

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!**

North Carolina Identity Management (NCID)

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: [forgot your User ID?](#)

Password: [forgot your Password?](#)

[Need Help?](#)

REMINDER: 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: **Register!**

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

North Carolina Identity Management (NCID)

New User Registration

Please indicate your user type from one of the following categories:

State Government Employee: A person who is currently employed or assigned to work for an agency within the State of North Carolina government.

Local Government Employee: A person who is currently employed or assigned to work for a North Carolina county or municipality.

Business User: A person who is requesting access to the State of North Carolina services on the behalf of a business.

Individual: A person who is requesting access to the State of North Carolina services as an individual or citizen.

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

North Carolina Identity Management (NCID)

New User Registration

Create Individual account

You must activate your account within 3 days after registering or it will be deleted. To do this, you must open the email message that will be sent to the email address you provide here during registration, and click on the URL link to activate your account.

Important!
To ensure that NCID messages will always be delivered to your Inbox, please verify that your email client and email provider are set up to accept messages from ncid_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)

EEmail Address: (* Required)

Confirm EMail Address: (* Required)

New Password:

Re-enter New Password:

4825
Enter the words above:

[Refresh CAPTCHA](#)
[Get an audio CAPTCHA](#)
[Help](#)

Notice: Password policy requires that you set up your Challenge Questions

Please note that you will need to remember the answers to these questions in order to reset your password in the future if you forget your password. Please do not store these answers in written form where another person can access them. Please provide answers that are short, easy to remember, and are things that others won't know about you.

Self Service Challenges/Responses

You must select the challenge questions from the drop down lists below and provide your answers in the space provided.
3 of the following questions will be displayed when authenticating using your Challenge/Responses.

Please select a question	<input type="text"/>
Please select a question	<input type="text"/>
Please select a question	<input type="text"/>
Please select a question	<input type="text"/>
Please select a question	<input type="text"/>

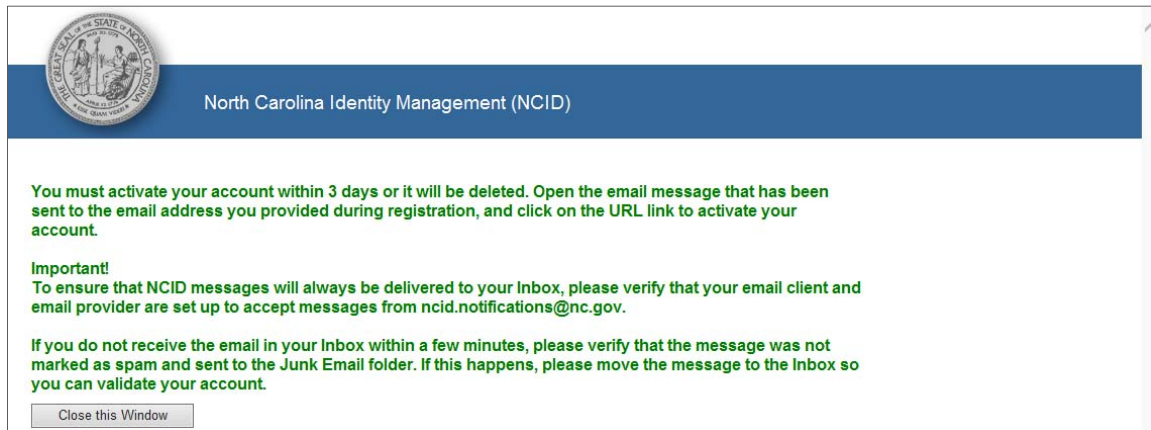
Create account

These are the password guidelines.

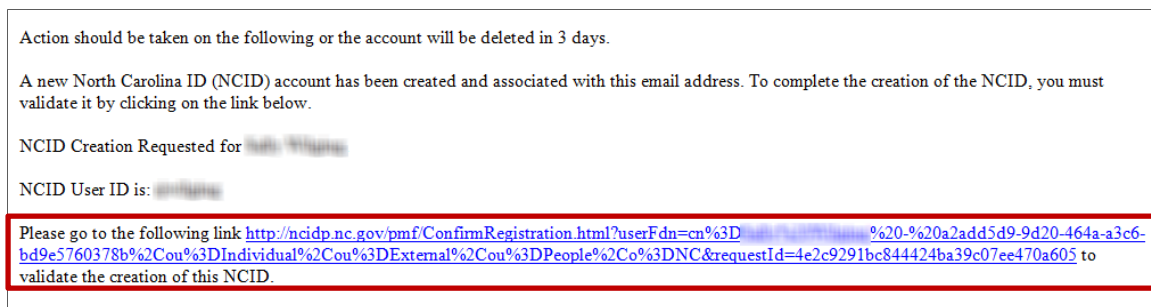
Your password must conform to the following policy:

