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!

STATE OF OTHER	North Carolina Identity Management (NCID)
A REAL PROPERTY AND A REAL	NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.
	User ID:
	Password: <u>forgot your Password?</u> Login <u>Need Help?</u>
REMINDER	R: Bookmarking this page can lead to error messages or denied access to your application or service To register for a new NCID account click here <mark>: <u>Register!</u></mark>

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

STATE ON STATE		^
	North Carolina Identity Management (NCID)	
New User Regist	ration	
Please indicate your user	type from one of the following categories:	
State Government Employ government. Local Government Employ Business User: A person Individual: A person who is	ree: A person who is currently employed or assigned to work for an agency within the State of North Carolina ree: A person who is currently employed or assigned to work for a North Carolina county or municipality. who is requesting access to the State of North Carolina services on the behalf of a business. a requesting access to the State of North Carolina services as an individual or citizen.	_
	Individual Account Submit Business Account State Government Account Local Government Account State Government Account	



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

ate Individual account st active your account within 3 days after registering or it will be deleted. To do this, you must open the email message that will the email address you provide here during registration, and click on the URL link to activate your account. Image: the the NDD messages will always be delivered to your hbox, please verify that your email client and email provider are set up to messages from noid notifications@nc.gov before you complete the registration form below. Requested UserID: (* Required) Prefix: (Optional) First Name: (* Required) Middle Initial: (Optional) Last Name: (* Required) Suffix: (Optional) EMail Address: (* Required) New Password: (* Required) New Password: (* Required) Attem the words above: Attem to complete the registration of the second provide are set up to the second provide a	actividual account ust activate your account within 3 days after registering or it will be deleted. To do this, you must open the email message that will it the email address you provide here during registration, and click on the URL link to activate your account. ust ust address you provide here during registration, and click on the URL link to activate your account. ust address you provide here during registration, and click on the URL link to activate your account. messages from mcid nutifications@mc.gov before you complete the registration form below. Prefix: (* Required) First Name: (* Required) Middle Initial: (Optional) Last Name: (* Required) Suffix: (Optional) Example (* Required) New Password: (* Required) Account account with a dot above: Reference (* Required) Middle Initial (* Required) Image: Account acc	User Registration		
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These are the password guidelines.

	Password must conform to the following policy: Password cannot contain any of these characters: backslash (\) plus sign (+) forward
lash	(/), double quotes ("), reverse single quote (`), single quote ('), or space.
V F	Password cannot contain more than 2 characters in consecutive & sequential order.
S F	Password must have at least 1 numbers.
S F	Password must have at least 8 characters.
V F	Password can have at most 35 characters.



The confirmation screen appears and your NCID is emailed to you.

A Contraction		
	North Carolina Identity Management (NCID)	
You must activate y sent to the email ad account.	our account within 3 days or it will be deleted. Open the email message that has been dress you provided during registration, and click on the URL link to activate your	
Important!		
To ensure that NCI email provider are s	I messages will always be delivered to your Inbox, please verify that your email client and et up to accept messages from ncid.notifications@nc.gov.	
lf you do not receive marked as spam an	the email in your Inbox within a few minutes, please verify that the message was not d sent to the Junk Email folder. If this happens, please move the message to the Inbox so ur account.	
you can vanuale yo		

4. Click the link inside the email to activate your NCID. You must do this within 3 days.

Action should be taken on the following or the account will be deleted in 3 days.

A new North Carolina ID (NCID) account has been created and associated with this email address. To complete the creation of the NCID, you must validate it by clicking on the link below.

NCID Creation Requested for

NCID User ID is:

Please go to the following link http://ncidp.nc.gov/pmf/ConfirmRegistration.html?userFdn=cn%3D %20-%20a2add5d9-9d20-464a-a3c6bd9e5760378b%2Cou%3DIndividual%2Cou%3DExternal%2Cou%3DPeople%2Co%3DNC&requestId=4e2c9291bc844424ba39c07ee470a605 to validate the creation of this NCID.

Your account is enabled.

STATE ON STATE ON STATE		1	-
	North Carolina Identity Management (NCID)		
Requested account	has been enabled.		
Close this Window			

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.)

1. Go to the Access Management System home page and click Login:

https://iamportalq.services.ncdot.gov/ofis/public/alt/.

North Ca	rolina - DOT :: Access Management System	Logii
<u>Jser Options</u>	👔 Home Page	
Login	Cher III - 2001	
orgot Password?	Welcome to the North Carolina DOT Access Management System!	
elf Registration	The links above can be used to navigate to other NCDOT "single sign on" applications. Links on the left can be used to perform entitlement and user administration actions.	
elp	For additional help and instructions, please click the Help/About link on the left.	
elp / About		
erms & Conditions		
	Login	

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

Connect N business part	NCDOT ner resources					Home	Help	Site Map
Doing Business	Bidding & Letting	Projects	Resources	Local Governments				
Please sig	n in to contir	nue.						
			PI	lease Log on				
		<u>ا</u>	Jsername	DustinCleark				
		F	Password	•••••				
			[Log On				

