NCDOT Quality Assurance Program

Getting Started Guide

The NCDOT Quality Assurance Program (QAP) is a web based Quality Assurance/Quality Control application (available at https://apps.dot.state.nc.us/vendor/qap) used by both the Department and material Producers/Suppliers who provide Aggregate or Asphalt materials to the Department for highway construction projects. The system provides web enabled data entry of individual QA & QC test results, secure file transfer of test results, access to individual and summary test reports, and statistical analysis tools.

Depending on your security access level, the QAP application will allow you to:

- **Enter Asphalt & Aggregate QA and QC Test Results:** Enter individual QA and QC Aggregate Gradation or Asphalt Mix test results for materials produced at facilities for use on NCDOT construction projects.

- **Upload Aggregate QA and QC Test Results:** Upload multiple Aggregate QA or QC Gradation test results from multiple quarries en masse. This feature is useful for Aggregate Producer/Suppliers who use in-house software to capture test results from multiple quarries throughout the day who wish to upload those test results en masse rather than re-key individual results into the QAP application.

- **Enter Daily Asphalt Tonnage Data:** Enter daily Asphalt tonnage information, invoice numbers, anti-strip flow meter readings, and truck ticket information for JMFs produced by facilities who supply asphalt mix for use on NCDOT construction projects.

- **Correct Aggregate & Asphalt QA and QC Test Results & Tonnage Data:** Department users can correct inaccurately reported QA and QC test result and Asphalt tonnage information supplied by both Producer/Suppliers and NCDOT QA labs.

- **View Aggregate & Asphalt Test Reports:** Review individual test reports, QA/QC comparison reports, moving average reports, daily tonnage reports, miscellaneous test summary reports by material and/or date range, as well as statistical reports including paired-t and F&t test reports for specific Aggregate & Asphalt material properties.

Each user needing access to the QAP application must register using the following two step process.

STEP 1:   NCID Business Registration

NOTE: If you already do business with the state through a website protected by NCID, you do NOT need to re-register or create a new NCID User ID. Skip to STEP 2 and use your existing NCID User ID.

The North Carolina Identity Management Service (NCID) is the State's identity management and access service provided to state government employees, local government employees, business and individuals users. NCID provides the necessary security to ensure your privacy while doing business with various State of North Carolina government agencies. Obtaining an NCID User ID and password is the first step to accessing the QAP website.

This section of the Getting Started Guide provides the steps necessary to complete business user self-registration in NCID. If you have additional questions or need further assistance with NCID registration, please contact the State of North Carolina Office of Information Technology Services (ITS) Service Desk at **1-800-722-3946 or 919-754-6000.**

Note: The ITS Service Desk will only be able to help you with NCID related issues. If you are having problems with the QAP website, please contact *Francine Ward* with the NCDOT Materials & Tests Unit at **919-329-4290.**

1 Go to the NCID Login page located at https://ncid.nc.gov to begin the NCID Self Registration process. The "North Carolina Identity Management (NCID) Login" screen is displayed.

   NOTE: Do not bookmark the link above! You will need to bookmark the https://apps.dot.state.nc.us/vendor/qap page for future access to the QAP application.

2 Click on the **Register** link to begin the self-registration. The "NCID Registration" screen is displayed.

North Carolina Identity Management (NCID)

NCID Registration

The following text would be used to define each user type:

- State Government Employee - A person currently employed or assigned to work for an agency within the State of North Carolina government
- Local Government Employee - A person currently employed or assigned to work for a North Carolina county or municipality
- Business User - A person requesting access to the state of North Carolina services on the behalf of a business
- Individual - A person requesting access to the State of North Carolina services as an individual or citizen

| User Type: | Local Government Employee ∨ |
| Local Organization Type: | --Please Select ∨ |

Continue

3 From the "User Type" dropdown menu, select "Business User" and click **Continue**. The Business User registration form is displayed.

North Carolina Identity Management (NCID)

New User Registration

Create Business account

Please complete this form to create your account. This account will give you access to the password self service.

Requested UserID:	_____ (* Required)
Prefix:	[▾] (Optional)
First Name:	_____ (* Required)
Middle Initial:	_____ (Optional)
Last Name:	_____ (* Required)
Suffix:	[▾] (Optional)
EMail Address:	_____ (* Required)
Confirm EMail Address:	_____ (* Required)
Telephone Number:	_____ (* Required)
Telephone Extension:	_____ (Optional)
Street - Line 1:	_____ (* Required)
Street - Line 2:	_____ (Optional)
City:	_____ (* Required)
State:	[▾] (* Required)
Zip:	_____ (* Required)
New Password:	_____
Re-enter New Password:	_____

