

Applicant Job Aid: Creating your NCID

Beginning in fall 2016, the child care workforce will begin using the WORKS Applicant Portal to register as a child care worker, and maintain their workforce information to support education requirements, etc.

To use the Applicant Portal, an applicant must create and maintain an Individual NCID (at no charge). This is a secure username and password the applicant will use to access their account. After creating a NCID, the applicant can log in to the WORKS Applicant Portal and register. Each applicant must have a unique NCID. This process ensures that an applicant's NCID and account is linked correctly. An applicant will need to create their NCID before accessing WORKS.

Note: A person may already have a business NCID, but she or he must use an individual NCID account when accessing the WORKS Applicant Portal.

Creating your NCID

1. Each person who creates an NCID must have a valid email address. If a person does not have a valid email address, please create one before moving forward.
2. In a web browser, such as Internet Explorer, go to the North Carolina Identity Management (NCID) website at <https://ncid.nc.gov>.
3. At the bottom of the page, find the blue bar that says, "To register for a new NCID account click here," then click "Register!"



North Carolina Identity Management (NCID)

NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.

User ID: [forgot your User ID?](#)

Password: [forgot your Password/Unlock Account?](#)

[Need Help?](#)

REMINDER: Bookmarking this page can lead to error messages or denied access for your application or service

To register for a new NCID account click here: [Register!](#)

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4. On the New User Registration page, click on "Individual" from the category list.

North Carolina Identity Management (NCID)

New User Registration

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

- Individual** Request access to the State of North Carolina services as an individual or citizen.
- Business** Request access to the State of North Carolina services on the behalf of a business.
- State Employee** Currently employed or assigned to work for an agency within the State of North Carolina government.
- 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.

[North Carolina](#) [www.nc.gov](#) [Privacy and Other Policies](#) [Contact Us](#)

5. Start the verification process by clicking the box in front of the text "I'm not a robot."

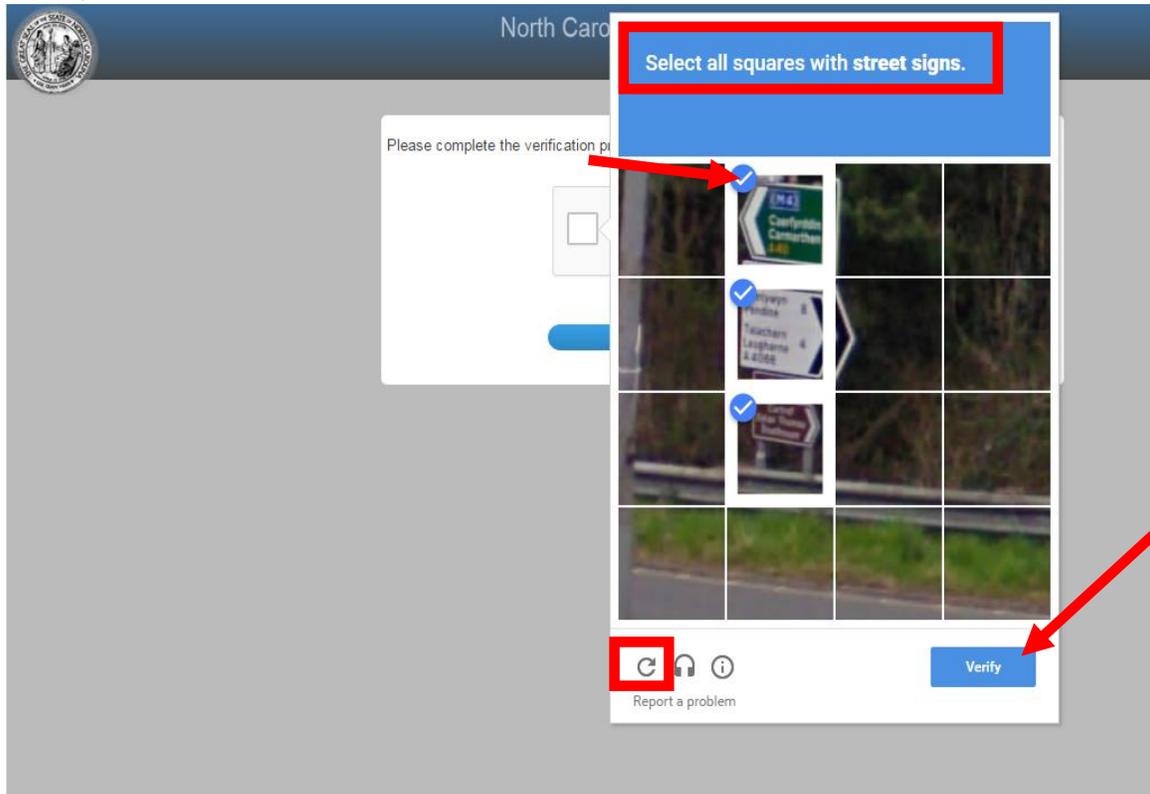
Please complete the verification process. This process helps to protect your account from abuse.

