

Login

➔ Please enter your Login User ID and Password. If you are a new user to the State of North Carolina, please select [First Time NCID User](#).

User ID:

[Forgot your User ID?](#)

Password:

[Forgot Your Password?](#)

You request an NCID account by self registering at the NCID login page, <https://ncid.nc.gov/> and clicking the **“First Time NCID User”**

NOTICE: This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal law. All software, data transactions, and electronic communications are subject to monitoring.

Click on appropriate box, click on continue

Click on the State Government Employee, or Local Government Employee button.



North Carolina Identity Management Service (NCID)

Registration

Following text would be used to define each user type:

| | |
|---|---|
| <input checked="" type="radio"/> State Government Employee | a person currently employed or assigned to work for an agency within the State of North Carolina government |
| <input type="radio"/> Local Government Employee | a person currently employed or assigned to work for a North Carolina county or municipality |
| <input type="radio"/> Business | a person requesting access to the state of North Carolina services on the behalf of a business |
| <input type="radio"/> Individual | a person requesting access to the State of North Carolina services as an individual or citizen |

Continue Cancel

A Service Offering of the State of North Carolina Office of Information Technology Services



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North Carolina Identity Management Service (NCID)

Registration - State Employee *Denotes Required Fields.

User Type and Country Selection

| | |
|----------------------|----------------|
| User Type | State Employee |
| State Employee Type* | Full Time |
| Country* | United States |

Fill in the required information, then click on: **Next (Personal Info)**



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North Carolina Identity Management Service (NCID), A Service Offering of the State of North Carolina Office of Information Technology Services

North Carolina Identity Management Service (NCID)

Self Registration - State Employee *Denotes Required Fields.

Personal Information

Prefix / First Name ^{*} / Middle Initial / Last Name ^{*} / Suffix

eMail ^{*}

Retype eMail

Business Address Line 1 ^{*}

Business Address Line 2

Locality/City ^{*} / State ^{*} / Postal Code ^{*} North Carolina

Business Phone ^{*} / Ext.

Business Mobile Number

Job Title

Date of Birth ^{*} -- -- --

Member of Organizations ^{*}

Start Search

Member of Divisions ^{*}

Member of Sections

<< Prev (User Type)

Next (Password Info) >>

Cancel

1. Fill in your personal information,
2. Type Department of Administration in Member of Organization
3. Click Start Search,
4. Click Select,
5. Pick your Division from the list
6. Click Select

Then click next



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North Carolina Identity Management Service (NCID)

Registration - State Employee *Denotes Required Fields.

Password Information

Password*

[\(Password Help\)](#)

New Password

Retype Password

Fill in the required.
The following page
gives you samples
of acceptable
passwords.

You may select from eleven questions by clicking on the arrow on the right side of the "Challenge Questions" selection dropdown. You need to select five (5) questions to proceed with the account creation request. The answer to these five (5) questions will be used as prompts in the event that you forget your password. Your answers should be something that you can remember.

| | | | | |
|-----------------------|---|---------------------|------------------------------------|----------------------|
| Challenge Question 1* | / | Challenge Answer 1* | What Hospital were you born in? | <input type="text"/> |
| Challenge Question 2* | / | Challenge Answer 2* | What City were you born in? | <input type="text"/> |
| Challenge Question 3* | / | Challenge Answer 3* | What is your favorite Color? | <input type="text"/> |
| Challenge Question 4* | / | Challenge Answer 4* | What is your Mother's Maiden Name? | <input type="text"/> |
| Challenge Question 5* | / | Challenge Answer 5* | What is your Father's Middle Name? | <input type="text"/> |

<< Prev (Personal Info)

Next (Review Collected Data) >>

Cancel

Click on Next (Review
Collected Data)



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North Carolina Identity Management Service (NCID)

Password Change Help

Registered Users of the NCID System must adhere to the policy of utilizing strong passwords. Strong passwords must contain a minimum number of characters and utilize numbers, punctuation, or special characters.

Passwords must be at least 8 characters long and contain special characters. Here are some examples.

Some examples of strong passwords are:

a110..psdw

!gkwtr!xal!

nkspw%onqos%



Registration - State Employee *Denotes Required Fields.
Review Collected Data

| | |
|--|--|
| State Employee Type* | Full Time |
| Country* | United States |
| Prefix / First Name* / Middle Initial* / Last Name* / Suffix | Brat N Pigg |
| eMail* | brad@ncmail.net |
| Address Line 1* | State office bldg |
| Address Line 2 | |
| Locality/City* / State* / Postal Code* | Raleigh , North Carolina , 27699 |
| Business Phone* / Ext. | 919-733-6540 / |
| Home Phone | 919-249-9876 |
| Mobile Number | |
| Job Title | |
| Date of Birth* | December / 25 / 1970 |
| Member of Organizations* | Community College System |
| Member of Divisions* | Administration Division |
| (User ID Help) | < empty > |
| Password* | ***** |
| (Password Help) | |
| Challenge Question 1* / Challenge Answer 1* | What Hospital were you born in? / Rex |
| Challenge Question 2* / Challenge Answer 2* | What City were you born in? / Manteo |
| Challenge Question 3* / Challenge Answer 3* | What is your favorite Color? / Red |
| Challenge Question 4* / Challenge Answer 4* | What is your Mother's Maiden Name? / Silvers |
| Challenge Question 5* / Challenge Answer 5* | What is your Father's Middle Name? / Fred |

Review the Information then Submit the Registration

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North Carolina Identity Management Service (NCID)

User Registration Confirmation

Thank you for registering with NCID as a state employee user. Please record your User ID or print this page. Your User ID will be available once your agency's NCID Administrator approves your request. A message will be sent to the email address you entered when your User ID is activated. Access to applications may require additional approvals.

Your NCID User ID is: **bmpigg**

**Write down (or print this page) and keep your
NCID User ID. Make sure you can remember
your password.**

Click on the **exit button.**

- **When you click on the exit button you will exit from the NCID Registration System**
- **Your Agency NCID Administrator will be notified of your request**
- **Your Agency NCID Administrator approves or denies the request**



**You will receive the following
email acknowledging your
registration.**

From: ncid@ncmail.net

To: [your email address](#)

Sent: *Day, Month dd, yyyy hh:mm*

Subject: NCID-SelfRegistration-StateEmployee-User

Thank you for registering. Your request to register as a state employee user has been processed.

You may login at the following URL <https://ncid.nc.gov>