Request an NCID

Request a North Carolina ID (NCID) and password if you don't have one. An NCID belongs to you, not your company, and can be valid in other work settings.

1. Go to https://ncidp.nc.gov/ and click **Register!**

2. Select **Individual** or **Business Account** and click **Submit**. It does not matter which type of account you select.

3. Complete the form and click **Create account**.

These are the password guidelines.

The confirmation screen appears and your NCID is emailed to you.
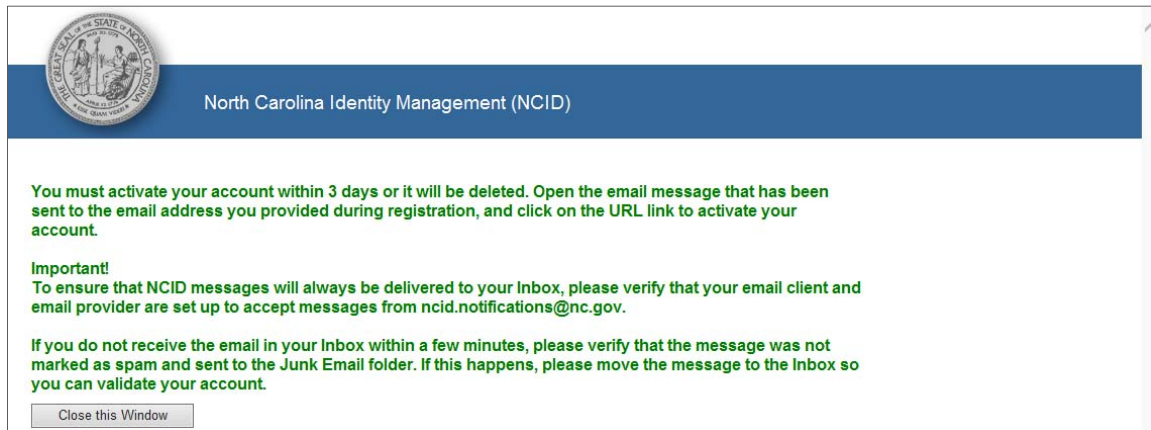
4. Click the link inside the email to activate your NCID. You must do this within 3 days.
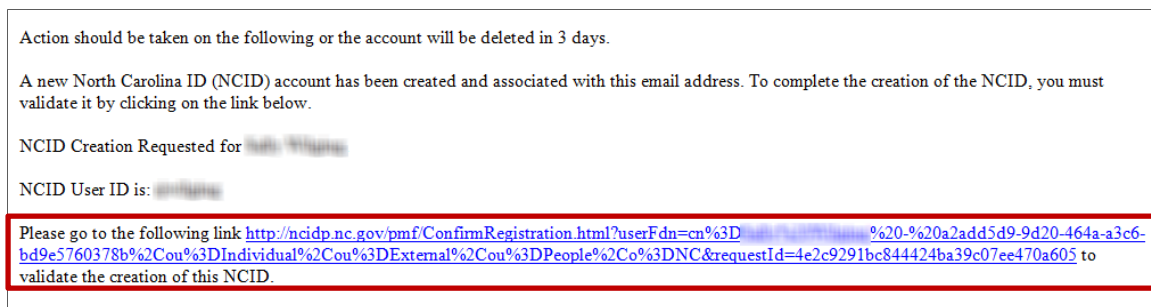
Your account is enabled.
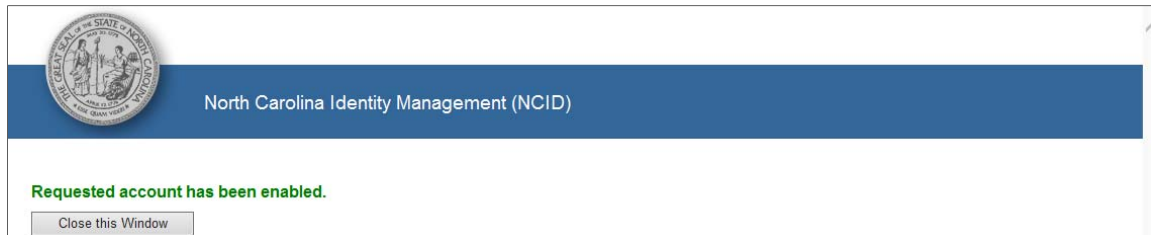
Request Entitlement

*(Note: Construction Project Team Sites are used as an example in this request.
However, general procedures are the same across various categories of project team sites.)*

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1. Go to the Access Management System home page and click **Login**:
    https://iamportalq.services.ncdot.gov/ofis/public/alt/.

