

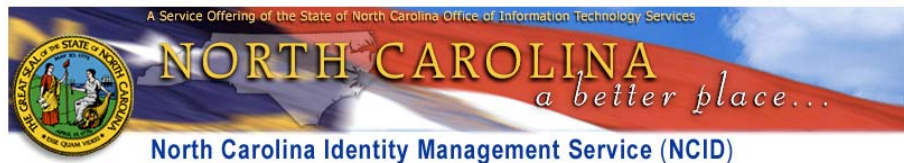


# PUBLIC SCHOOLS OF NORTH CAROLINA

STATE BOARD OF EDUCATION William C. Harrison, Ed.D., *Chairman and Chief Executive Officer*  
DEPARTMENT OF PUBLIC INSTRUCTION June St. Clair Atkinson, Ed.D., *State Superintendent*  
WWW.NCPUBLICSCHOOLS.ORG

## North Carolina Identity Service (NCID) K-12 Registration User Guide

Version 1.0



### 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.

Technology Services

May 2009

## NCID K-12 Registration User Guide

### Procedures for acquiring an NCID K-12 Account

STEP 1 - Go to <https://ncid.nc.gov>.

STEP 2 - **Select** the “First Time NCID” Users link.

First Time NCID User'. There are input fields for 'User ID:' and 'Password:', each with a 'Forgot your User ID?' and 'Forgot Your Password?' link below it. At the bottom are three buttons: 'login', 'clear', and 'help'. An arrow points to the 'First Time NCID User' link."/>

STEP 3 - The following registration screen will be displayed. **Select** the “Local Government Employee” button and **Select** “Continue.”

STEP 4 - **Select** “K-12 School Employee” and **Select** the “Continue” button.

The following text would be used to define each Local Government Organization type:	
<input type="radio"/> County Employee	a person currently employed or assigned to work for a County
<input type="radio"/> City Employee	a person currently employed or assigned to work for a City
<input type="radio"/> Community College Employee	a person currently employed or assigned to work for a Local Community College
<input checked="" type="checkbox"/> K-12 School Employee	a person currently employed or assigned to work for a K-12 School

STEP 5 - **Select** the “Next (Personal Info)” button on the next page.

## NCID K-12 Registration User Guide

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

**NORTH CAROLINA**  
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**North Carolina Identity Management Service (NCID)**

**Self Registration - Local Government** \*Denotes Required Fields.

User Type and Country Selection

User Type Local Government

Country\* United States

Next (Personal Info) >> Cancel

STEP 6 – Fill out the Personal Information form. When you get to the “Member of Organizations” text box, **Select** the “Start Search” button.

**Self Registration - Local Government** \*Denotes Required Fields.

Personal Information

Prefix / First Name\* / Middle Initial / Last Name\* / Suffix None None

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

STEP 7 - The following screen will appear. Designate “Public Instruction K-12” for your Agency by clicking the **“Select”** button next to it.

Public Instruction K-12 Select

Total: 1 Agency

Please enter a value in the Search Value textbox to refine your search.

Search Value Start Search

STEP 8. **Select** your LEA from the next screen. Charter schools select the **“Charter Schools 000”** option.

