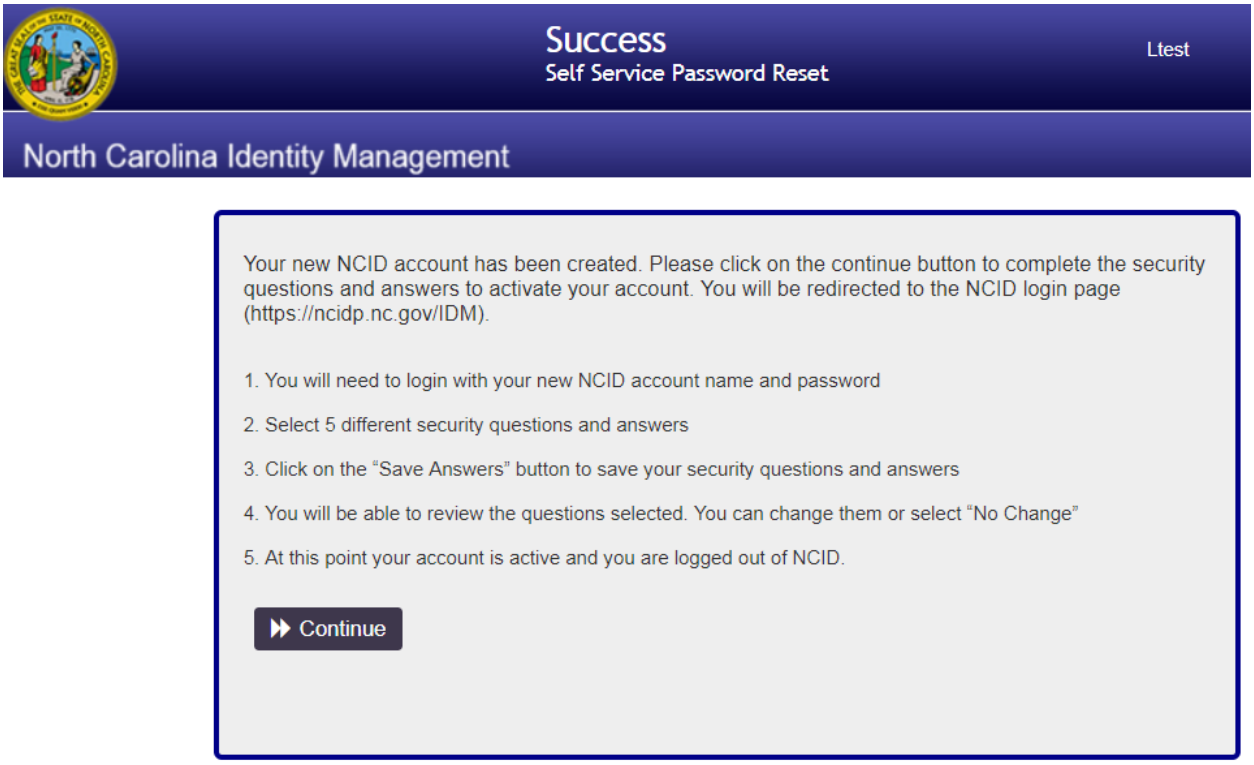
Thank you for requesting a North Carolina Identity Management (NCID) account. To continue with your account registration please do one of the following to activate your account, answer password recovery questions and complete the request.

1. Copy and paste this 6 digit code below into your registration form: ###### (numbers will be here)
Or
2. **CLICK HERE**

If you did not request this new account, you do not need to take any action.

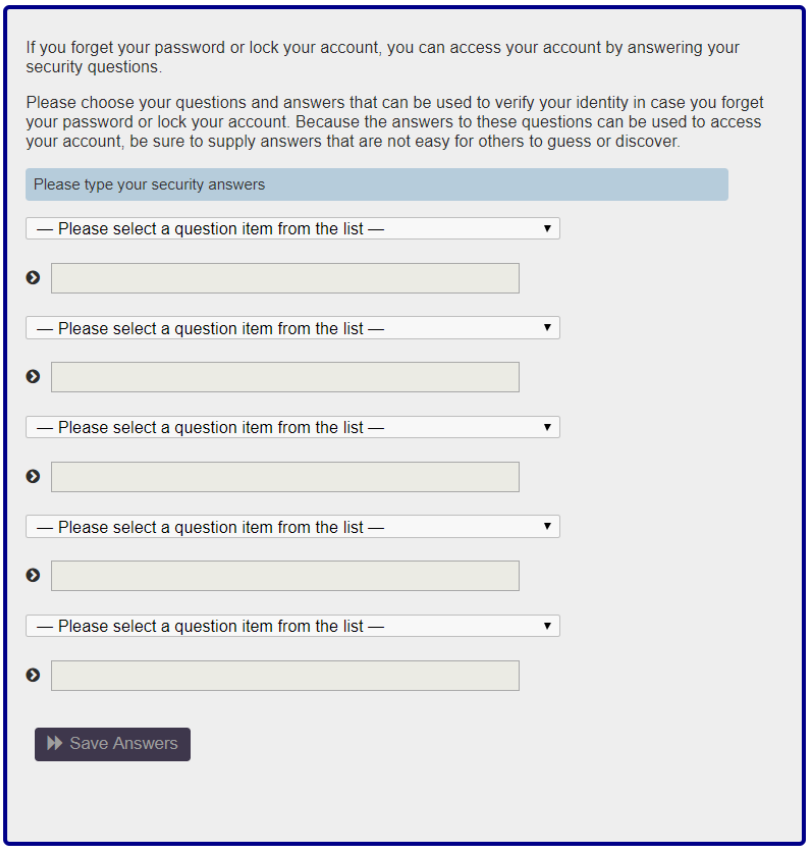
Regards,
NCID User Registration Team

Once you enter your number, click **Check Code**. You will get the following message:

