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 the account is 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://ncid.nc.gov](http://ncid.nc.gov) and register for an individual NCID.

**Completing your DCDEE WORKS Registration. Let's begin!**

1. After creating your NCID username and password, got to [http://www.dcdee.works.nc.gov/](http://www.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 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**.
4. The **Confirm Registration Data** pop-up window will appear. Confirm the data that you have provided is correct. Click **Next** to continue.

5. An **Email Confirmation Sent** notification will appear. Follow the instructions presented within the pop-up window.

6. Close the internet browser window once you have read the notice in its entirety.
7. 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.

8. 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 and password. Select the NCID Login button.**

![NCID Login Screen](image)

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.

![Review Notification](image)

**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 and password. Select Login.**
14. Next, **WORKS Full Registration Part II** will appear. **Complete all the required fields.** Verify or make changes to any previous demographic information listed. **Select Submit** once entry or your verification is complete.

![DCDEE WORKS Full Registration Form](image)

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 Pop-up](image)
16. After selecting Submit, WORKS security questions will appear. **Questions 1 and 2** are selected from the drop-down menu. DCDEE WORKS allows you to create your own security question, for **Question 3**. Select Submit when complete.

17. You will be redirected to the WORKS Login screen, confirming the completion of **WORKS Registration Part II**. Log in using your individual NCID username and password.
18. Your WORKS applicant home page will appear.

This confirms that you have successfully created your WORKS account! You may now apply for your desired childcare position to submit for educational qualification. Please ensure that you have mailed your official transcript to the Workforce Education Unit before applying.

Thank you for using the Workforce Online Reporting and Knowledge System (WORKS)!
FOR ADDITIONAL QUESTIONS and ASSISTANCE

WORKFORCE EDUCATION UNIT

Related Questions: Educational Qualifications; 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
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).