- ✔ Password cannot contain any of these characters: backslash (\), plus sign (+), forward slash (/), double quotes ("), reverse single quote ('), single quote ('), or space.
- ✔ Password cannot contain more than 2 characters in consecutive & sequential order.
- ✘ Password must have at least 1 numbers.
- ✘ Password must have at least 8 characters.
- ✔ Password can have at most 35 characters.

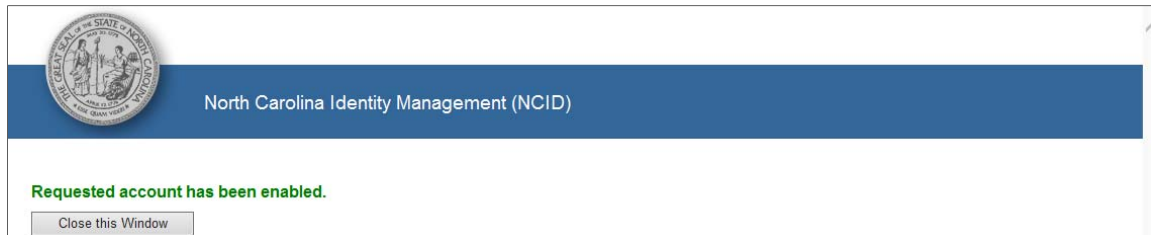
The confirmation screen appears and your NCID is emailed to you.



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



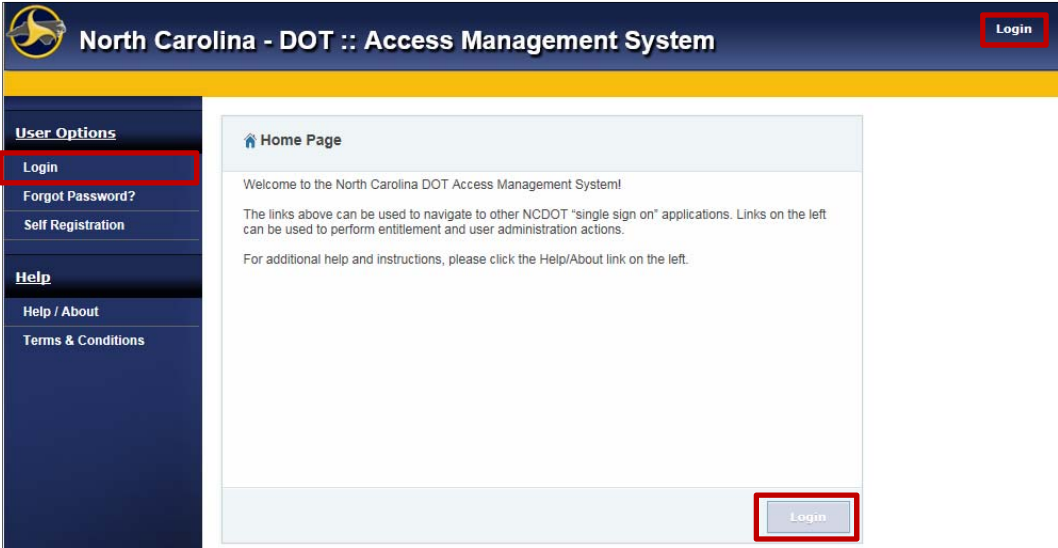
Your account is enabled.



