

Applicant Job Aid: Creating Your NCID

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>.
3. At the bottom of the log in page, find the word "**Register!**" and click the link.



NCID
NCID

Username

Password

NCID Login

Forgot Username
Forgot Password
Unlock Account

Need Help? Register!

Click "Register!" to create a new NCID

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

North Carolina Identity Management (NCID)

New User Registration

Please indicate your **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. Complete the required information, indicated by the asterisk, and then select **“Continue.”**

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.

Please follow the guidelines for password criteria.

I'm not a robot

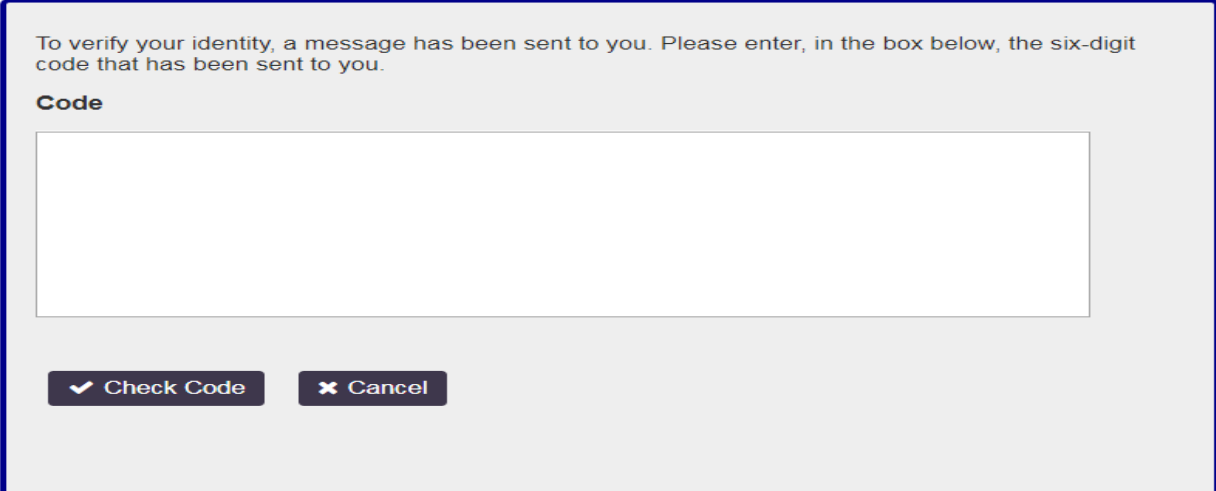
Continue **Cancel**

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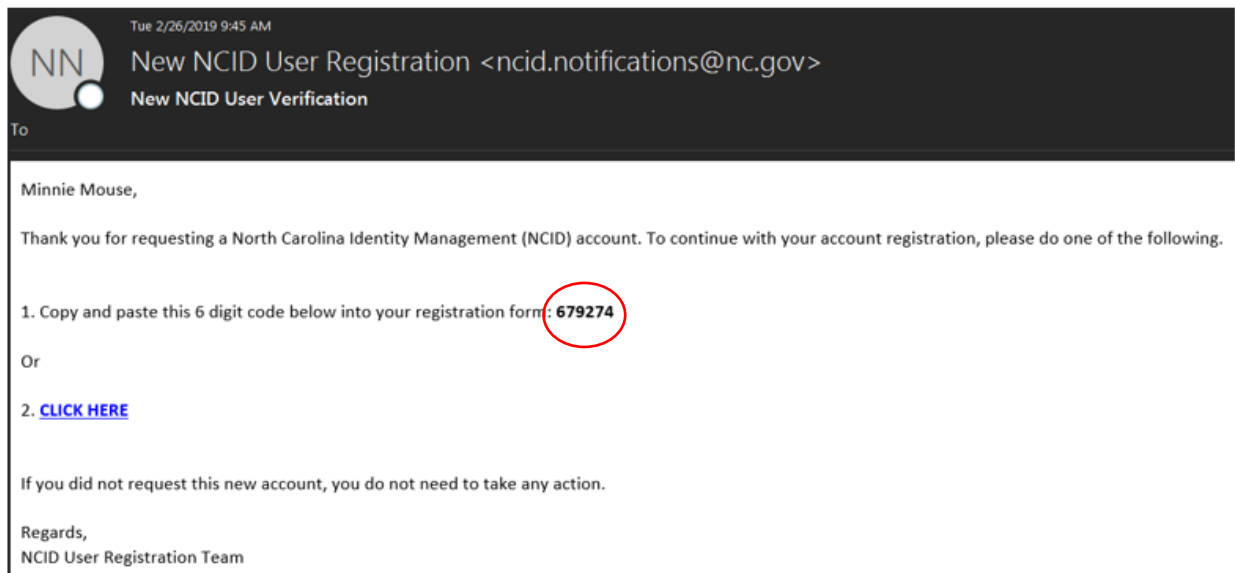


Note: If a requested User ID is already in use, please create a different one. **A User ID and password should be something a person can easily remember.** The password must meet the criteria as provided under **New Password**.