I'm not a robot

reCAPTCHA
Privacy - Terms

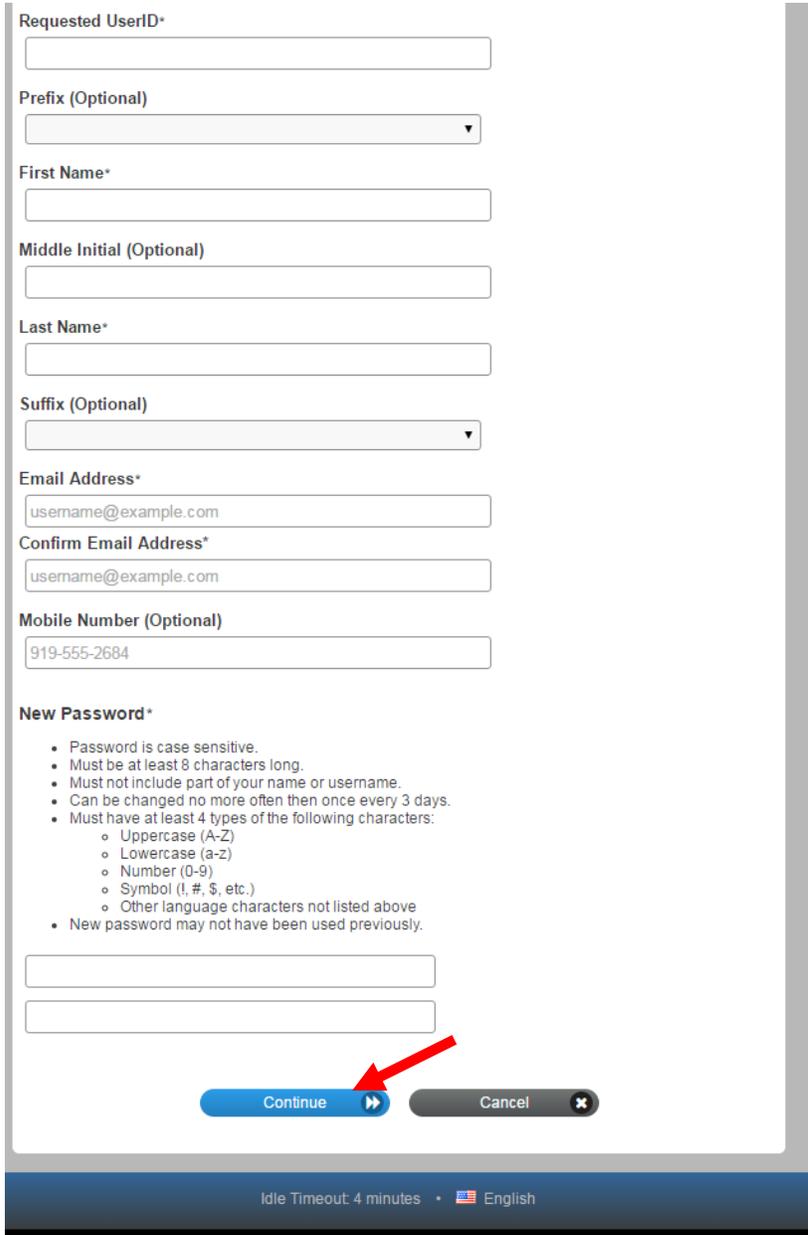
Verify ✓ Cancel ✕

6. Follow the instructions presented and click on Verify. In the example presented below, you would click on all the squares with images of street signs and when you click a box, a check mark will pop up, indicating your selection. After all correct boxes are selected, click on Verify.