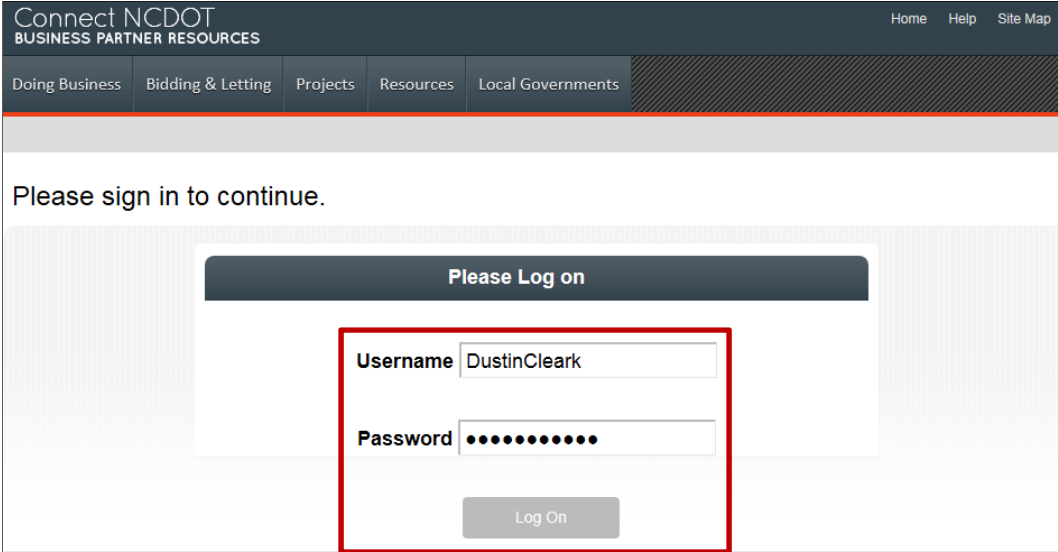
Request Entitlement

(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.)

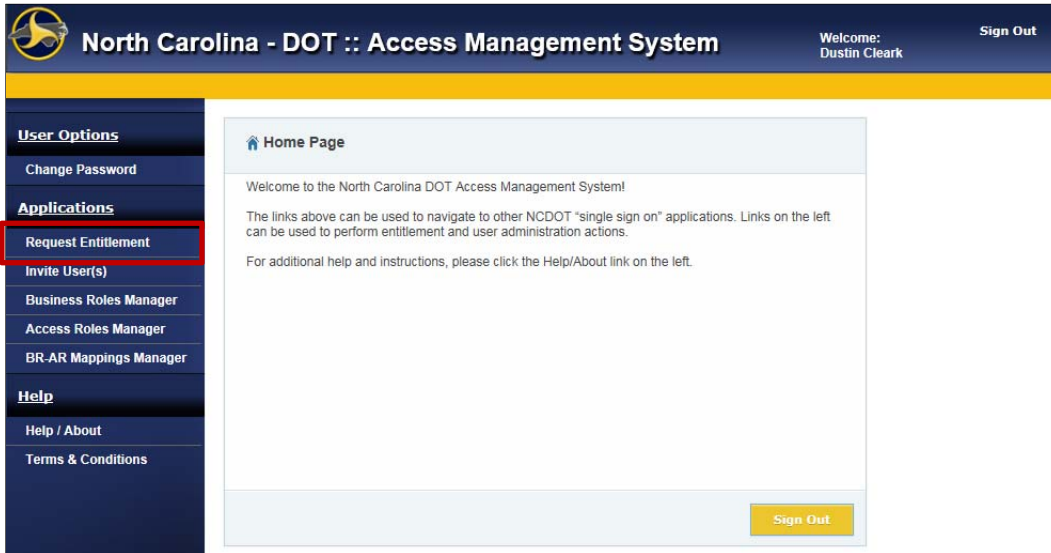
- 1. Go to the Access Management System home page and click **Login**: <https://iamportalq.services.ncdot.gov/ofis/public/alt/>.