Oh, robedi

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.
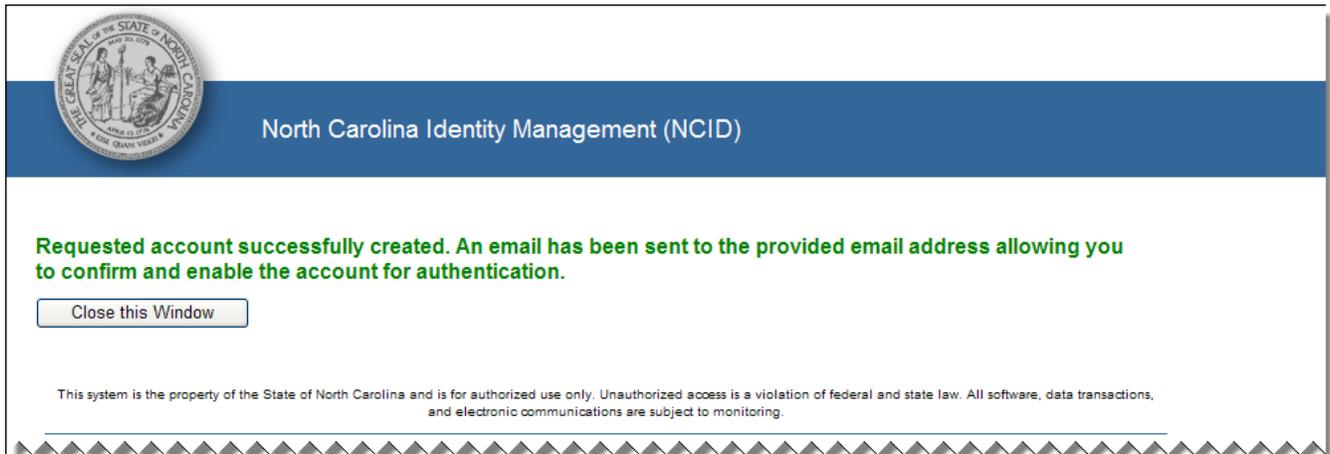
Self Service Challenges/Responses

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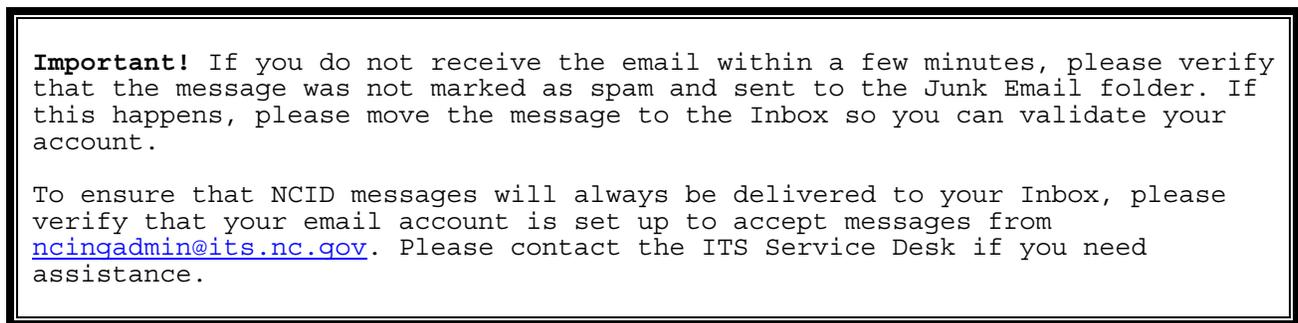3 of the following questions will be displayed when authenticating using your Challenge/Responses.

Please select a question ▾	_____
Please select a question ▾	_____
Please select a question ▾	_____
Please select a question ▾	_____
Please select a question ▾	_____

[Create account]

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

4 Click **Create Account**. The following message confirms that the account was successfully created, and informs you that an email has been sent to the email address you provided during registration.

5 Follow the instructions in the email to enable your new account.

> **Important!** If you do not receive the email within a few minutes, please verify that the message was not marked as spam and sent to the Junk Email folder. If this happens, please move the message to the Inbox so you can validate your account.
>
> To ensure that NCID messages will always be delivered to your Inbox, please verify that your email account is set up to accept messages from ncidqadmin@its.nc.gov. Please contact the ITS Service Desk if you need assistance.

