



NCID Instructions

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

- ✚ MOODLE, 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 NCAST, 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 919-814-6339. 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 919-814-6300/1-800-859-0829 (in state only).
2. To get an NCID password, use one of the compatible browsers listed below.

Compatible browsers:

Internet Explorer 11
FireFox
Chrome
Edge

Incompatible Browsers:

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

- In a web browser, such as Internet Explorer, go to North Carolina Identity Management (NCID) website at <https://ncid.nc.gov>.
- In the NCID log in box, click on the word, **Register!**.

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WARNING: This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.



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



North Carolina Identity Management



New User Registration

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.

6. You will be taken to the below screen:

[Scroll Down]

New User Registration
Self Service Password Reset

To create your account, NCID will email you a code. You will need this code once you complete the form below and click the "Continue" button.

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 not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.
- 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.

I'm not a robot  reCAPTCHA
Privacy - Terms

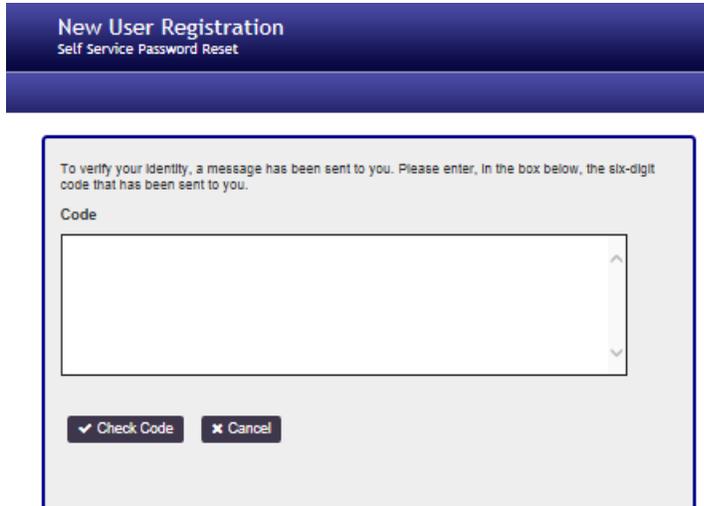
Follow these guidelines for password criteria

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 screenshot shows a web page titled "New User Registration" with a sub-header "Self Service Password Reset". Below this is a light gray box containing the following text: "To verify your identity, a message has been sent to you. Please enter, in the box below, the six-digit code that has been sent to you." Underneath the text is a label "Code" and a large empty text input field. At the bottom of the box are two buttons: "Check Code" and "Cancel".

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:



North Carolina Identity Management

Your new NCID account has been created. Please click on the continue button to complete the security questions and answers to activate your account. You will be redirected to the NCID login page (<https://ncidp.nc.gov/IDM>).

1. You will need to login with your new NCID account name and password
2. Select 5 different security questions and answers
3. Click on the "Save Answers" button to save your security questions and answers
4. You will be able to review the questions selected. You can change them or select "No Change"
5. At this point your account is active and you are logged out of NCID.

▶▶ Continue

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

[Scroll down]

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.

Please type your security answers

— Please select a question item from the list —

▶

— Please select a question item from the list —

▶

— Please select a question item from the list —

▶

— Please select a question item from the list —

▶

— Please select a question item from the list —

▶

▶▶ Save Answers

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**.



The header features the North Carolina state seal on the left. To its right, the text reads "Success" in a large font, followed by "Self Service Password Reset" in a smaller font. In the top right corner, the text "Ltest" is visible. Below this header, the text "North Carolina Identity Management" is displayed in a white font on a dark blue background.

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

[▶ Continue](#)

11. Click **Continue**.



The screen displays the NCID logo, which includes the letters "NCID" in a large, stylized font with a blue map of North Carolina behind them, and a yellow padlock icon. Below the logo, the text "NCID Logout" is centered. Underneath, a message states: "You have successfully logged out of NCID. **Please close your browser** to prevent any possible unauthorized access to your account."

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This completes your NCID registration.