How to Sign Up?

1. Select at least two (2) employees to act as Delegated Administrators for your company.

2. Have those employees self-register for an NCID Business Account at the following address: https://ncid.nc.gov. Each employee must get their own account. Accounts should NOT be shared.

   For help with NCID, please visit https://connect.ncdot.gov/getaccount/Pages/default.aspx

   NOTE: If you or your employees already have an NCID account, you do NOT need to re-register. Your existing NCID account can be used to access multiple state resources. Only one account per person is needed.

3. Complete the attached Information Security Memorandum of Agreement (IS-MOA).

4. Submit the completed IS-MOA by clicking the "Upload Here" button at the following address: https://connect.ncdot.gov/help/Pages/Delegated-User-Administration.aspx

   Once submitted, your registration request will be processed within 3-5 business days. An email notification will be sent to each of your selected Delegated Administrators when registration is complete.

   The notification will include additional information and instructions.

Information Security
Memorandum of Agreement (IS-MOA)

Between

North Carolina Department of Transportation

And

External Business Partner:

Company Name

I.   PARTIES

The Parties to this Memorandum of Agreement (MOA) are the North Carolina Department of Transportation (Department) and

_____(Agency).

II. PURPOSE

This document supersedes any previous MOA. The purpose of this MOA is to provide a cooperative framework for the parties to make efficient use of content stored in Department data systems, and to collaborate on, contribute to, and exchange data in these systems in a way that is both cost effective and strategically beneficial to both parties. This MOA encompasses access to specified records, elements, and/or systems maintained by the NCDOT for use by the Agency in the performance of authorized business.

III. OBJECTIVES

This MOA will guide the parties in pursuit of the following objectives:

a) Increase collaboration between the parties having a stake in the data collected and stored in Department data systems;

b) Employ modern technological resources and collaboration tools to reduce the time and expense involved in the exchange of information valuable to both parties.

IV. RESPONSIBILITIES

Subject to the availability of resources and in accordance with all applicable laws, regulations, and procedures;

Your Agency agrees to, at all time, access and utilize the system in good faith and to annually certify that all components of this MOA regarding the Agency are met, including:

A.   TRAINING

B.   SYSTEM ACCESS
1. Require unique identification, authentication and authorization for users to access the system for data entry, review, and retrieval;

2. Ensure the individual associated with specific assigned access credential is the only person permitted to use the assigned credential for the purposes approved by NCDOT;

3. Relinquish & refrain from accessing any project information for contracts on which you are no longer the contractor;

C.   TECHNICAL ASSISTANCE
1. Provide technical assistance to agency users in the areas of user access management, digital data collection and the use of information sharing systems;

D.   DATA CONFIDENTIALITY AND SECURITY

a.   *ACCEPTABLE USE*
1. Abide by North Carolina's [Statewide Information Security Manual](#) and ensure that current agency users as well as future agency users who augment, replace or assume the duties of current agency users are provided with a copy of the policy;

b.   *DATA ENTRY*
1. Ensure that data entered by your agency are entered under levels of security commensurate with the [Statewide Information Security Manual](#);

2. Ensure that data entered directly or indirectly are input only by staff authorized by your agency;

3. Ensure that data integrity is maintained and data entered are not altered for misrepresentation or falsification purposes;

    c.   *DATA STORAGE*
       1. Ensure the security of data stored offline on non-NCDOT devices;

    d.   *DATA USE*
       1. Ensure that data are accessed only by authorized staff;

       2. Use data in a manner that is in accordance with federal and state statutes;

    e.   *DATA SHARING*
       1. Forward all requests for information from sources outside your agency to the NCDOT public relations office;

       2. Refrain from sharing any data without prior written consent from NCDOT;

    f.   *POLICIES AND PROCEDURES*
       1. Communicate confidentiality and security policies and procedures to anyone in your agency who would be expected to abide by them;

E.   MONITORING & REPORTING
   1. Monitor employee use of NCDOT information systems to ensure adherence to state laws related to the use of state computer systems as outlined in the [Statewide Information Security Manual](#);

   2. Report any known or suspected information security incidents or abuse of access by Agency personnel to the NCDOT Principal Contact within 24 hours;

   3. Report known or suspected security weaknesses or problems with user access;

F.   AUDITING

1. Provide access to reports that include data relevant to required annual user access audits;

G. AGREEMENTS

1. Comply with this MOA, including any attachments, appendices, exhibits and addenda. Failure to comply with this MOA may result in the Department limiting, restricting, or removing access to the system, as well as possible termination of this MOA.