Note: If you can't figure out which images to select, simply click the refresh button (see above in bottom left corner) to select a different set of images. If you select incorrect images, then you will be prompted to try again with a new set of images and instruction. (Note: there is also the ability to press the audio button to hear the information).

7. Complete the required information, indicated by the asterisk, and then select “Continue.”



Requested UserID*

Prefix (Optional)

First Name*

Middle Initial (Optional)

Last Name*

Suffix (Optional)

Email Address*

Confirm Email Address*

Mobile Number (Optional)

New Password*

- Password is case sensitive.
- Must be at least 8 characters long.
- Must not include part of your name or username.
- Can be changed no more often then 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.

Continue  Cancel 

Idle Timeout: 4 minutes •  English

Note: If a requested User ID is already in use, please create a different one. A User ID and password should be something a person can easily remember. The password must meet the criteria as provided under New Password.

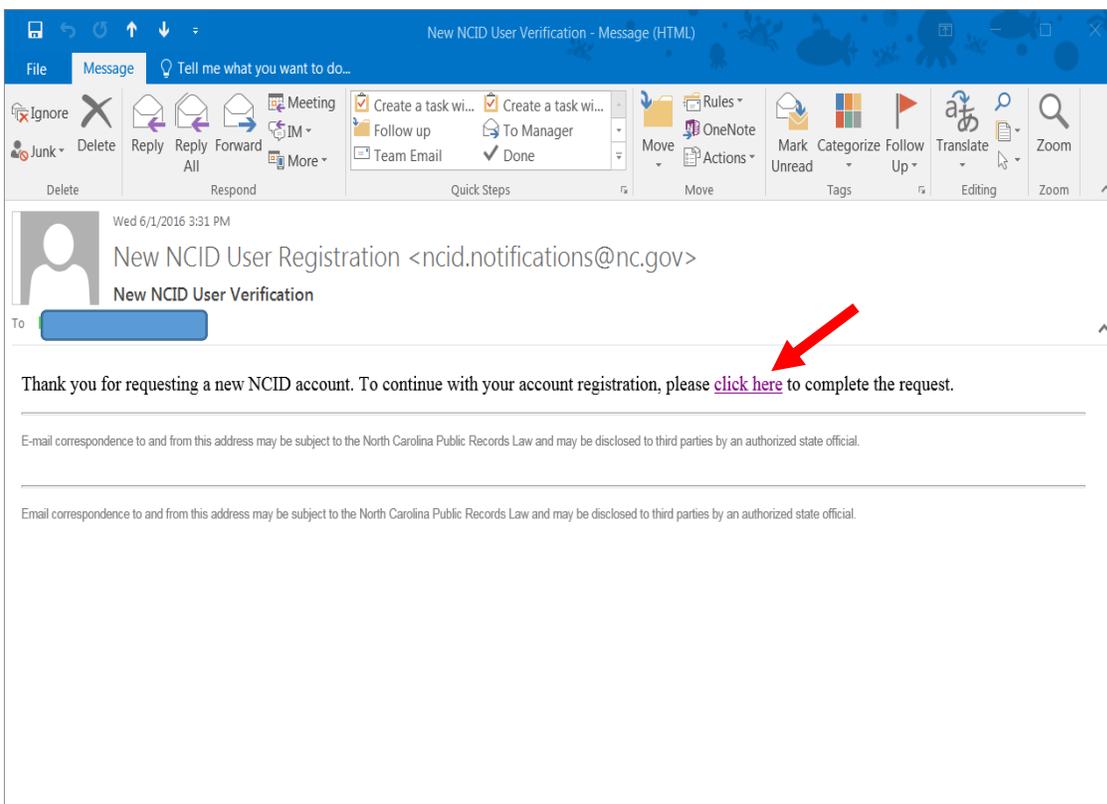
- After clicking on the “Continue” button, the following message will be presented.

