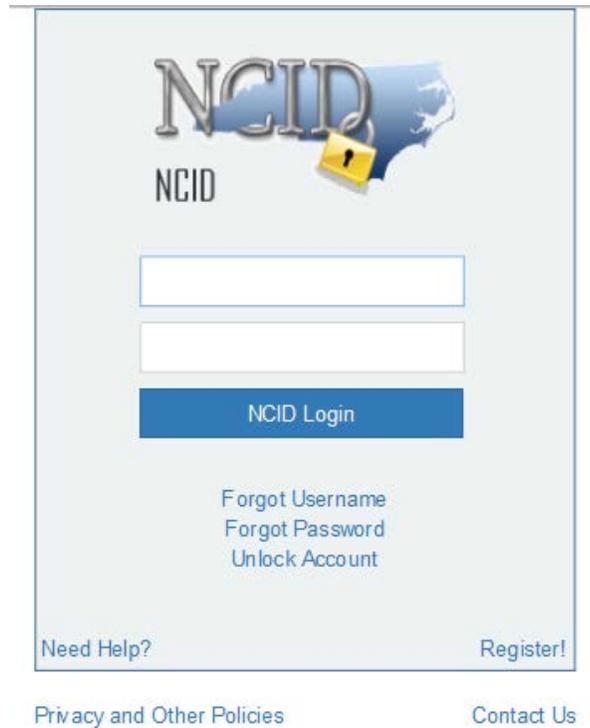


NCID User ID & Password

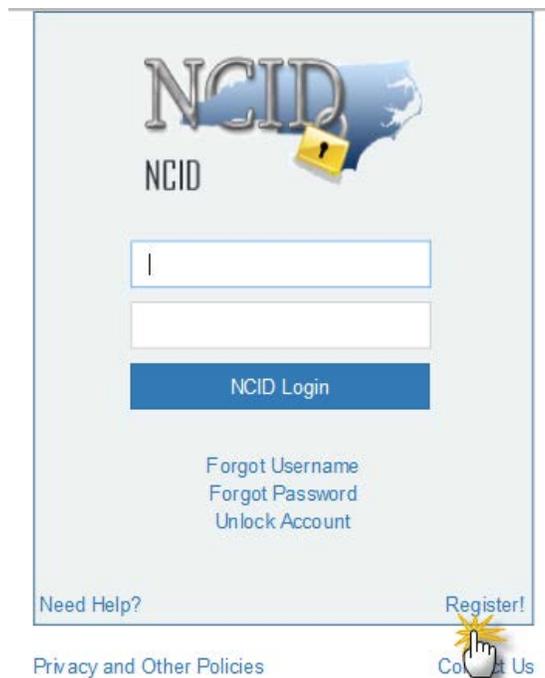
How to create your user id and password

PART 1: CREATING YOUR NCID USERNAME AND PASSWORD

1. Go to NCID website: <https://ncid.nc.gov>



2. At the NCID page you will “click” on the link Register



3. Choose user type. Choose Business Type based on your specific need. (If you do not know what type of entity to choose contact NCID for guidance 1-800-722-3946)



North Carolina Identity Management



New User Registration

Please indicate your user type from one of the following categories:

- | | |
|--|---|
| <input type="checkbox"/> Individual | Request access to the State of North Carolina services as an individual or citizen. |
| <input type="checkbox"/> Business | Request access to the State of North Carolina services on the behalf of a business. |
| <input type="checkbox"/> State Employee | Currently employed or assigned to work for an agency within the State of North Carolina government. |
| <input type="checkbox"/> 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.

4. Complete all required fields on the form “click” create account when completed:

Note: the below fields may differ slightly based on account type

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*

Telephone Number*

Telephone Extension (Optional)

Mobile Number (Optional)

Street - Line 1*

Street - Line 2 (Optional)

City*

State*

Zip*

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  [Privacy - Terms](#)

5. You will receive an email to the email address you provided on your registration form from "New NCID User Registration <ncid.notifications@nc.gov>" with a six digit code to authenticate your identity.

New User Registration

Self Service Password Reset

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

✓ Check Code ✕ Cancel

6. Once you enter the six-digit authentication your account will be configured

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



7. Upon successfully configuring your account you will see account created message.

Success
Self Service Password Reset

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

8. Please "choose" to continue to create your self-service password challenge questions

Success
Self Service Password Reset

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. Create your challenge questions (you may choose any of the questions from the drop down)

Setup Security Questions

Self Service Password Reset

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. Once you have chosen and answered your security questions “click” Save Answers

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.

Your answers meet the requirements. Click Save Answers when ready.

What was the name of your first pet?

▶

What is the middle name of your oldest child?

▶

In which city or town did your mother and father meet?