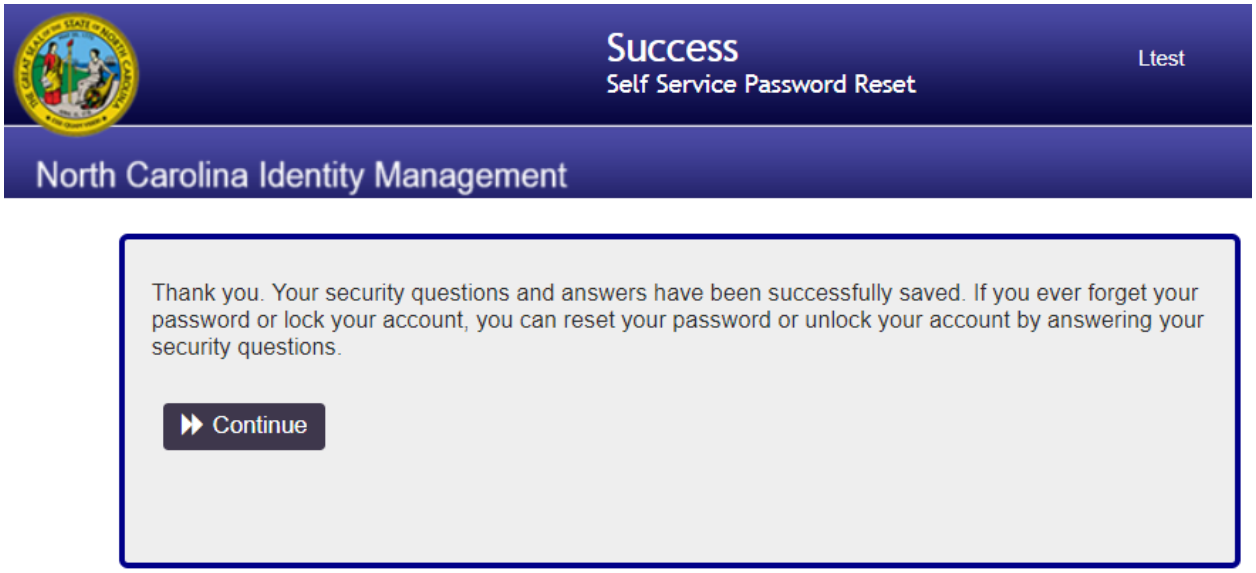


9. Read the items on this page. Once you click **Continue**, the following page will appear:

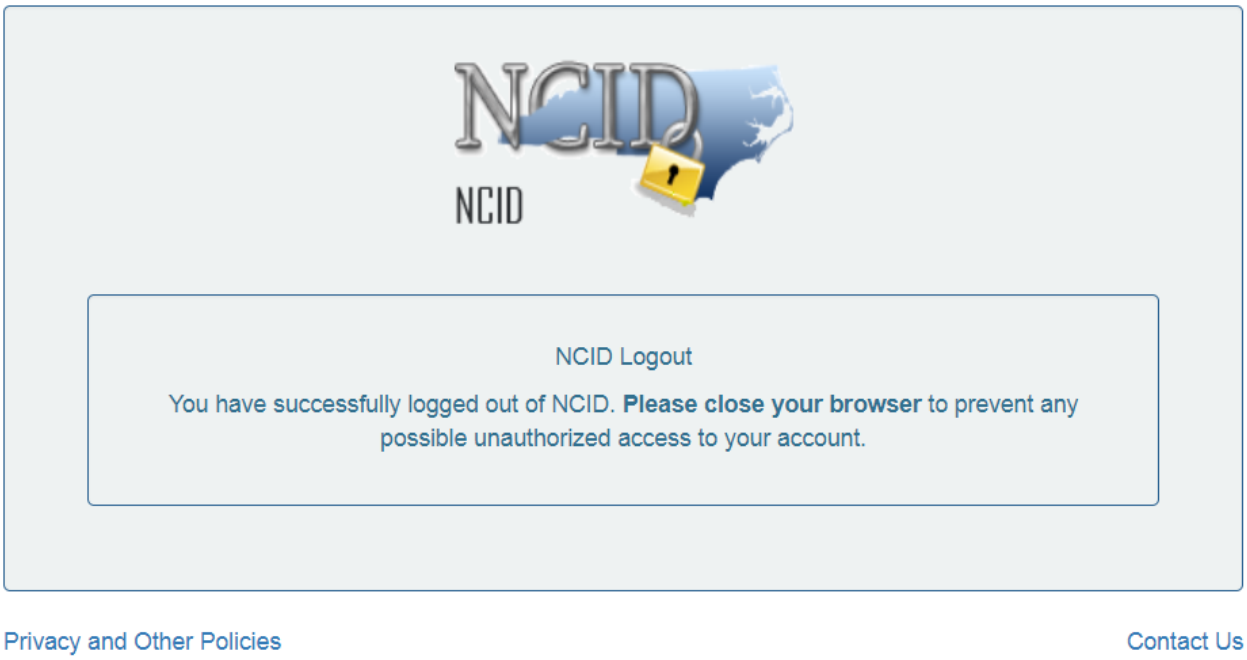
[Scroll down]



10. On this page, you will provide answers to questions that will verify your identity. You choose five questions you want to answer. Click **Save Answers**.



11. Click **Continue**.



This completes your NCID registration.