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**.

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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.

Code

9. Once the code has been entered, your account will begin to configure.

Thank You! Your security code sent to **minnie.mouse@dhhs.nc.gov** has been verified.

Your new account is being configured. This process may take several minutes, please be patient.



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.

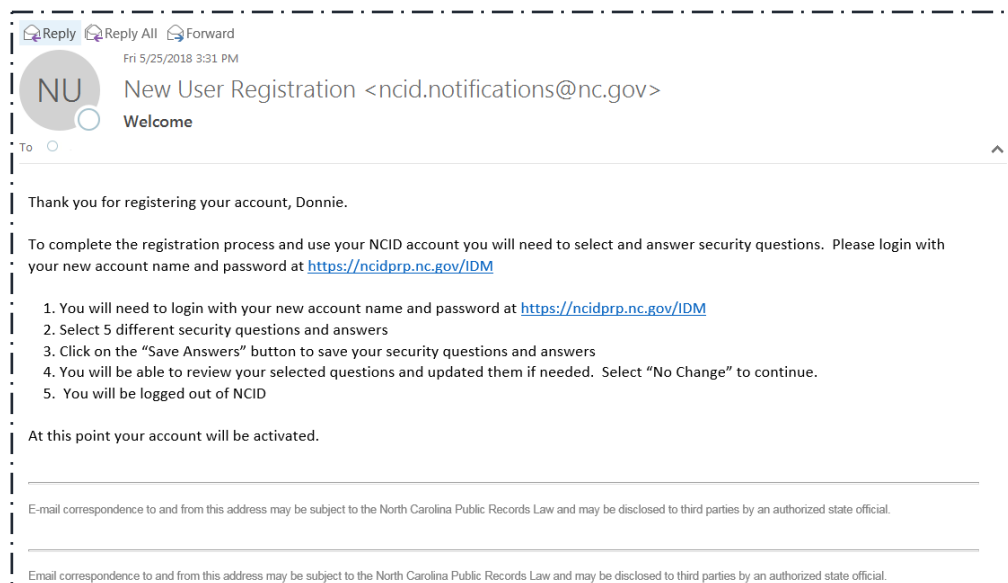
NOTE: By clicking continue, this action will take you back to the NCID log in page. Log in to complete your security questions. You will also receive a **“Welcome”** email notice from NCID, thanking you for registering your account. This is informational only and does not require any action.

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://ncidprp.nc.gov/IDM>).

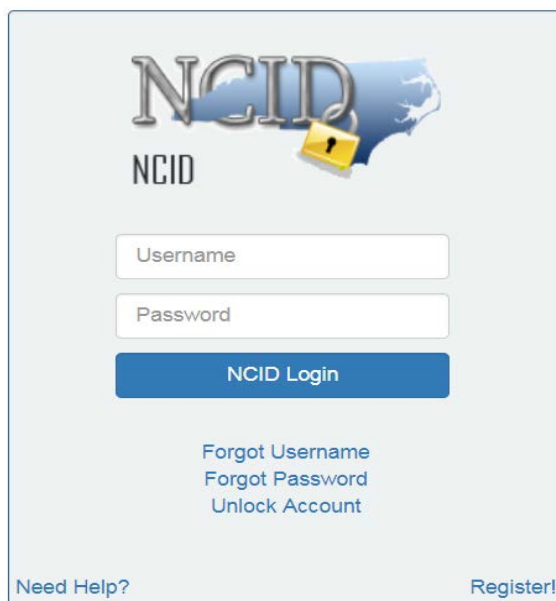
1. You will need to login with your new NCID account name and password
2. Select 5 different security questions and answers
3. Click on the “Save Answers” button to save your security questions and answers
4. You will be able to review the questions selected. You can change them or select “No Change”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

▶▶ Continue

Welcome Notice
(sent to email)