▶

What is your father's middle name?

▶

In which city was your mother born?

▶



11. "Click" Continue

Success test1234
Self Service Password Reset

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](#)



12. you will have completed the first step of creating your account. (continue on to part 2: subscribing your new id to the DHHS User Group)



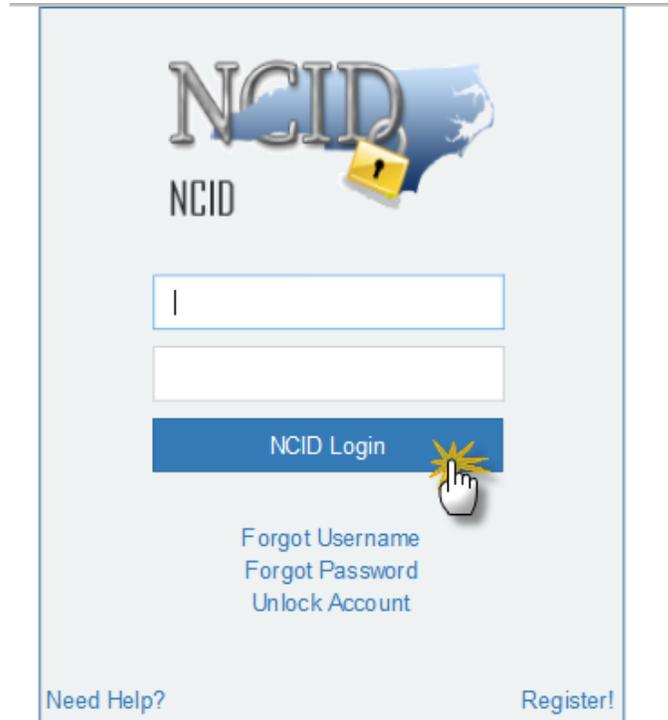
NCID Logout
You have successfully logged out of NCID. Please close your browser to prevent any possible unauthorized access to your account.

[Privacy and Other Policies](#) [Contact Us](#)

**CONTINUE TO NEXT PAGE
FOR SECOND STEP: SUBSCRIBING TO THE DHHS USER GROUP**

Part 2: SUBSCRIBING TO THE DHHS USP GROUP MANAGER

1. Log into NCID once again



NCID

NCID

|

NCID Login

[Forgot Username](#)
[Forgot Password](#)
[Unlock Account](#)

[Need Help?](#) [Register!](#)

[Privacy and Other Policies](#)

[Contact Us](#)



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.



2. go to Applications / Request a Role

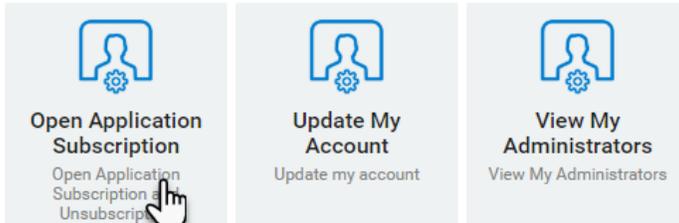
The screenshot shows the NetIQ Identity Manager - NCC790 interface. At the top, there is a blue header with the text "NetIQ Identity Manager - NCC790". Below the header is a navigation bar with several tabs: "Dashboard", "Application" (highlighted in yellow), "Tasks", "Access", "People", and "Configuration". A mouse cursor is pointing at the "Application" tab. Below the navigation bar, the main heading is "Applications". Underneath this heading is a search bar with the placeholder text "Search by name or description". Below the search bar is a section titled "Home items" which contains three cards: "Setup Security Quest.." (with a person icon and gear), "My Roles" (with a padlock icon), and "Change My Password" (with a speech bubble icon). Below the "Home items" section is a section titled "Requests" which contains one card: "Request Access" (with a padlock icon and an arrow pointing right). A mouse cursor is pointing at the "Request Access" card.

3. "Click" Open Application Subscription

Requests

Featured Items

Accounts



Roles

4. When application Subscription opens, “click” downward arrow under Subscribe to the Application and choose DHHS-USP-USERS from the drop down. “click” submit to complete.

Open Application Subscription and Unsubscription

The screenshot shows a form titled 'Open Application Subscription and Unsubscription'. At the top, there is a yellow box with the text 'Subscribe to the Application(s):'. Below this is a dropdown menu labeled 'Grant Application Access Role: *' with 'None' selected. A mouse cursor is pointing to the downward arrow of the dropdown. Below the dropdown, the text 'DHHS-USP-USERS' is visible. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'. A mouse cursor is pointing to the 'Submit' button.

NOTE: To confirm you have completed all steps correctly please go to ncmust.com and try to log into the application. If you are able to log on, then you have successfully created your ncmust login account.