# NCID K-12 Registration User Guide

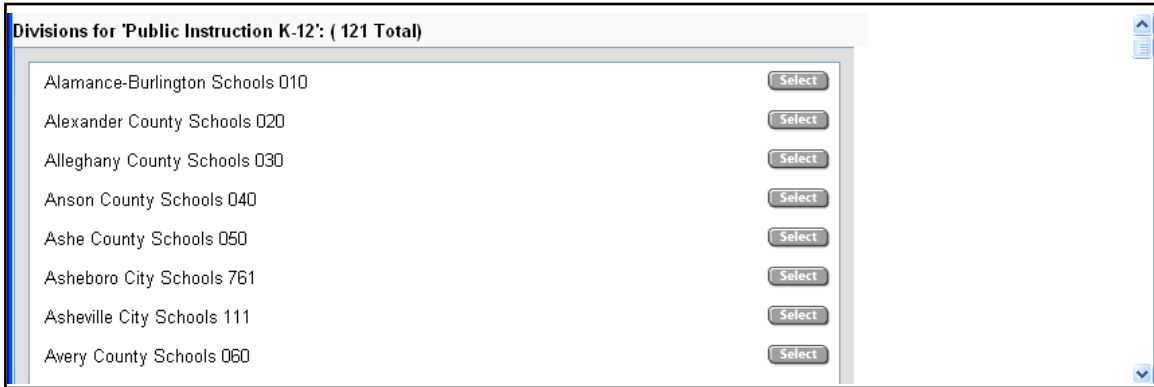


Figure 1

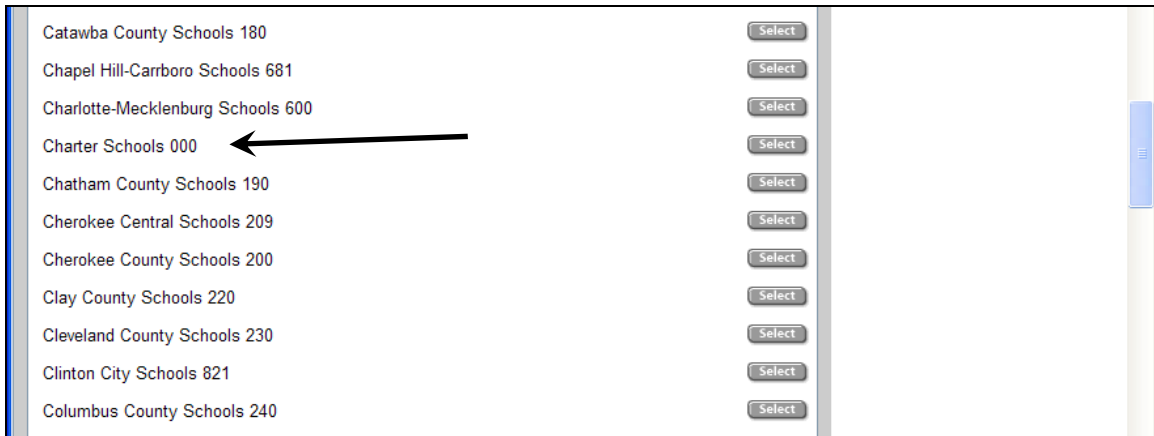


Figure 1

STEP 9 – The following screens will appear for LEA’s (Fig 3) and Charters (Fig 4) **Select** your school. If you are registering an LEA level account, then **Select** the Central Office for your LEA.

