

Registration for NC Staff Identification System

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Before you are able to register for access to the NC Staff Identification system, you must have an NCID account. If you do not already have an account, please contact your LEA/Charter School NCID Administrator. NCID Administrators can be found at <https://www.ncid.its.state.nc.us/LEAListing.asp>

Additionally, you need to complete the DPI Application Access request form found at <https://licsalweb.dpi.state.nc.us/>. This form can be submitted via email if the Authorizer is the person sending the email.

Once you have registered and been approved through NCID, and the Access form has been submitted, follow the steps below.

1. Go to the UID Staff registration website at <https://schools.nc.gov/uidstaff>
2. Enter your NCID user name and password to log in.

This is a closed site. Access is restricted to authorized school and LEA personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site.

NOTE All information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction.

User Name

Password

3. If your NCID username and password exist and are entered correctly, the following form will appear. If you receive an error page, please follow the instructions on the error page. Select your Program and the associated User Role.

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UID Staff System Registration ebetancourt3952 Logout

Welcome

**You have not subscribed to access the system.
If you were asked to subscribe, then fill all required information in the form below
and submit it to your application administrator for approval.**

NOTICE: Access is restricted to authorized school, LEA, and DPI personnel.
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

Subscribe to the UID Staff System

NCID User Name: ebetancourt3952

*** Program:** Local Education Agencies (LEA EMPLOYEES ONLY) Department of Public Instruction (DPI EMPLOYEES ONLY)

*** Your First Name:** *** Your Last Name:**

Today's Date: 05/18/2009 01:04PM

*** Your E-Mail Address:** *** Verify E-Mail Address:**

Your Phone Number:

Note to Application Administrator:

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Below are the User Roles that appear under each Program.

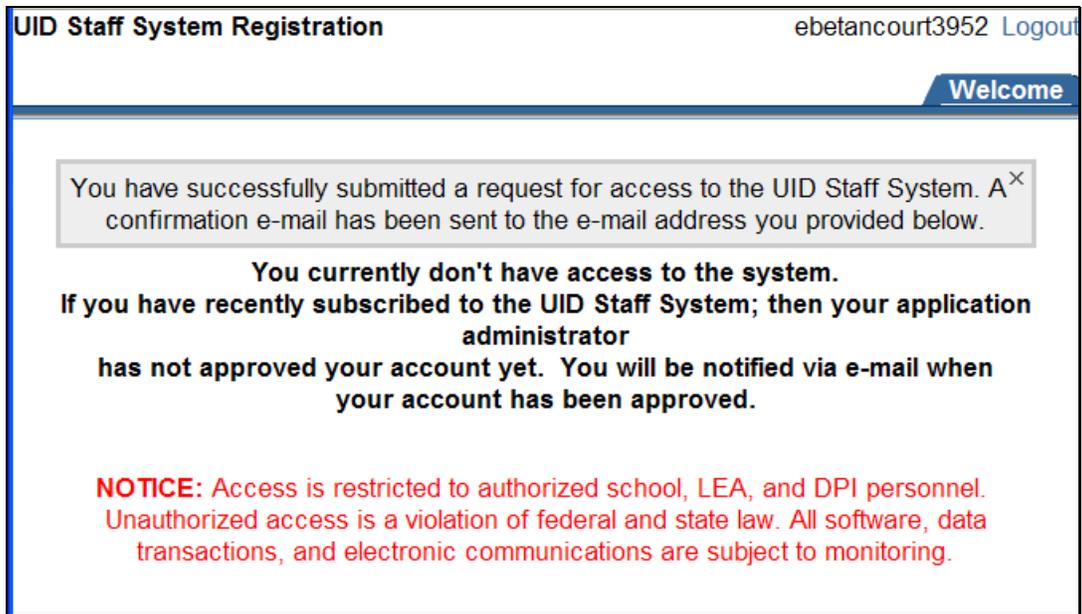
- Lea Education Agencies (LEAs and Charter Schools)
 - LEA or Charter User (select your LEA)
- Department of Public Instruction (DPI Employees)
 - State User
 - Help Desk
 - Super User

4. Complete the rest of the required information and click the “Subscribe to the UID Staff System” button.

Required information includes your First Name, Last Name, and email address entered twice to verify correct entry. While not required it is a good idea to include a phone number in case an Administrator needs to contact you. If you want to include a note with your registration to the Administrator, you can do so in the Note box.

5. A screen will appear informing you that the application administrator has not approved your account yet. You will receive an initial email letting you know your request has been received.

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The screenshot shows the 'UID Staff System Registration' page. At the top left, it says 'UID Staff System Registration' and at the top right, 'ebetancourt3952 Logout'. Below the header is a blue 'Welcome' button. A grey message box contains the text: 'You have successfully submitted a request for access to the UID Staff System. A confirmation e-mail has been sent to the e-mail address you provided below.' Below this, bold text states: 'You currently don't have access to the system. If you have recently subscribed to the UID Staff System; then your application administrator has not approved your account yet. You will be notified via e-mail when your account has been approved.' At the bottom, a red notice reads: 'NOTICE: Access is restricted to authorized school, LEA, and DPI personnel. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.'

6. Exit the system by clicking the Logout link at the top right. Once your account has been approved, you will be sent an email stating an administrator has approved your account. You cannot access the NC Staff Identification System until your account has been approved. When you are approved the email will inform you of the URL to use to access the system.