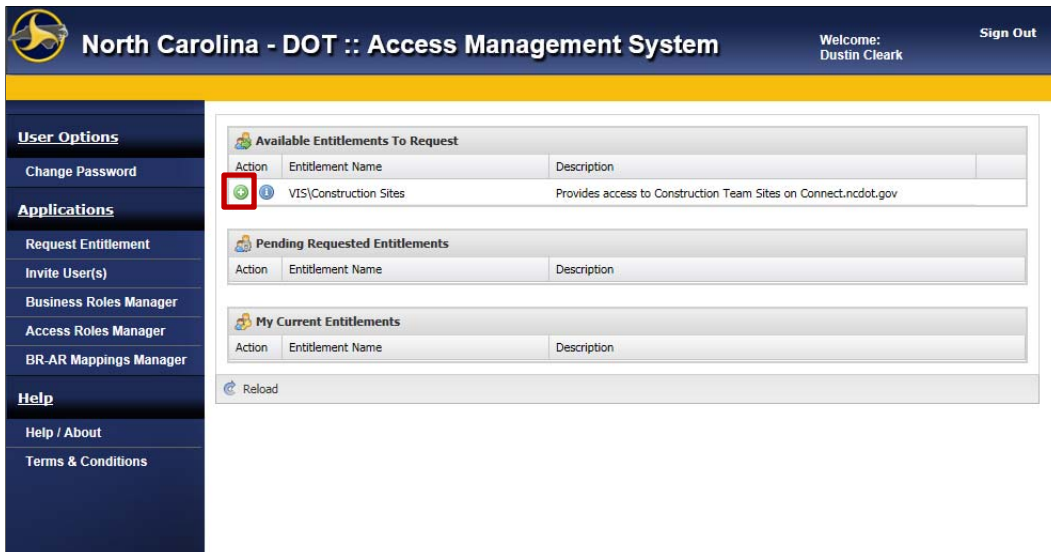
- 2. Enter your NCID and password and click **Log On**.



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 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:

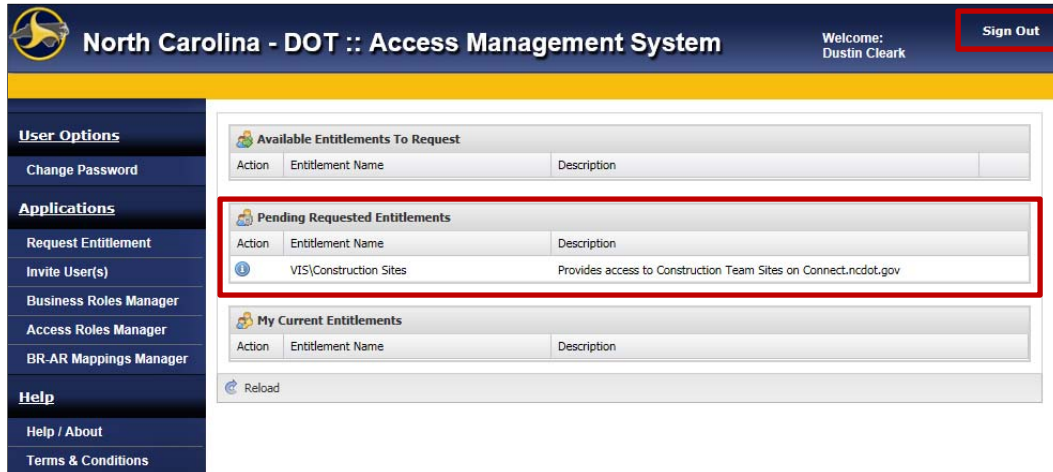
- a. From the **Organization** drop-down, select your company. You can only request entitlement for one company; you cannot submit multiple entitlement requests. This field is required.
- b. Enter your **Employee ID**. Consult with your DA to determine what ID to use. This field is optional.
- c. In 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**.

The screenshot shows the 'Entitlement Request (VIS\Construction Sites)' form. The form is divided into sections: Entitlement Details, User Details, and Request Details. The 'Organization' dropdown is set to 'APAC - ATLANTIC, INC. THOMPSON ARTHUR DIVISION'. The 'Employee ID' field contains '8221'. The 'Reason for Request' text area contains 'Beginning field work in two weeks'. The 'Submit' button is highlighted with a red box.

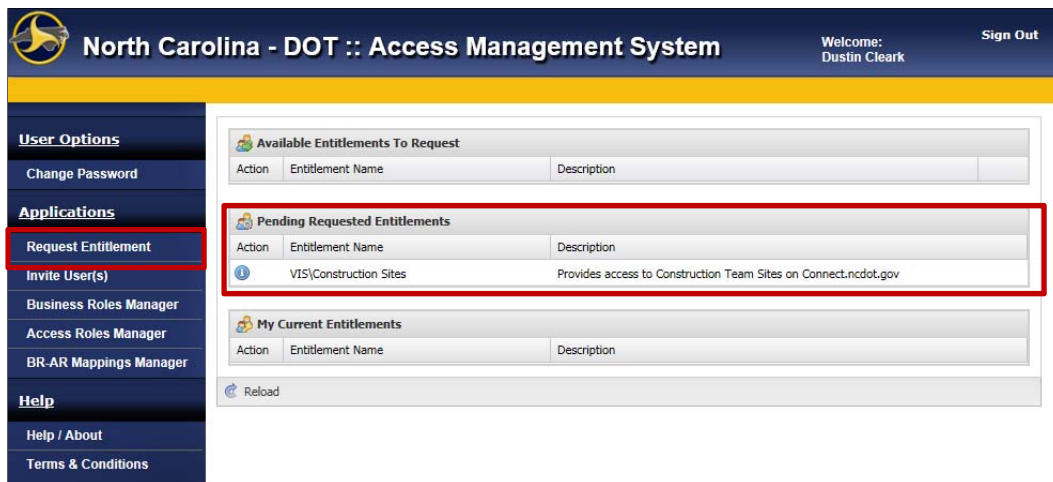
e. Click **OK** in the dialog.