To verify your identity, an email has been sent to you. Please click the link in the email to complete the verification process. You must activate your account within 3 days or for security reasons it will be deleted.

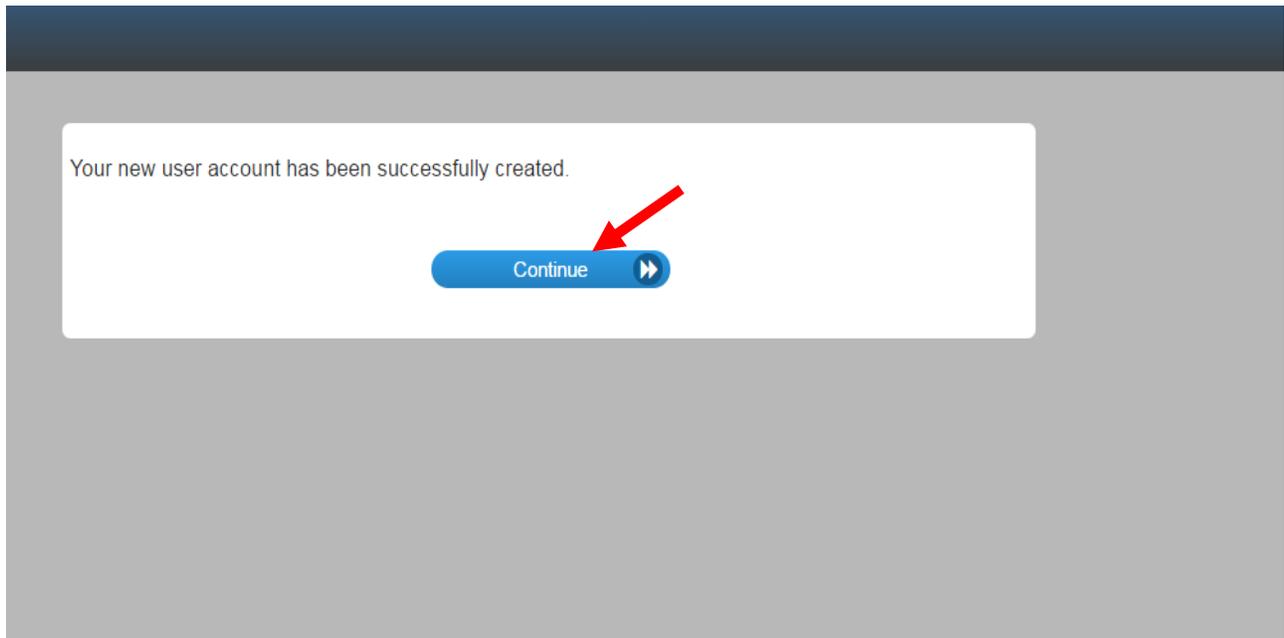
To ensure that NCID messages will always be delivered to your Inbox, please verify that your email client and email provider are set up to accept messages from ncid.notifications@nc.gov.

If you do not receive the email in your Inbox within a few minutes, please verify that the message was not marked as spam and sent to the Junk Email folder. If this happens, please move the message to the Inbox so you can validate your account. You may now close this window.