6 Upon clicking the URL provided in the email, another message will be displayed stating that your account has been enabled. You will also receive an email indicating the date and time that your account was confirmed.
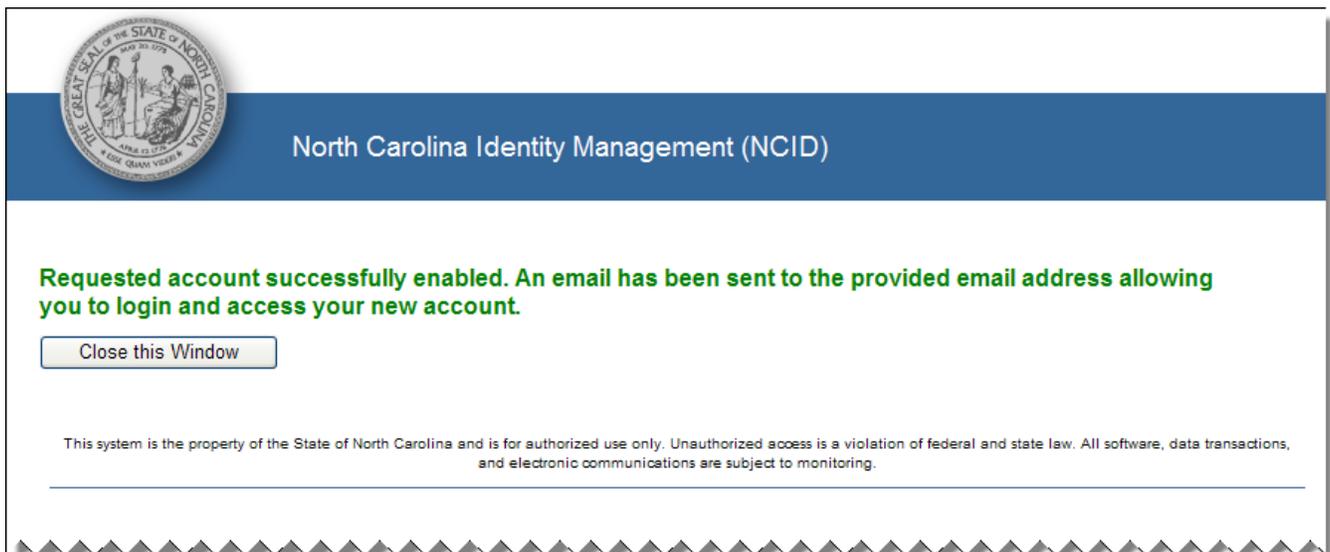
STEP 2:   QAP/HiCAMS User Registration

NOTE: THIS STEP MUST BE COMPLETED WITHIN 3 DAYS OF CREATING YOUR NCID LOGIN ID IN STEP 1. IF YOU HAVE NOT SUCCESSFULLY LOGGED IN TO THE QAP APPLICATION WITHIN 3 DAYS, YOUR NCID ACCOUNT CREATED IN STEP 1 WILL BE DELETED.

The Highway Construction and Materials System (HiCAMS) is an NCDOT application designed to support construction administration, field operations, and material testing on highway construction projects. The QAP program interfaces with the HiCAMS database for Producer/Supplier account administration, valid material & JMF lists, target values, data storage and reporting. Linking your NCID User ID to the HiCAMS database is the next step in accessing the NCDOT's QAP website.

This section of the Getting Started Guide provides the steps necessary to link your NCID User ID to the HiCAMS database. If you have additional questions or need further assistance with this process, please contact the appropriate DOT representative listed below:

1   Provide your company's QAP Account Administrator with the information listed below.

- First & Last Name
- Last 4 digits of SSN
- NCID User ID from STEP 1 above
- Email address used when setting up your NCID account
- Job Title
- Supervisor's Name
- Contact phone number

If you do not know and are unable to determine who your company's account administrator is, contact the appropriate DOT representative listed in item 2 below.

2   Have your company's QAP Account Administrator fax or email the above information to the DOT representative listed below. Only your company's account administrator will be able to request that you be given access to the QAP website. The request must be submitted in writing by either fax or email. The DOT representative will link your NCID User ID to the HiCAMS database and provide you with secure access to the QAP website.