The screenshot shows the same 'Entitlement Request' form, but with a 'Request Completed!' dialog box overlaid. The dialog box contains the message: 'Your entitlement request for [VIS\Construction Sites] has been submitted as ticket [14], you will receive an email once your request has been processed.' The 'OK' button in the dialog box is highlighted with a red box.

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

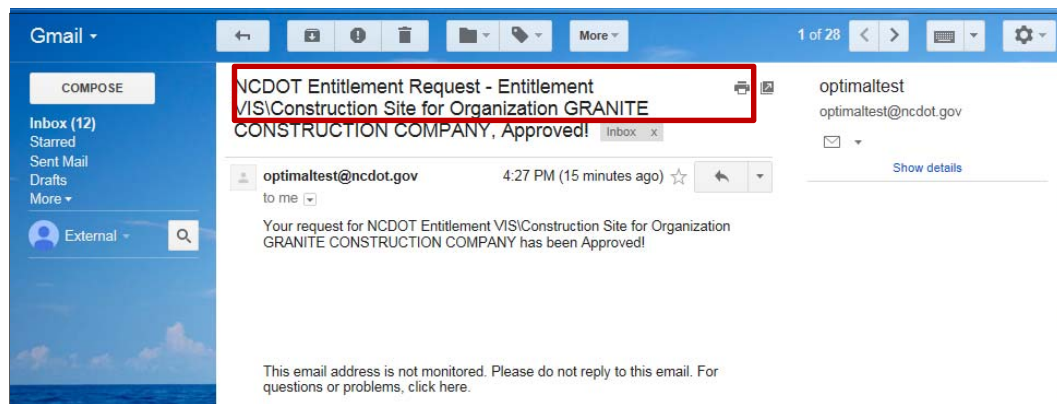


7. You can also see your pending requests by looking under **Request Entitlement**.

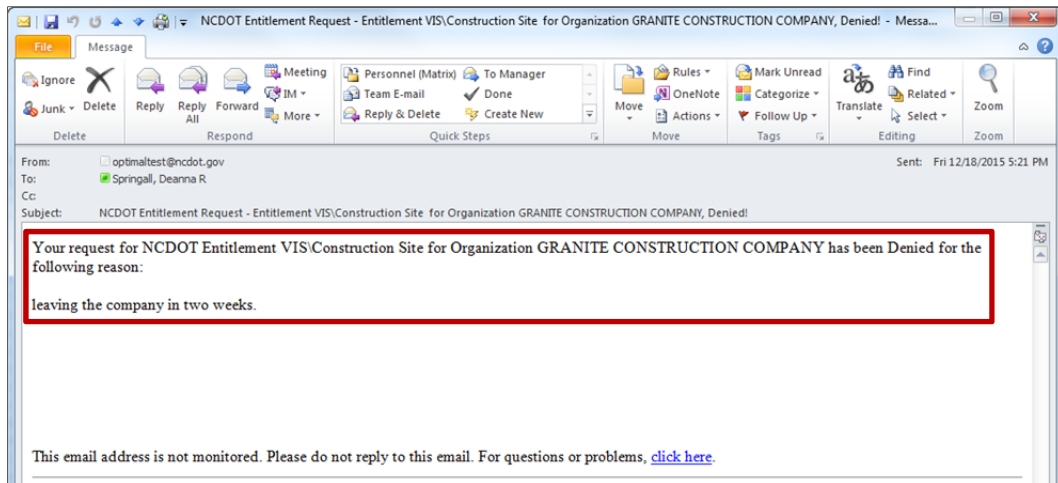


Please logout and close your browser after you complete your transactions!

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.