Steps to Create a User ID

For NCIR access, follow the steps below:

1. Register online for an NCID account.
   - Type the NCIR web address in your browser’s address bar: https://ncir.dhhs.state.nc.us.
   - Click on the Register! link (image 1).
   - On the next screen, choose Business Account from the dropdown menu and click Submit (image 2).

   - Complete the New User Registration screen (image 3):
     - Fill in your information
     - Choose an available username and a password
     - Enter the letters/numbers shown below the password
     - Set up 5 challenge questions and responses to be used if you forget your password
   - Ensure registration information is accurate (you may want to print the screen to keep for your records).
   - Click Create account.
   - If registration is successful, a message will be displayed in green font reminding you to confirm your account (image 4).

2. Confirm the creation of your NCID account within 3 days.
   - You are sent an email (to the email address you provided) that contains your username as well as a URL link.
   - You must click on the URL link within 3 days to validate your new account. Otherwise it will be deleted (image 5).

3. Have your NCIR Administrator add you as a user.
   - Email your new user ID to your Administrator/trainer.
   - Once your Administrator/trainer has added you as a user, you are able to log into the NCIR.