2. Enter your NCID and password and click **Log On**.

3. Click **Request Entitlement**.
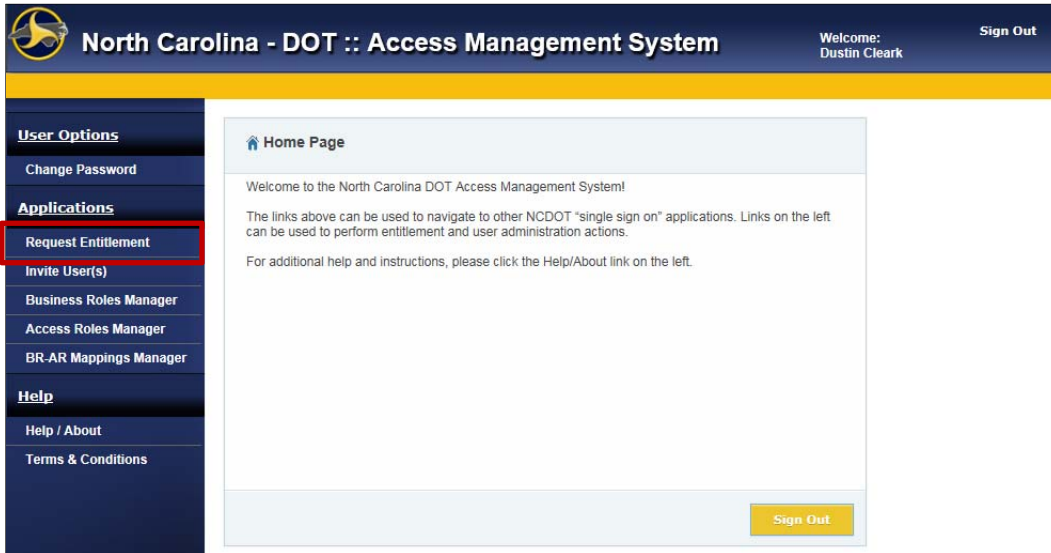
4. Under **Available Entitlements To Request**, click the green **Add** icon next to **VIS\Construction Sites**.
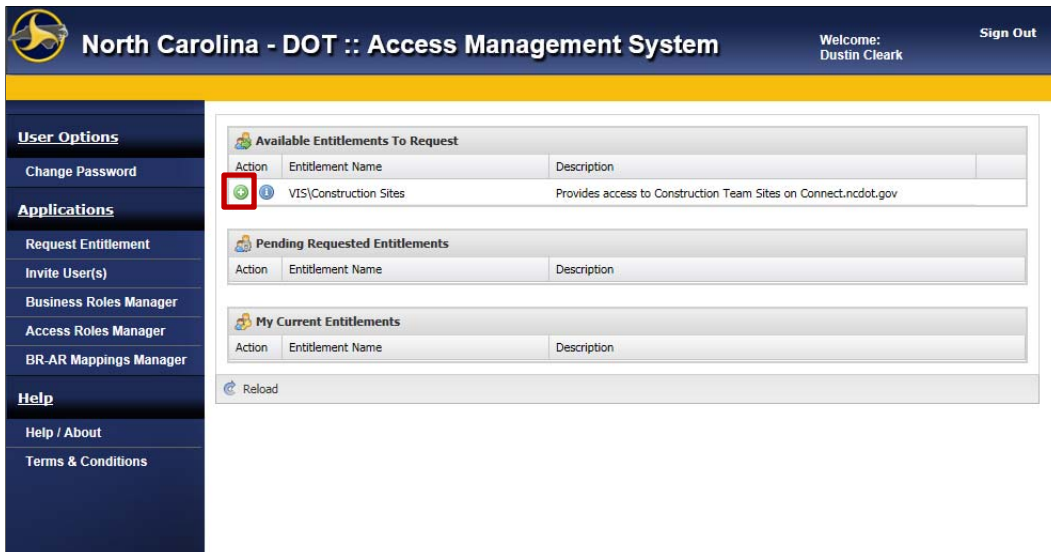
The blue **Information** icon gives you details of the type of entitlement. Each category of project team sites (e.g., Pre-Construction, Engineering, Construction, etc.) can be considered an entitlement and will have