H. DATA CONFIDENTIALITY AND SECURITY

a. *DATA PROTECTION*
   1. Protect data and assure system security in a manner commensurate with the [Statewide Information Security Manual](#);

b. *DATA STORAGE*
   2. Ensure that data systems and supporting infrastructure are housed in a physically security location where access is limited to authorized personnel;

   3. Maintain adequate controls in data systems to protect data from being accessed and/or updated by unauthorized users;

   4. Maintain controls in the form of application and data back-up, disaster recovery, and contingency planning;

c. *DATA USE*
   5. Ensure that only NCODT staff will have access to data submitted by your agency;

   6. Use data submitted by your agency for analysis, report generation, evaluation and monitoring in accordance with all state and federal statutes;

d. *DATA SHARING*

7. Respond to requests for information in accordance with all state and federal statutes (North Carolina G.S. 132-6 & Federal 5 U.S.C § 552);

e. *DATA RETENTION AND DISPOSAL*
8. Maintain and update data retention and disposal policies and procedures;

9. Comply with state and federal statutes on data retention and disposal (North Carolina G.S. 132-3 & Federal 5 U.S.C § 552);

f. *POLICIES AND PROCEDURES*
10. Communicate confidentiality and security policy and procedure changes to those agencies expected to abide by them;

I. MONITORING
Work with the Department's Information Security Office to:

1. Periodically review audit logs detailing user access to NCDOT information systems;

2. Detect and respond to intrusion attempts in a timely manner to prevent the loss or misuse of sensitive information;

J. AGREEMENTS
1. Comply with this MOA, including any attachments, appendices, exhibits and addenda.

2. Seek reasonable consultation and input while adhering to this MOA.
3. Follow recommended procedures while working to adhere to this MOA or handling disputes related to this MOA.

V. EFFECTIVENESS

A. EFFECTIVE DATE

1. This Memorandum of Agreement shall become effective as of the date the Agency duly executes it.

B.   TERMINATION DATE

1. Each party shall have the right to terminate this Memorandum of Agreement upon written notice to the other party at any time. If the Memorandum of Agreement is terminated by either Party, the termination does not affect any obligation predating the termination.

The Department agrees to provide:

TECHNICAL ASSISTANCE

1. Provide technical assistance & appropriate documentation to agency Delegated Administrators in the areas of user access management, digital data collection and the use of information sharing systems;

NCDOT Information Security MOA
Delegated Administration (DA) Addendum

Agency agrees to:

1) Select one primary and at least one backup Delegated Administrator (DA) to manage user access to NCDOT resources for your Agency, including access requests, access removals, and access certifications.

2) Select and then notify the Department as needs arise to change or update information about existing Delegated Administrators (DAs).

3) Ensure Delegated Administrators are updating user access within three (3) to (5) business days of staff changes.

4) Ensure Delegated Administrators (DAs) use the training and support materials provided by NCDOT to learn how to effectively administer access for agency users via the NCDOT IAM Portal.

5) Ensure Agency's Delegated Administrators are adhering to the DA checklists.

Department agrees to:

1) Provide Agency Delegated Administrators access to the NCDOT IAM Portal for purposes of Delegated User Administration.

2) Ensure that the Agency's written requests for DA changes or updates (adds, removes, etc.) are performed in a timely fashion.

NCDOT IS-MOA and DA Addendum Signature Form

By signing and submitting this NCDOT IS-MOA and Addendum, our Agency agrees to faithfully execute the responsibilities and governance outlined in the agreement. Agency further agrees that being granted access to an NCDOT information system or its Identity and Access Management (IAM) Portal is a privilege which can be revoked. Please download the signature form to your computer, type in your answers, sign and date it, and then upload for access consideration.

Company Full Legal Name	
Federal Tax ID (Last Four Only)	
Company Officer Legal Name	
Company Officer NCID	
Company Officer Email	
Company Officer Phone	
Signature:	**Date:**

Company or Agency's Designated Delegated Administrator Details

First Name	Last Name	NCID	Email Address	Add/ Remove