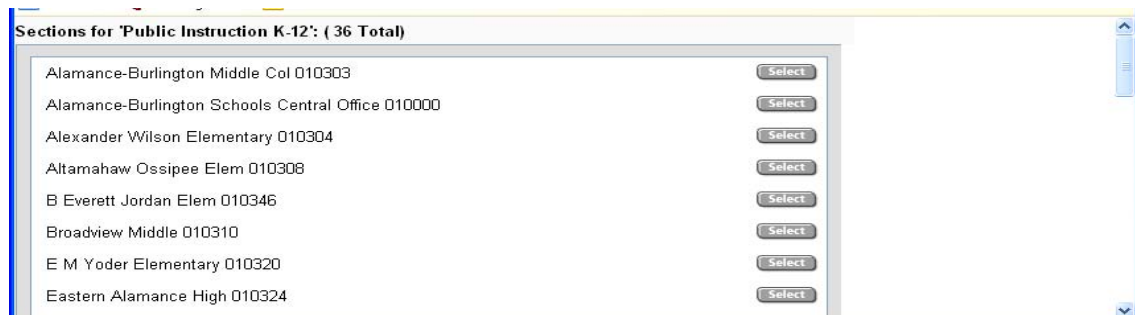


Figure 3

## NCID K-12 Registration User Guide

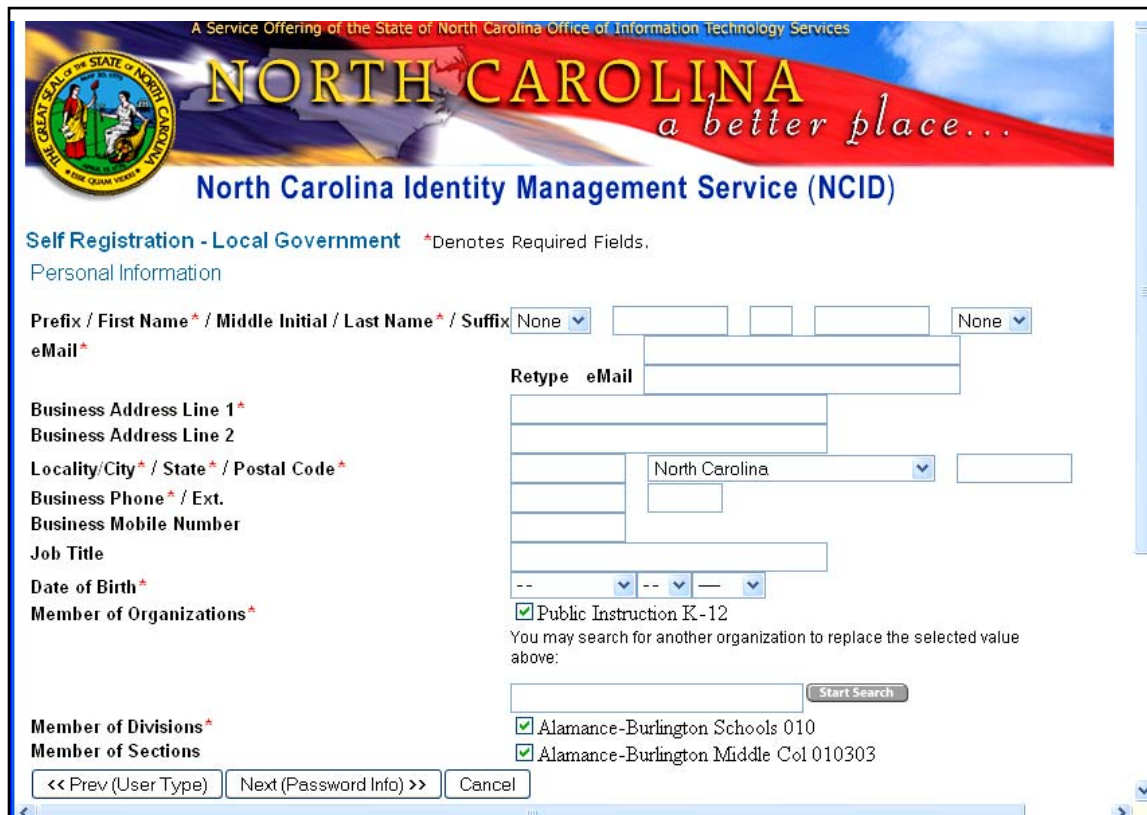


Alpha Academy 00026B	Select
American Renaissance School 00049B	Select
Arapahoe Charter School 00069A	Select
Arts Based Elementary 00034G	Select
ArtSpace Charter 00011B	Select
Bethany Community Middle 00079A	Select
Bethel Hill Charter 00073A	Select
Brevard Academy 00088A	Select
Bridges Charter School 00097D	Select
C G Woodson Sch of Challenge 00034D	Select
Cape Fear Center for Inquiry 00065A	Select

Figure 2

STEP 10 - When you are returned to the Personal Information screen, your Member of Organizations, Divisions, and Sections will be selected.

STEP 11 - **Select** the “Next (Password Info)” button to continue.



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North Carolina Identity Management Service (NCID)

Self Registration - Local Government \*Denotes Required Fields.

Personal Information

Prefix / First Name\* / Middle Initial / Last Name\* / Suffix: None [ ] [ ] [ ] [ ] None

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\*  
 Public Instruction K-12  
 You may search for another organization to replace the selected value above:  
 [ ] Start Search

Member of Divisions\*  
 Alamance-Burlington Schools 010

Member of Sections  
 Alamance-Burlington Middle Col 010303

<< Prev (User Type) Next (Password Info) >> Cancel

STEP 12 - Fill out the Password Information form. If you need help deciding on a password, **Select** the “Password Help” link.

