

## Registering for an NCID – Step 1

Please use this handout to learn how to sign up for an NCID which is required to access the new ERaCA system. Please follow the directions step-by-step as it details each screen of the NCID process. DO NOT skip a step or page in the handout. If you already have an active NCID, you DO NOT need to get another NCID and you may proceed to the handout titled “Subscribing to ERaCA.” If you have questions, contact Barbara Chalk at (919) 807-3716.

# Registering for an NCID

## North Carolina Identity Management (NCID)

To get to this page to register for an NCID please type in the following URL: [ncid.nc.gov](http://ncid.nc.gov)

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.

**If you already have an NCID, you DO NOT need to register again!**

**Please skip to the "Subscribing to ERaCA" handout.**

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

Password:   
[forgot your Password?](#)

Login

To register for an NCID, click on "Register"

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

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.

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## North Carolina Identity Management (NCID)

### NCID Registration



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

- State Government Employee: A person who is currently employed or assigned to work for an agency within the State of North Carolina government.
- Local Government Employee: A person who is currently employed or assigned to work for a North Carolina county or municipality.
- Business User: A person who is requesting access to the State of North Carolina services on the behalf of a business.
- Individual: A person who is requesting access to the State of North Carolina services as an individual or citizen.

User Type:

Please select "Business User" from the drop down box.

After selecting "Business User", click "continue"

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## North Carolina Identity Management (NCID)

### New User Registration

Please confirm your selection.

Individual Account

You will then select "Individual Account." After selecting "Individual Account" please click "Submit"

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## New User Registration

### Create Individual account

Please complete this form to create your account. This account will give you access to the password self service.

This is what you want your NCID UserID to be. (i.e. Tom\_Jones)

**Requested UserID:**  (\* Required)

**Prefix:**  (Optional)

**First Name:**  (\* Required)

**Middle Initial:**  (Optional)

**Last Name:**  (\* Required)

**Suffix:**  (Optional)

**E-Mail Address:**  (\* Required)

**Confirm E-Mail Address:**  (\* Required)

**New Password:**

**Re-enter New Password:**

Please enter all required fields, create a password



You must enter the words listed in the box here.

Enter the words above:

[Refresh CAPTCHA](#)  
[Get an audio CAPTCHA](#)  
[Help](#)

Notice: Password policy requires that you set up your Challenge Questions

Please note that you will need to remember the answers to these questions in order to reset your password in the future if you forget your password. Please do not store these answers in written form where another person can access them. Please provide answers that are short, easy to remember, and are things that others won't know about you.

#### Self Service Challenges/Responses

You must select the challenge questions from the drop down lists below and provide your answers in the space provided. 3 of the following questions will be displayed when authenticating using your Challenge/Responses.

Please select a question	<input type="text"/>
Please select a question	<input type="text"/>
Please select a question	<input type="text"/>
Please select a question	<input type="text"/>
Please select a question	<input type="text"/>

Please select a question from each of the 5 drop down boxes and provide your answer to each of the selected questions. You should have a question and answer for all 5 items.

After completing all required information and your security questions, please click "create account"

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## North Carolina Identity Management (NCID)

You must activate your account within 3 days or it will be deleted. Open the email message that has been sent to the email address you provided during registration, and click on the URL link to activate your account.

### Important!

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](mailto:ncid.notifications@nc.gov).