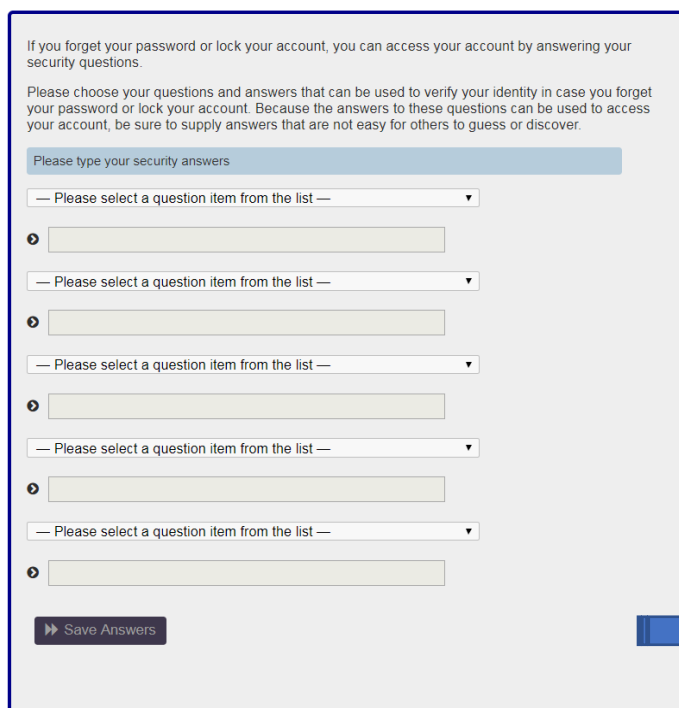


11. Log in with your new NCID username and password.

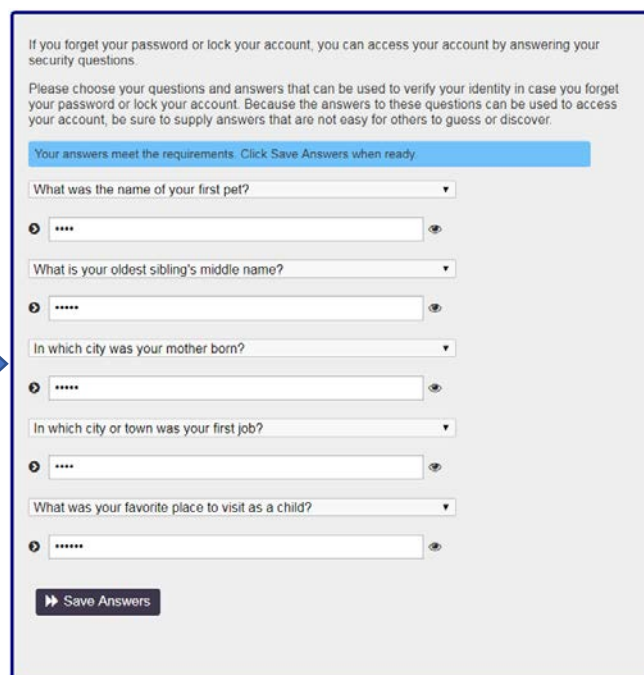


The login screen features the NCID logo at the top, which includes a map of North Carolina and a yellow padlock. Below the logo are two input fields: 'Username' and 'Password'. A blue 'NCID Login' button is positioned below the password field. Underneath the button are three links: 'Forgot Username', 'Forgot Password', and 'Unlock Account'. At the bottom left is a 'Need Help?' link, and at the bottom right is a 'Register!' link.

12. Complete your security questions and answers. Click **Save Answers**.



This screen provides instructions for setting up security questions. It includes a blue header 'Please type your security answers' and a paragraph explaining the purpose of the questions. Below this are five rows, each consisting of a dropdown menu labeled 'Please select a question item from the list' and an adjacent text input field. A 'Save Answers' button is located at the bottom left of the form.



This screen shows the verification step after security questions have been set. A blue banner at the top states 'Your answers meet the requirements. Click Save Answers when ready.' Below this are five rows, each with a dropdown menu and a text input field containing masked characters (dots). The questions are: 'What was the name of your first pet?', 'What is your oldest sibling's middle name?', 'In which city was your mother born?', 'In which city or town was your first job?', and 'What was your favorite place to visit as a child?'. A 'Save Answers' button is at the bottom.

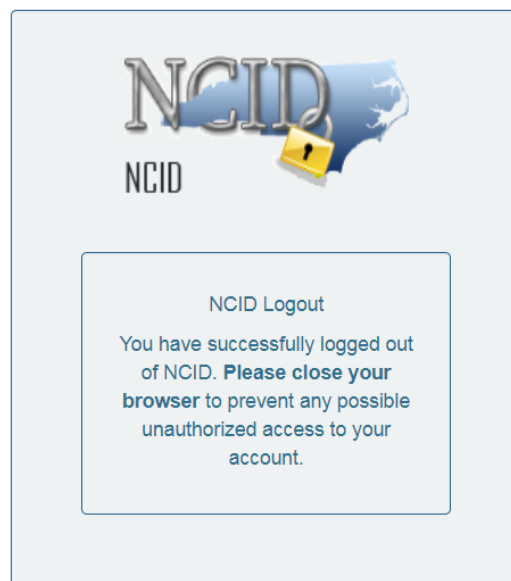
13. After you select and answer five security questions, the system will verify your security questions and answers, and then prompt you to save your answers. When presented, click "**Save Answers**" again.

14. A notification window will appear. Click "**Continue**" to log out of NCID.

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

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.



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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