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**North Carolina Identity Management Service (NCID)**

Self Registration - Local Government \*Denotes Required Fields.

Password Information

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

- Choose from among nineteen (19) different challenge questions
- You **MUST** answer five (5) different questions
- The answers to these five (5) questions will be used as prompts in the event that you forget your password
- Please select questions that have only one short, clear answer and can be remembered easily

Challenge Question 1\* / Challenge Answer 1\* What was the Name of your First Pet? [v] [ ]  
 Challenge Question 2\* / Challenge Answer 2\* What is your Maternal Grandmother's Maiden name? [v] [ ]  
 Challenge Question 3\* / Challenge Answer 3\* In what City did you meet your Spouse or Significant other? [v] [ ]  
 Challenge Question 4\* / Challenge Answer 4\* What is the Middle Name of your Youngest Child? [v] [ ]  
 Challenge Question 5\* / Challenge Answer 5\* What is your Oldest Sibling's Middle name? [v] [ ]

<< Prev (Personal Info) Next (Review Collected Data) >> Cancel

STEP 13 - When you select “Password Help” the following screen will appear. Read through the password criteria carefully if you are experiencing trouble registering a password.

**North Carolina Identity Management Service (NCID)**

**Local Government Employees Password Change Help**

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

- Minimum Length of Eight (8) Characters.
- Minimum of One (1) special character.
- Minimum Fifteen (15) Days Between Password Changes.
- Can Not Reuse a Password.
- Can Not use User ID in password (spelled either backwards or forward).
- Can Not have 3 or more repeating numbers or letters in a password.
- Can Not have 3 or more consecutive numbers or letter in a password.

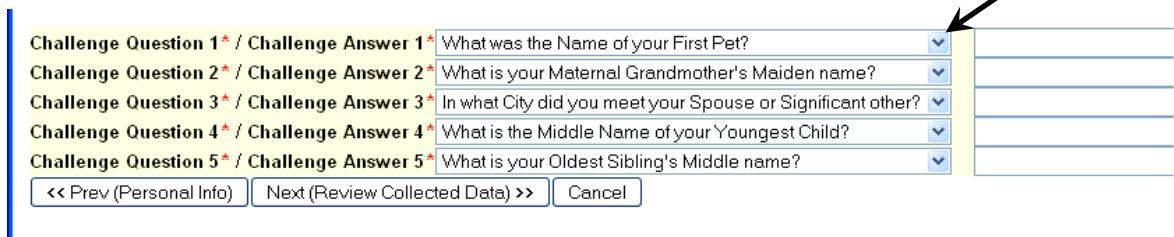
Examples: iu%^wak OR \*23m83

- Minimum Length of Eight (8) Characters.

Your password must be at least size Eight (8) characters long and no more than Thirty Five (35).

STEP 14 - After you enter your password information, **Select** “Submit Registration” and you will be issued a username. You will use this username with the password you created to login to your DPI applications.

## NCID K-12 Registration User Guide



Challenge Question 1\* / Challenge Answer 1\* What was the Name of your First Pet? ▾

Challenge Question 2\* / Challenge Answer 2\* What is your Maternal Grandmother's Maiden name? ▾

Challenge Question 3\* / Challenge Answer 3\* In what City did you meet your Spouse or Significant other? ▾