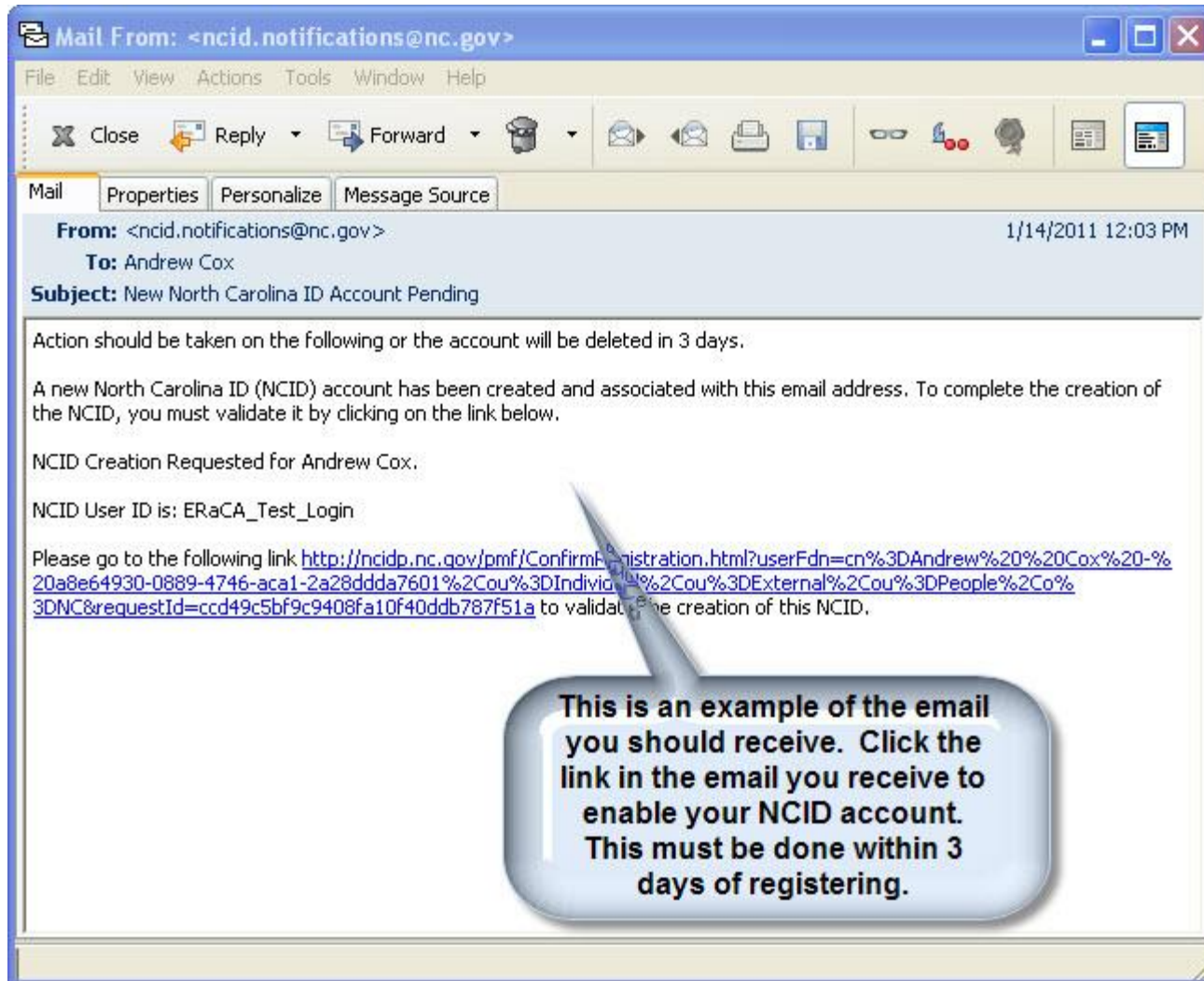
If you do not receive the email in your Inbox within a few minutes, please verify that the message was not marked as spam and sent to the Junk Email folder. If this happens, please move the message to the Inbox so you can validate your account.

Close this Window

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is prohibited and electronic communications are subject to monitoring.

You should get this page after your NCID account has been created. As the message says, you will receive an email at the email address you used when creating the NCID account. Follow the directions in the email to activate your NCID account.

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## North Carolina Identity Management (NCID)

Requested account has been enabled.

Close this Window

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You should see this page after clicking the link in your email similar to the one in the previous step.

You are now ready to subscribe to the ERaCA system.

**Please make sure you click "Close this Window" to logout of the NCID System. You will NOT login to the NCID website again. Please proceed to the "Subscribing to ERaCA" handout.**