- Francine Ward: fax **919-733-8742** OR email **fdward@ncdot.gov**

3   Navigate to the QAP website located at https://apps.dot.state.nc.us/vendor/qap. [**This is the link that should be bookmarked for future QAP access.**] The NCID login screen will be displayed.
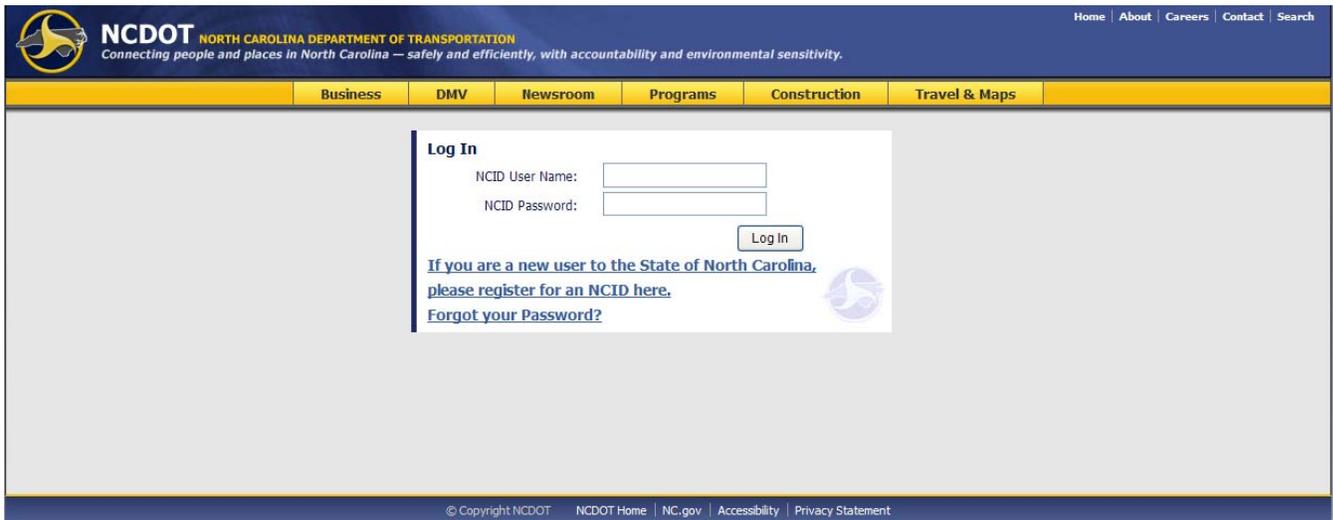
4 Enter your NCID User ID and password. Once the NCID User ID has been authenticated, you will be redirected to the QAP Welcome screen.
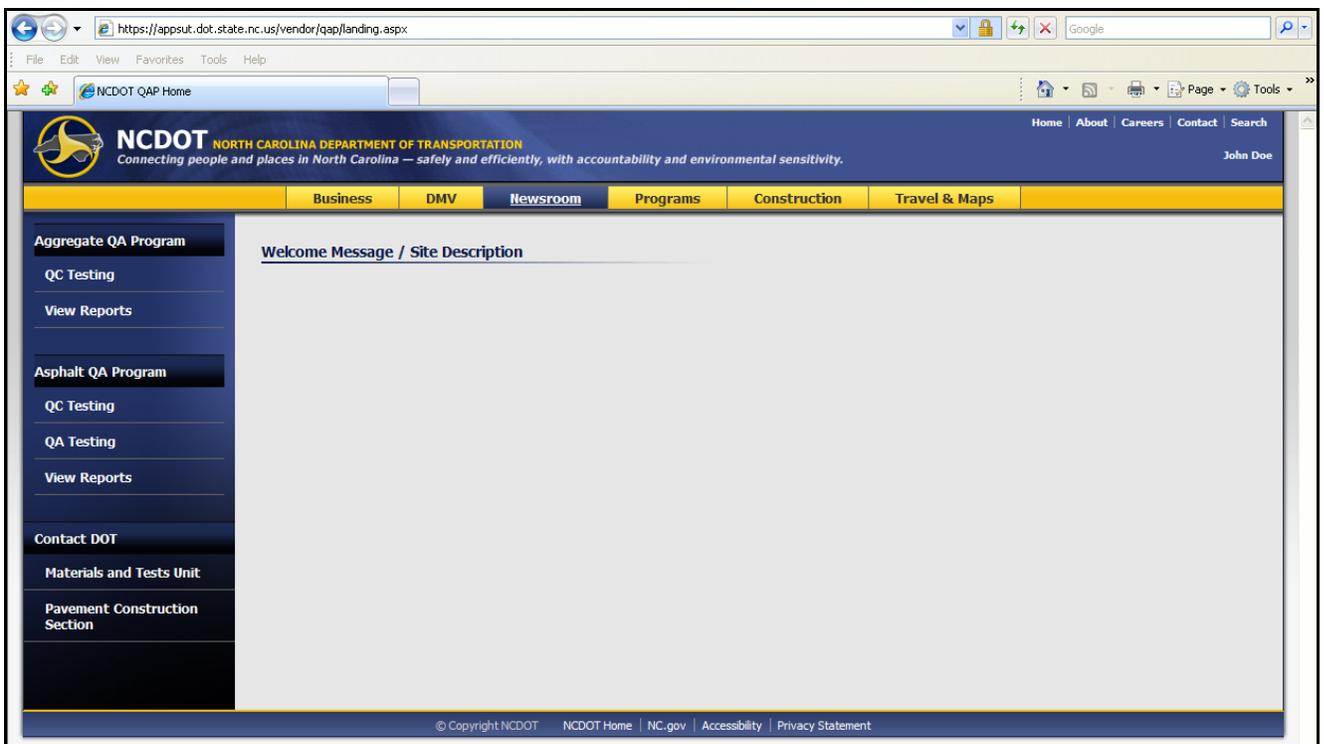
5 You are now able to use the QAP application.