its own description. Some project team site categories might be listed multiple times but may have with different per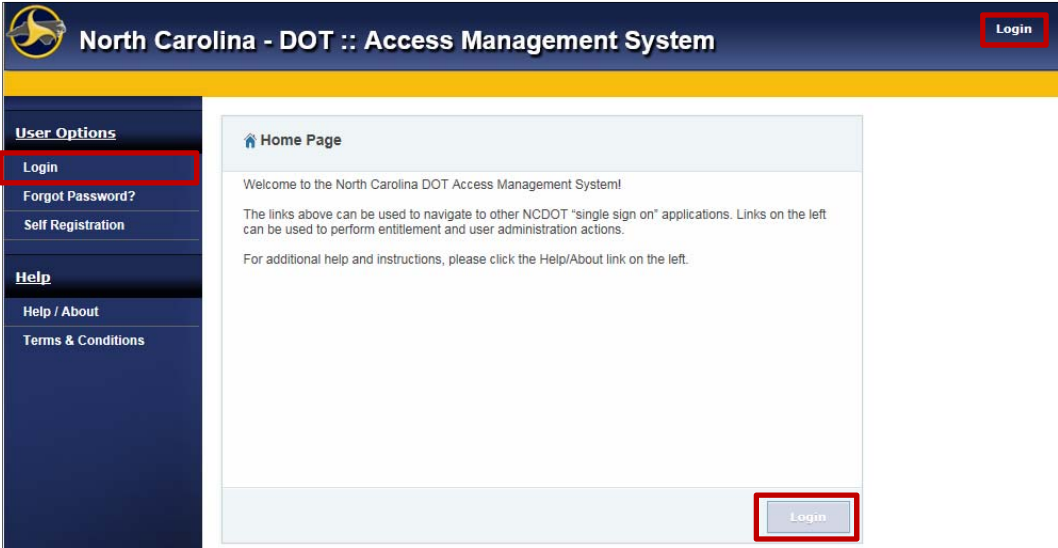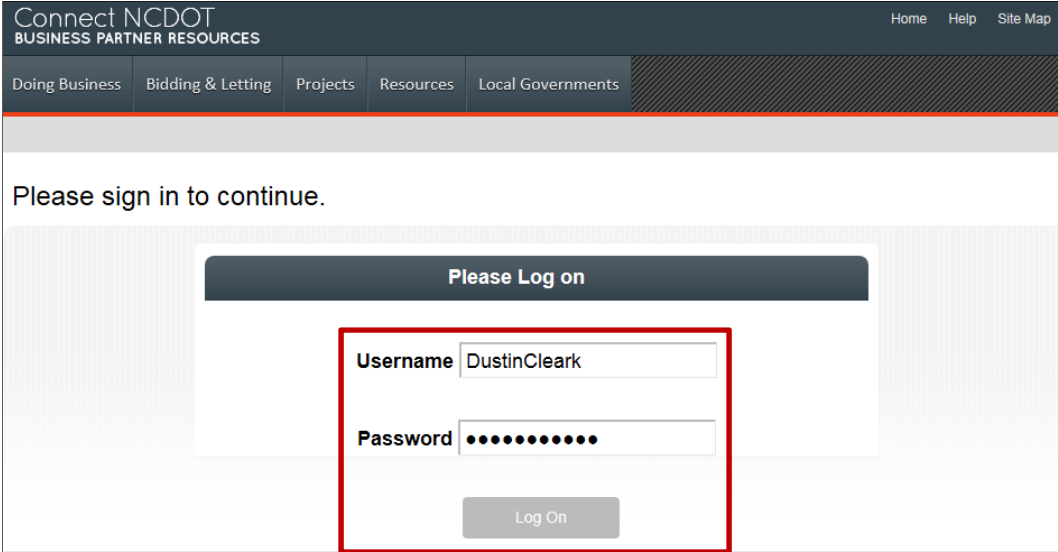mission sets. *Each employee must communicate with their designated Delegated Administrators (DAs) to ensure they are requesting the right entitlement or project team site. In many cases, project team sites will have only one permission set or access level for any employee granted access by the DA.*

