Grants Management Access Authorization

The Grant Management System now requires NCID or myNCID for access to the system. Complete Section 1 if you have an NCID or myNCID, which will allow you to view, but not submit any information connected to a Grant. If you are going to perform work within the Grants System, you must complete Section 1 and 2 for a PIN. No more than three (3) PIN's will be issued per agency. A separate form will be required for each user with an NCID or myNCID and PIN issuance. Email the form to the GHSP Security Coordinator at **GHSPSecurity@ncdot.gov**. To obtain myNCID, go to https://myncid.nc.gov

Section 1 – NCID or myNCID Information

First Name: *_____   Last Name: *_____

Agency: *_____

Agency Address: *_____

Title: *_____

Telephone: *_____   Ext: _____   Fax: _____

Email: *_____

NCID or myNCID   *_____

A list of Local Government NCID Administrators can be found at https://accessproxy.myncid.nc.gov/LocalGovernmentEmployee.html
A list of State Government NCID Administrators can be found at http://accessproxy.myncid.nc.gov/StateEmployeeRegistration.html
Go to the NCID website: https://ncid.nc.gov if you do not know or are unsure of your NCID password to reset it yourself

Section 2 - PIN Request Information

Final approval of Application, Claims for Reimbursement and Change Request forms will require the use of a PIN. A PIN represents an electronic signature and is unique to a specific person. In order for GHSP to issue a PIN, you must be an active employee of the department and the person responsible for the role. The following roles require the use of a PIN, please check which application you will be responsible for pining (signing).

- ☐ Submit Final Application
- ☐ Create/Submit Claims for Reimbursement
- ☐ Create/Submit Change Request

Choose a 4-digit PIN   PIN Number: _____

I certify information above is accurate and I am the authorized person to perform the duties listed.

Print Name: *

_____

Signature:

_____

Agency Head Signature:

_____