

Steps to Create a User ID

For NCIR access, follow the steps below:

1. Register online for an NCID account.

- ◆ Type the NCIR web address in your browser's address bar: <https://ncir.dhhs.state.nc.us>.
- ◆ Click on the Register! link (*image 1*).
- ◆ On the next screen, choose Business Account from the dropdown menu and click Submit (*image 2*).

- ◆ Complete the New User Registration screen (*image 3*):
 - Fill in your information
 - Choose an available username and a password
 - Enter the letters/numbers shown below the password
 - Set up 5 challenge questions and responses to be used if you forget your password
- ◆ Ensure registration information is accurate (you may want to print the screen to keep for your records).
- ◆ Click Create account.
- ◆ If registration is successful, a message will be displayed in green font reminding you to confirm your account (*image 4*).

2. Confirm the creation of your NCID account within 3 days.

- ◆ You are sent an email (to the email address you provided) that contains your username as well as a URL link.
- ◆ You **must** click on the URL link within 3 days to validate your new account. Otherwise it will be deleted (*image 5*).

3. Have your NCIR Administrator add you as a user.

- ◆ Email your new user ID to your Administrator/trainer.
- ◆ Once your Administrator/trainer has added you as a user, you are able to log into the NCIR.