5. Complete the form:
    a. From the **Organization** drop-down, select your company. You can only request entitlement for one company; you cannot submit multiple entitlement requests. This field is required.
   b. Enter your **Employee ID**. Consult with your DA to determine what ID to use. This field is optional.
    c. In the **Reason for Request**, describe why you need access, what you do (operate heavy equipment, pour concrete, do general field work, administer payroll, etc.) and where you work (office or field). This field is required.
    d. Click **Submit**.

    e. Click **OK** in the dialog.

6. Click **Sign Out**. The screen is refreshed and your request appears in **Pending Requested Entitlements**.
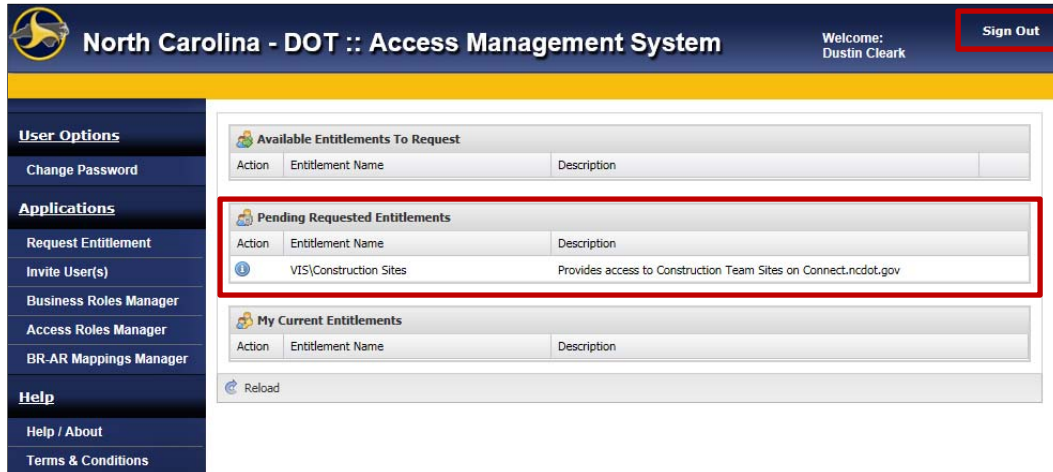
7. You can also see your pending requests by looking under **Request Entitlement**.
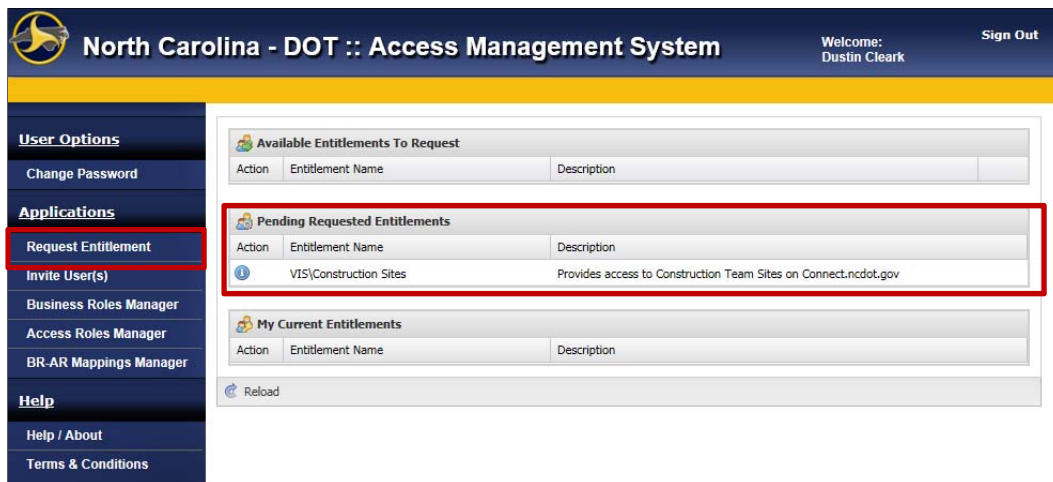
Please logout and close your browser after you complete your transactions!