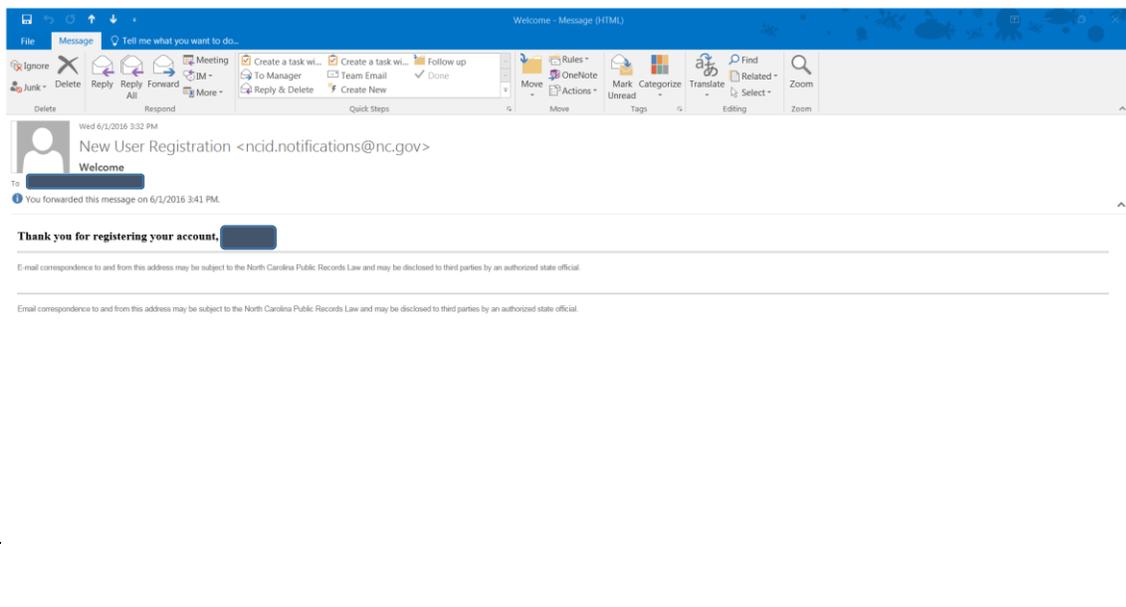
- You must activate your account within three days from receipt of the “New NCID User Verification” email. Activate your account by selecting the “click here” link.



10. After clicking the link in the email, NCID will configure your new account and the following message will be presented. Click "Continue" to complete the security questions and answers. (Note: If you do not close your previous browser session - used to create the account - and you go to your email to "click here," it will continue as described below. However, if you have closed your previous browser session, it will present the verification process before presenting the challenge questions).



Note: You will receive a Welcome email notice from NCID, thanking you for registering your account. This is informational only and does not require any action.



11. After you select and answer five security questions, the system will verify your security questions and answers, and then prompt you to save your answers. When presented, 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.

In which city was your mother born? ▾

▶

What is the name of the high school you graduated from? ▾

▶

What is your father's middle name? ▾

▶

What is your maternal grandmother's maiden name? ▾

▶

What is the name of your favorite childhood friend? ▾

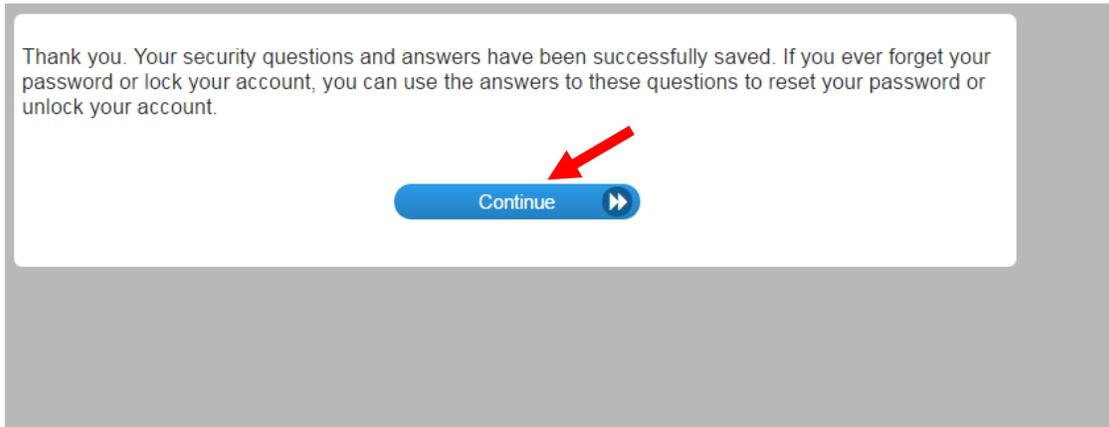
▶

[Save Answers](#)

who1 • Idle Timeout: 4 minutes • English

Note: You must click out of the final answer box before NCID will verify your security answers. These should be something easy to remember. Please keep documentation of your NCID, security questions and answers in a secure place for future reference.

12. The following screen will be presented after NCID loads your security questions and answers. Click “Continue” to log out of NCID.



13. After clicking the “Continue” button, the following screen will be presented, confirming you have logged out of NCID and instructing you to close your browser.



NCID Logout

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