3. Click Request Entitlement.

North Carol	ina - DOT :: Access Management System	Welcome: Dustin Clearl	Sign Out
<u>User Options</u>	A Home Page		
Change Password			
Applications	Weicome to the North Carolina UO1 Access Management System! The links above can be used to navigate to other NCDOT "single sign on" applications. Links on the	left	
Request Entitlement	can be used to perform entitlement and user administration actions.		
Invite User(s)	For additional help and instructions, please click the Help/About link on the left.		
Business Roles Manager			
Access Roles Manager			
BR-AR Mappings Manager			
Help			
Help / About			
Terms & Conditions			
	Sign C	Dut	

4. Under Available Entitlements To Request, click the green Add icon next to VIS\Construction Sites.

lorth Caro	lina -	DOT :: Access	Management System	Welcome: Dustin Cleark	Sign Out
User Options	ala Ava	ilable Entitlements To Request			
Change Password	Action	Entitlement Name	Description		
Applications	0	VIS\Construction Sites	Provides access to Construction Team Site	s on Connect.ncdot.gov	
Request Entitlement	👌 Pen	ding Requested Entitlements			
Invite User(s)	Action	Entitlement Name	Description		
Business Roles Manager					
Access Roles Manager	🦽 My	Current Entitlements			
BR-AR Mappings Manager	Action	Entitlement Name	Description		
Help	C Reload				
Help / About					
Terms & Conditions					

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 permission 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.
 - 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.

	금 Entitlement Request (V)	IS\Construction Sites)	* D X	Sign Out
	Entitlement Request	t		
	Entitlement Details			
User Options	Name: VIS	(Construction Sites		
Change Passw	Description: Prov	noes access to Construction Team Sites on Connect.ncdor.gov		
Applications	User ID: Con	structiontester5@gmail.com		
Request Entitle	User Name: Dus	tin Cleark		
Invite User(s)	Organization: AP/	AC - ATLANTIC, INC. THOMPSON ARTHUR DIVISION		
Business Roles	E-Mail: Con	structiontester5@gmail.com		
Access Roles I	Employee ID: 822	21		
BR-AR Mappin	Request Date 2010 (UTC):	6-02-08 17:19:00		
<u>Help</u>	Request Details			
Help / About	Reason for Beg Request:	jinning field work in two weeks	Θ	
Terms & Condi				
		Submit 🔀 Reset 🖉 C	ancel	

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

	Entitlement Request (VIS\Construction Sites)	* D ×	Sign Out
	Entitlement Request A Entitlement Details		
User Options	Name: VIS\Construction Sites Description: Provides access to Construction Team Sites on Connect.ncdot.gov		
Change Passw	User Details		
Request Entitle	User ID: Constructiontesters@gmail.com User Name: Dustin Cleark		
Invite User(s) Business Role:	Organization: APAC - ATLANTIC, INC. THOMPSON ARTHUR DIVISION		
Access Roles I BR-AR Mappin	Employee ID Request Dati (ITC): Your entitlement request for [VIS\Construction Sites] has been submitted as ticket [14], you will receive an email once your request has been processed.		
<u>Help</u>	Request OK		
Help / About Terms & Condi	Reason for beginning neid work in two weeks Request:		
	Submit 🗔 Reset 🗐 C	ancel	



6. Click Sign Out. The screen is refreshed and your request appears in Pending Requested Entitlements.

North Carol	lina -	DOT :: Access I	Management System	Welcome: Dustin Cleark	Sign Out
<u>User Options</u>	👌 Ava	ilable Entitlements To Request			
Change Password	Action	Entitlement Name	Description		
Applications	👌 Per	nding Requested Entitlements			
Request Entitlement	Action	Entitlement Name	Description		
Invite User(s)	0	VIS\Construction Sites	Provides access to Construction Team Site	s on Connect.ncdot.gov	
Business Roles Manager					
Access Roles Manager	🧬 My	Current Entitlements			
BR-AR Mappings Manager	Action	Entitlement Name	Description		
<u>Help</u>	C Reload	1			5
Help / About					
Terms & Conditions					

7. You can also see your pending requests by looking under **Request Entitlement**.

North Care	lina	DOT ··· Access	Management System	Welcome:	Sign Out
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Invite User(s)	0	VIS\Construction Sites	Provides access to Construction Team	Sites on Connect.ncdot.gov	
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Help / About					
Terms & Conditions					

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:

Gmail -	← E O Î II · · · More ·	1 of 28 < > 📰 🔹 🌣 -		
COMPOSE Inbox (12) Starred	NCDOT Entitlement Request - Entitlement	optimaltest optimaltest@ncdot.gov		
Sent Mail Drafts More +	a optimaltest@ncdot.gov 4:27 PM (15 minutes ago) ☆ to me ♥ Your request for NCDOT Entitlement VIS\Construction Site for Organization	Show details		
	GRANITE CONSTRUCTION COMPANY has been Approved!			
	This email address is not monitored. Please do not reply to this email. For			
	questions or problems, click here.			



b. Request denied:

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From: □optimaltest@ncdot.gov Sent: Fri 12/18/2015 5:21 PM To:								
Subject: NCDOT Entitlement Request - Entitlement VIS/Construction Site for Organization GRANITE CONSTRUCTION COMPANY, Denied: Your request for NCDOT Entitlement VIS/Construction Site for Organization GRANITE CONSTRUCTION COMPANY has been Denied for the following reason: leaving the company in two weeks.								
This email address is not monitored. Please do not reply to this email. For questions or problems, <u>click here</u> .								

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.