

Request Access to NCDOT Project Team Sites

Organization: _____

Delegated Administrators (DAs): _____ My NCID: _____

Request NCID

1. If you do not have North Carolina ID (NCID), go to the NCID page (<https://ncidp.nc.gov/>) and click **Register!**
2. Select **Individual** or **Business Account** and click **Submit**. Business Account assumes your Organization already has someone designated to approve NCID Business Account requests within your Organization. If you are unsure whether this is the case, then select Individual Account. Both account types will work with NCDOT Project Team Sites and Delegated User Administration.
3. Complete the form and click **Create Account**. Your NCID is emailed to you.
4. Click the link inside the email to activate your NCID. You must activate the account within 3 days.

On the NCID page, you can also:

- Reset an expired or forgotten password. Passwords expire every 90 days.
- Retrieve a forgotten NCID. Follow the instructions for **forgot your User ID?**

Request Access

1. Go to the Access Management home page and log on with your NCID and password:
<https://iamportal.services.ncdot.gov/ofis>
2. Click **Request Entitlement**.
3. Under **Available Entitlements To Request**, click the green plus icon next to the desired NCDOT Project Team Site.
4. Complete the form:
5.
 - a. **Organization field** is required. Select your organization from the drop-down. You can only request access for one company.
 - b. **Employee ID field** is optional. Used at organization discretion to route requests to specific DAs, etc.
 - c. **Reason for Request** is required. Describe why you need access, what you do (operate heavy equipment, pour concrete, administer payroll, etc.) and where you work (office or field).
6. Click **Submit** to send your request to your DA, then click **OK** to close the dialog. Click **Sign out**.
You'll receive an email telling you whether your request was approved or denied.

To **check the status** of your request, look under **Request Entitlement**. If you need to modify your request, ask your DA to deny your original request, then resubmit.

If you **change positions** within the company, your access to project team sites may change; if so, you'll be notified. You should also keep your DA informed if you no longer require access to the entitlement.

If you **leave the company**, remember that you can only request access to Project Team Sites for one company at a time. So, ask your DA to remove you from the organization with the IAM Portal. That way, should have a need at your next Organization to access NCDOT Project Team Sites, the system will allow that request access.

Problems?

Contact your DA if you can't log on, if you have problems completing the request form or if you didn't receive an email telling you whether your request was approved or denied.

Please logout and close your browser after you complete your transactions!

