NC Department of Public Safety



NC ALLIES

<u>A Local Link to Improve Effective Services</u>

Register for NCID

Last Revised March 2018

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Document Overview

The NCID Management is the standard identity management and access service provided to state, local, business and citizen users by the Office of Information Technology Services. NCID enables its customers to achieve an elevated degree of security and access control to real-time resources such as customer-based applications and information retrieval.

NCID Information

For problems with NCID Accounts, call 919-754-6000 or 1-800-722-3946, or email its.incidents@its.nc.gov

NC ALLIES Information

For problems or questions regarding NC ALLIES, contact your local JCPC Area Consultant or Program Assistant

User Guides can be found at: <u>https://www.ncdps.gov/Juvenile-Justice/Community-Programs/Juvenile-Crime-Prevention-Councils/Program-Agreement-Information</u>

NCID User Registration

In order to create a NC ALLIES account, you must first create a NCID. To create a NCID, you will need to perform the following steps listed below. If you already have a Business or State/Local Government NCID account, please skip to the <u>Register for Access to NC ALLIES</u> section.

- 1. Enter the following address into your internet browser: https://ncid.nc.gov
- 2. Click the **<u>Register</u>** link on the NCID Login screen.

| | 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: foragt your User ID? |
| | Password: |
| | To register for a new NCID account click here: Register! |

3. From the NCID Registration screen, select **Business User** from the User Type dropdown list.

NOTE: If you already have an NCID account with a User Type of **Business** or **Local Government or State Agency**, please skip to the <u>Register for Access to NC ALLIES</u> section. If you need to register now as a Local Government or State Agency, you may do so by selecting the appropriate User Type here. **Do not choose Individual**. The Zip Code you enter as part of the business address will be used by NC ALLIES system to default your County location. Therefore, be sure to enter a Zip Code from the County where your Program operates.

| STATE O TOP | |
|--|---|
| | North Carolina Identity Management (NCID) |
| New User Regis | tration |
| Please indicate your user | type from one of the following categories: |
| State Government Emplo government. Local Government Emplo Business User: A person Individual: A person who i | yee: A person who is currently employed or assigned to work for an agency within the State of North Carolina yee: 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. s requesting access to the State of North Carolina services as an individual or citizen. |
| | Business Account |

4. Click the **Submit** button.

5. Complete the Business Account information by entering the required fields and selecting five security questions. You must activate your account within 3 days after registering or it will be deleted. Be sure to save your security questions. This is what will be used to unlock your account if you forget your password.



New User Registration

Create Business 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 <u>ncid notifications@nc.gov</u> 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) | | |
| Confirm EMail Address: | | (* Required) | Telephone Nu | mber must |
| Telephone Number: | | (* Required) | aptered as: ### ### #### | |
| Telephone Extension: | | (Optional) | | <i>n-mm-mm</i> |
| Street - Line 1: | | (* Required) | | |
| Street - Line 2: | | (Optional) | | |
| City: | | (* Required) | | |
| State: | NC V (* Required) | | | |
| Zip: | | (* Required) | | |
| New Password: | | | | |
| Re-enter New Password: | Sahalan (10 | Naces - | | |
| | Enter the words above: C Refresh CAPTCHA Get an audio CAPTCHA Help | wc18 | | |
| Password policy requires that you set up | your Challenge Questions | | | |
| a note that you will need to remember the a is in written form where another person can a su must select the challenge question of the following questions will be disa | naves to these questions in order to reservices them. Please provide answers that Self Service Challers ins from the drop down lists below played when authenticating union | I your password in the future if you toget you I are shot, easy to remember, and are thing ingesiResponses w and provide your answers in the sp your challenne/Responses. | ur passivord. Please do not store these a that others won't knew about you pace provided. | |
| lease select a question | | × | | |
| lease select a question | | × | | |
| lease select a question | | × | | |
| | | | | |
| lease select a question | | × | | |

7. The following Activation Message will display:



- 8. Click the **Close this Window** button.
- 9. Login to the email account entered when creating this account.
- 10. Upon creating your NCID Business account, an activation email will be sent to your specified email address from ncid.notifications@nc.gov. Click the link within the email to activate your new account. If you don't receive an email in your Inbox, try looking in your Junk and/or Spam mail folder. If you still have not received an email within an hour, please contact its.incidents@its.nc.gov.



11. Clicking the link within your email will activate your account and take you to the following screen:



12. Go to the NCID login screen and log in to your account to verify access with your chosen username and password. Log out once verified.

To access NC ALLIES, please continue to the Register for NC ALLIES instructions.