

How to Register for a NCID

The North Carolina Identity Management Service – Next Generation (NCID) is the standard identity and access management platform provided by the Department of Information Technology. NCID is a Web-based application that provides a secure environment for state agency, local government, business and individual users to log in and gain access to real-time resources. NCIDs are required to apply for Division of Air Quality Grant Programs and are required to submit and manage applications in the Division of Air Quality-Grant Management System (DAQ-GMS).

To use the submit applications and claim reimbursement requests in the DAQ-GMS, applicants 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 your username and password, this will be used to request access the DAQ-GMS.

Note: A person may already have a business NCID for other NC portals, but she or he must use an individual NCID account for accessing the DEQ-GMS to submit or manage applications. If you already have an individual or government NCID there is no need to create a new NCID.

Contact NC ITS Service Desk if you need assistance:

Phone: 919-754-6000 or

Toll Free 1-800-722-3946

Email: its.incidents@nc.gov

NCID for Government Employees & Contractors

Employees and contractors of state and local governments who require access to the DEQ-GMS must have a government NCID account.

- State government employees **work for a North Carolina state agency, including universities in the University of North Carolina system.**
- Local government employees **work for a North Carolina County, municipality, community colleges, public school systems or other local government organizations.**

What Is a Delegated NCID Administrator?

Delegated NCID administrators are state and local government employees who manage the NCID accounts for users in their agencies. Delegated administrators set up accounts for new employees in their organizations and close or transfer accounts when employees leave.

State and local government employees and contractors can contact their delegated NCID administrators for help with resetting passwords, unlocking accounts or accessing certain services or tools.

Click the link to find the delegated NCID administrator for your agency.

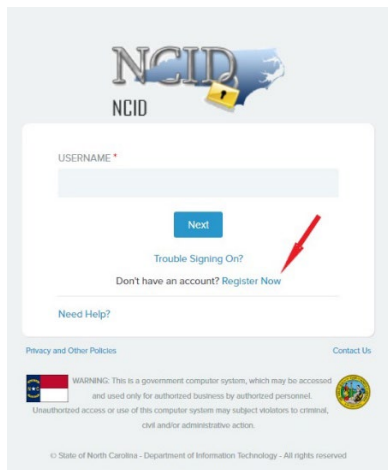
<https://it.nc.gov/support/ncid/delegated-administrator-directory>

NCID for Individual & Business Users

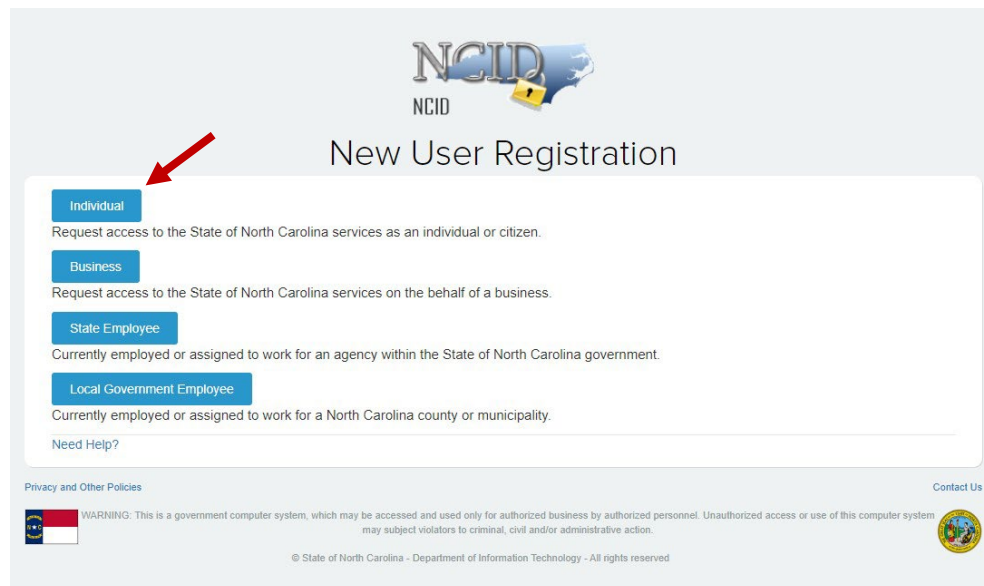
Individual & Business NCID is for North Carolina residents who need access to online services offered by the state as well as people conducting online transactions with the state on behalf of a business. Follow the directions below to create your NCID.

