Steps to Create a User ID

For NCIR access, follow the steps below:

Register online for an NCID account.

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

| menu and click <u>Submit</u> (<i>mage 2</i>). | A REAL PROPERTY IN | CID is the standard identity management and nd individual users. NCID provides a high degr esources. | access service provided to state, le ree of security and access control t | ocal, business, o real-time | |
|--|------------------------------------|---|--|---------------------------------|---|
| North Carolina Identity Management (NCID) | | User ID: feroatives | nUser D2 | | |
| New User Registration | | Password: foroot your F | Password? Pel2 | | |
| Please confirm your selection. | | To register for a new NCID account click | hee: Register! | | |
| Business Account | This system is the property of the | State of North Carolina and is for authorized use only. Unauthorized electronic communications are subje | access is a violation of federal and state law. All s of to monitoring. | oftware, data transactions, and | |
| | | City: | Raleigh | (* Required) | 4 |
| | | State: | NC 💌 (* Required) | | |
| | | Zip: | 27609 | (* Required) | |
| This year is the popely of the Base of North Carolina and is for Authorized use only. Chauthorized actes is a violation of Normal and state law. All software, data transactions, and electoric communications are subject to monitoring. | | New Password: | | | |
| | | Re-enter New | | _ | |

- 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*).

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| | North Carolina Identity Management (NCID) |
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| Requested account | t successfully created. An email has been sent to the provided email address allowing you |
| Requested accoun to confirm and ena | t successfully created. An email has been sent to the provided email address allowing you ble the account for authentication. |
| Requested accoun to confirm and ena Close this Window | t successfully created. An email has been sent to the provided email address allowing you ble the account for authentication. |
| Requested accoun to confirm and ena Close this Window | t successfully created. An email has been sent to the provided email address allowing you ble the account for authentication. |



- 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*).



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North Carolina Identity Management (NCID)

tice: Password policy requires that you set up your Challenge Guest

the challenge question

/hat is the name of your favorite childhood friend

In which city or town was your first job?

Create account

rour favorite place to visit as a child? were you born in?

What is the name of the place your wedding reception was held

Please note that you will need to remember the answers to these questions in order to reset your password in the firther if your torget your password form where another person can access them. Please provide asswers that are short, easy to remember, and are things that others won't show about

Self Service Chal

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.