

For Non-Public Schools and Residential Child Care Institutions Procedures for Acquiring an NCID

1. Go to <https://ncid.nc.gov>.
2. Click on the “First Time NCID” Users link.

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North Carolina Identity Management Service (NCID)

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?](#)

3. The following Registration screen will appear. Select the “Business” button and click “Continue.”

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 checked="" 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

- Verify User type is "Business" and Country is "United States." Click Next (Personal Info) button.

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Self Registration - Business *Denotes Required Fields.

User Type and Country Selection

User Type

Country*

- Fill out the Personal Information form. Click "Next (Password Info) button."

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Self Registration - Business *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

Date of Birth*

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- Fill out the Password Information form. If you need help deciding on a password, click the "Password Help" link. After you complete the required password information, click "Next (Review Collected data)".

North Carolina Identity Management Service (NCID)

Self Registration - Business *Denotes Required Fields.

Password Information

Requested User ID*

[\(User ID Help\)](#)

Password* New Password

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

Challenge Question 2* / Challenge Answer 2*

Challenge Question 3* / Challenge Answer 3*

Challenge Question 4* / Challenge Answer 4*

Challenge Question 5* / Challenge Answer 5*

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

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

Business Users Password Change Help

Registered Business Users of the NCID System must adhere to the policy of utilizing strong passwords. Strong passwords must contain a minimum number of characters and utilize numbers, punctuation, or special characters.

- Minimum Length of Eight (8) Characters.
- Minimum of One (1) numeric character.
- Special characters may be used as noted below.
- Three (3) Days Between Password Changes.
- Can Not Reuse a Password.

Examples: iu8skswa OR 2xkcwei

- Minimum Length of Eight (8) Characters.

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

- Minimum of One (1) numeric character is required
- Special characters may be used anywhere in your password and may be repeated.

The following special characters ARE allowed:

~ ! @ # \$ % ^ & * (_ - = : ; > < , . ? } { |

The following characters are NOT allowed:

- forward slash (/)
- backward slash (\)
- doublequote (")
- singlequote (')
- plus (+)
- reverse singlequote (')
- space

- Three (3) Days Between Password Changes

There must be at least three (3) days between password changes requests. Once you complete a password change, you must wait at least three (3)

- After you review your information, click “Submit Registration”. The system will show processing where the submit registration button is located. Please wait until the next screen appears. See #9 below.

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

Country*	United States	Edit Employee/Co
Prefix / First Name* / Middle Initial / Last Name* / Suffix	John Doe	
eMail*	JDoe@ncdpi.org	
Business Address Line 1*	123 Educ St	
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 / 23 / 1976	Edit Pe
Requested User ID*	JohnDoe	
(User ID Help)		
Password*	*****	
(Password Help)		
Challenge Question 1* / Challenge Answer 1*	What was the Name of your First Pet? / cat	
Challenge Question 2* / Challenge Answer 2*	What is your favorite Sport? / football	
Challenge Question 3* / Challenge Answer 3*	In what City did you meet your Spouse or Significant other? / New York	
Challenge Question 4* / Challenge Answer 4*	What is the Middle Name of your Youngest Child? / Anne	
Challenge Question 5* / Challenge Answer 5*	What is your Oldest Sibling's Middle name? / Susan	Edit Pas

- The system displays your NCID User ID. The password will be the password you selected in # 6 above. You will use this User ID and password to log in to the CN Direct Certification and Verification System.