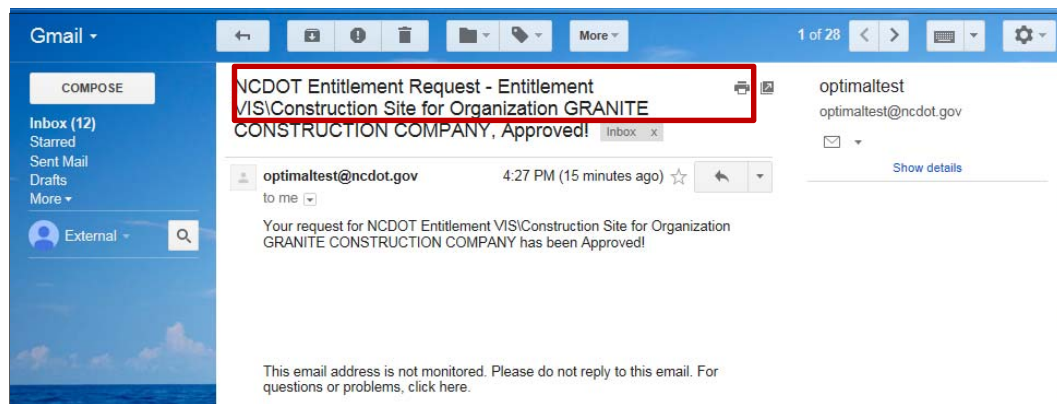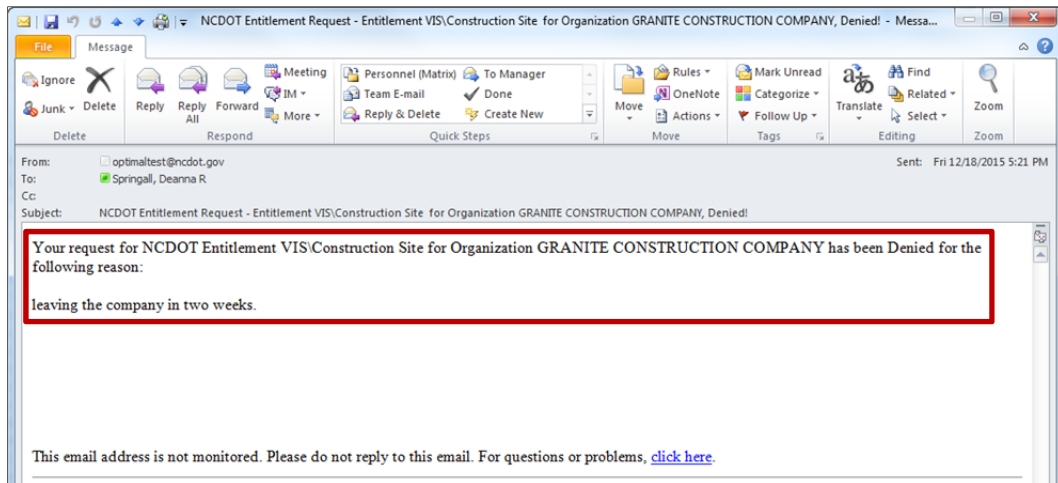8. Once your delegated administrator (DA) has reviewed your request, you'll receive an email.
    a. Request approved:

b. Request denied:

9. If your request is approved, your DA will contact you to test your access to the construction team sites. Your DA will have a list of project libraries (or content folders) and associated permissions (read vs. read/write) to confirm whether your access is proper.

Important Note: If you leave the company, remember that you can only request access for one company at a time. So, reminder your DA to remove you from the organization within the NCDOT Access Management System. That way, you can request access at another company that works with NCDOT.