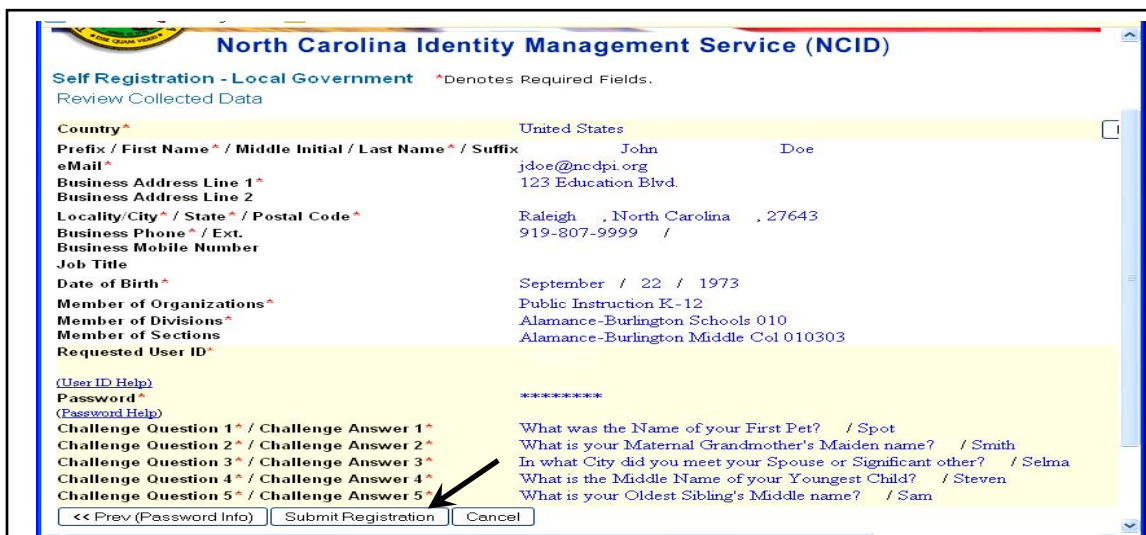
Challenge Question 4\* / Challenge Answer 4\* What is the Middle Name of your Youngest Child? ▾

Challenge Question 5\* / Challenge Answer 5\* What is your Oldest Sibling's Middle name? ▾

<< Prev (Personal Info) Next (Review Collected Data) >> Cancel

STEP 15 - Please answer the challenge questions 1 thru 5 and respond to the challenge answers. You may choose among 19 different challenge questions. Please remember your questions and answers. You must be able to respond to your challenge questions and answers for a password reset. **Select** "Submit Registration".

NOTE: Once you create the NCID username and password you will use this username and password for all DPI applications. Our goal is to have a single sign-on for all DPI applications.



North Carolina Identity Management Service (NCID)

Self Registration - Local Government \*Denotes Required Fields.

Review Collected Data

Country\* United States

Prefix / First Name\* / Middle Initial / Last Name\* / Suffix John Doe

eMail\* jdoe@ncdpi.org

Business Address Line 1\* 123 Education Blvd.

Business Address Line 2

Locality/City\* / State\* / Postal Code\* Raleigh, North Carolina, 27643

Business Phone\* / Ext. 919-807-9999 /

Business Mobile Number

Job Title

Date of Birth\* September / 22 / 1973

Member of Organizations\* Public Instruction K-12

Member of Divisions\* Alamance-Burlington Schools 010

Member of Sections Alamance-Burlington Middle Col 010303

Requested User ID\*

(User ID Help)

Password\* \*\*\*\*\*

(Password Help)

Challenge Question 1\* / Challenge Answer 1\* What was the Name of your First Pet? / Spot

Challenge Question 2\* / Challenge Answer 2\* What is your Maternal Grandmother's Maiden name? / Smith

Challenge Question 3\* / Challenge Answer 3\* In what City did you meet your Spouse or Significant other? / Selma

Challenge Question 4\* / Challenge Answer 4\* What is the Middle Name of your Youngest Child? / Steven

Challenge Question 5\* / Challenge Answer 5\* What is your Oldest Sibling's Middle name? / Sam

<< Prev (Password Info) Submit Registration Cancel

Your account will not be active until it is approved by DPI NCID Administrators. The NCID system will notify you when the account is approved via the email address entered. Allow 1 to 2 business day turnaround time for application access. You will receive an email notifying you that your account has processed. If you have questions related to NCID K-12 Registration process, please contact [DPI Service Desk](#) 919.807.4357.

**Congratulations!! You have completed NCID K-12 Registration.**