

Instructions to set up ID

NC Identity Management Service (NCID)

The NCID Service is the standard identity management and access service provided to state, local, business and citizen users by the Office of Information Technology Services. NCID enables its customers to achieve an elevated degree of security and access control to real-time resources such as customer based applications and information retrieval.

1. Open your web browser.
2. Go to <https://ncid.nc.gov>.



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?](#)

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 and state law. All software, data transactions, and electronic communications are subject to monitoring.

3. Click on the [First Time NCID User](#) link.



Registration

The following text would be used to define each user type:

<input 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

4. Select the appropriate radio button associated with your user type. In order to access the BEACON portal, the employee must choose the 'State Government Employee' option.

5. Click the **[Continue]** button.



Self Registration - State Employee *Denotes Required Fields.

User Type and Country Selection

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



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6. Select the **employee type** from the drop-down menu.

- Employee Type options are Full Time, Part Time, and Contractor.

7. Select the **country** from the drop-down menu.

8. Click the **Next (Personal Info) >>** button.

Divisions for 'Office of the State Controller': (5 Total)

- Administration
- Beacon
- Financial Services
- State Accounting
- Vendor

Total: 5 Divisions

12. Click the **[Select]** button next to your division. The Personal Information page is displayed indicating your selections.



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

NORTH CAROLINA
a better place...

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*

Business Phone* / Ext.

Business Mobile Number

Job Title

Date of Birth*

Member of Organizations* Office of the State Controller
You may search for another organization to replace the selected value above:

Member of Divisions* Beacon

Member of Sections

13. Click the **[Next (Password Info) >>]** button. The Password Info screen is displayed.



Self Registration - State Employee *Denotes Required Fields.
Password Information

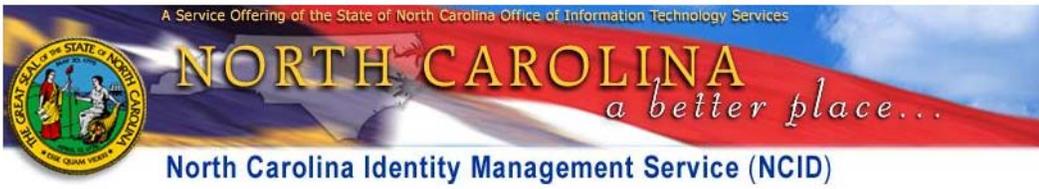
Password* [\(Password Help\)](#) New Password
Retype Password

You may select from eleven questions by clicking on the arrow on the right side of the "Challenge Questions" selection dropdown. You need to answer five (5) different 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, so 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

14. ENTER a password in the **New Password** field.
15. Re-ENTER the same password in the Retype Password field.
 1. You can click the **[Password Help]** button for assistance.
 2. (State/Local Government) Your password must contain at least one special character.
 3. (Business/Individual User) Your password must contain at least one numeric character.
 4. Your password must contain at least 8 characters.
 5. Your password is case-sensitive.
16. SELECT five (5) **Challenge Questions** by clicking on the drop-down arrow on the right side of the field. Answer each question in the field adjacent to the question. In the event you forget your password, these questions will be used as prompts to reset your password, so please choose answers that you can remember.
17. CLICK the **[Next (Review Collected Data) >>]** button.



Self Registration - State Employee *Denotes Required Fields.
[Review Collected Data](#)

State Employee Type*	Full Time	
Country*	United States	<input type="button" value="Edit Employee/Country Info"/>
Prefix / First Name* / Middle Initial / Last Name* / Suffix	Mr. State Q Employee	
eMail*	state.employee@ncosc.net	
Business Address Line 1*	3512 Bush Street	
Business Address Line 2		
Locality/City* / State* / Postal Code*	Raleigh , North Carolina , 27609	
Business Phone* / Ext.	919-707-0707 /	
Business Mobile Number		
Job Title	State Employee 1	
Date of Birth*	January / 01 / 1950	<input type="button" value="Edit Personal Info"/>
Member of Organizations*	Office of the State Controller	
Member of Divisions*	Beacon	
Member of Sections		
(User ID Help)		
Password*	*****	
(Password Help)		
Challenge Question 1* / Challenge Answer 1*	What Hospital were you born in? / Hospital	
Challenge Question 2* / Challenge Answer 2*	What City were you born in? / City	
Challenge Question 3* / Challenge Answer 3*	What is your favorite Color? / Color	
Challenge Question 4* / Challenge Answer 4*	What is your Mother's Maiden Name? / Maiden	
Challenge Question 5* / Challenge Answer 5*	What is your Father's Middle Name? / Middle	<input type="button" value="Edit Password Info"/>

- 18. Review your information and edit, if necessary.
- 19. Once you have verified your information, click the **[Submit Registration]** button. You will receive the following confirmation page with your assigned NCID User ID.



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: sqemployee

An email will be sent to you when your User ID has been activated. You will not be able to use your NCID until you receive the confirmation email from your agency NCID administrator.

- 19. Click the **[Exit]** button to complete the registration process.