Creating Your NCID Username and Password

1. In a web browser, such as Internet Explorer, go to North Carolina Identity Management (NCID) website at <https://myncid.nc.gov/>.
2. In the NCID log in box, click on the word, **Register!**



3. On the New User Registration page, click on, **Individual**.



4. You will be taken to the below screen:

* Desired Username _____

Prefix _____

* First Name _____

Middle Initial _____


* Last Name _____

Suffix _____

* Email _____




* Confirm Email _____

Mobile Number (highly recommended) _____



* Password  _____

* Confirm Password _____

Password Validation

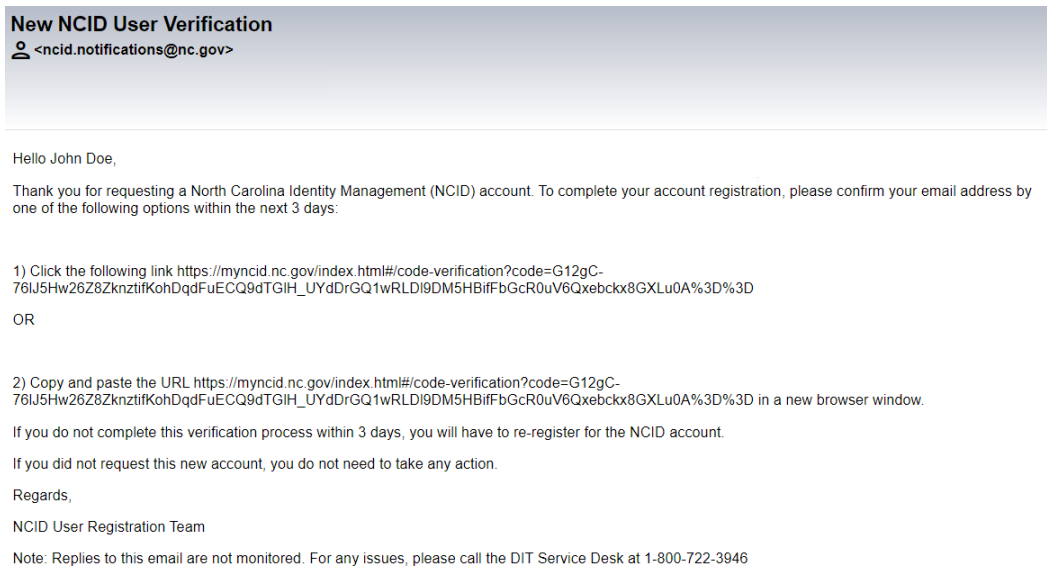
	Must be at least 8 characters long up to maximum of 64.
	Must not include your First name, Last name or username.
	Must have at least 3 of the 4-character types below: <ul style="list-style-type: none">• Uppercase (A-Z)• Lowercase (a-z)• Number (0-9)• Special character like #, \$, @, %, &, etc. (Note: Space is not allowed)

Password Policy

	Password is case sensitive.
	Must not include a common word or commonly used sequence of characters such as "password", "ABC", "AAA", "123".

5. Create an Individual NCID account by completing all the required fields, including:

- Requested user ID (Usernames must include the following: first name initial, middle name initial(optional) and last name (a number may be required if the NCID is already taken) e.g. for James B. Smith the NCID could be – jbsmith or jsmith or jbsmith12). **NCIDs created using an organization or company name will not be accepted as an NCID for access to the DAQ Grants Management System and the access request will be denied.**
 - Name
 - Email address (This email address should be one that is checked on a regular basis.)
 - Password (Keep your username and password!! These are used to enter the applications on the NCDEQ Grant Management System website!)
6. Click “Save” button on the bottom right of the page.
 7. A confirm user Registration pop-up screen will appear with all the details entered by you. Review the details carefully and click on “Confirm” button on the bottom right of the page.
 8. The following message confirms that the account was successfully created and informs you that an email has been sent to the email address you provided during registration. You will need to follow the instructions in the email to enable the account. Please check your email to complete the registration process or you will have to re-register again after 3 days.
 9. The following figure provides an example of the email. The message informs you that an account request was created, and it is associated to the email address you provided during registration. It indicates that the account was requested by you, and shows your user ID. You will need to click on the URL to validate the account in NCID. The account will be deleted if you do not validate it within 3 days.



10. Upon clicking on the URL, another message is displayed and states that your account has been created.

Email Validation is successful and account activation is complete. Your account will be ready for use after 5 mins.



11. The page will automatically take you to your NCID login page where you need to enter your credentials to login.

12. Once you are logged into myNCID, you will have the option to create security questions to unlock your myNCID account.

Your NCID will expire if you do not use it within 15 months. You will receive an email 21 days before your account expires, prompting you to log in. If you do not take action, you will receive another email reminder seven days before your account expires.

Recovering or resetting your NCID password

You can easily recover or reset your password online by [following these instructions for individuals and business users to reset their password](#).

Unlocking your NCID account

All locked NCID accounts automatically unlock after 30 minutes. To unlock your account sooner, follow [these instructions to receive a one-time password](#).