

Procedures for Acquiring an NCID to Log In to OTISS

1. Go to <https://ncid.nc.gov>.
2. Click on the “First Time NCID” Users link.

First Time NCID User.' Below this text are two input fields: 'User ID:' and 'Password:'. Under the 'User ID' field is a link 'Forgot your User ID?'. Under the 'Password' field is a link 'Forgot Your Password?'. At the bottom of the form are three buttons: 'login', 'clear', and 'help'. An arrow points from the 'First Time NCID User' link in the instructions to the 'login' button."/>

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North Carolina Identity Management Service (NCID)

Login

➔ Please enter your Login User ID and Password. If you are a new user to the State of North Carolina, please select [First Time NCID User](#).

User ID:

[Forgot your User ID?](#)

Password:

[Forgot Your Password?](#)

login clear help

3. The following Registration screen will appear. Select the “Local Government Employee” button and click “Continue.”

Registration

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

<input type="radio"/> State Government Employee	a person currently employed or assigned to work for an agency within the State of North Carolina government
<input checked="" type="radio"/> Local Government Employee	a person currently employed or assigned to work for a North Carolina county or municipality
<input type="radio"/> Business	a person requesting access to the state of North Carolina services on the behalf of a business
<input type="radio"/> Individual	a person requesting access to the State of North Carolina services as an individual or citizen

Continue Cancel

4. Select “K-12 School Employee” and click the “Continue” button.

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Registration

The following text would be used to define each Local Government Organization type:

<input type="radio"/> County Employee	a person currently employed or assigned to work for a County
<input type="radio"/> City Employee	a person currently employed or assigned to work for a City
<input type="radio"/> Community College Employee	a person currently employed or assigned to work for a Local Community College
<input checked="" type="radio"/> K-12 School Employee	a person currently employed or assigned to work for a K-12 School

5. Click the “Next (Personal Info)” button on the next page.

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Self Registration - Local Government *Denotes Required Fields.

User Type and Country Selection

User Type Local Government

Country* United States

5. Fill out the Personal Information form. When you get to the “Member of Organizations” text box, click the “Start Search” button.

Self Registration - Local Government *Denotes Required Fields.

Personal Information

Prefix / First Name* / Middle Initial / Last Name* / Suffix None [] [] [] None []

eMail* []

Retype eMail []

Business Address Line 1* []

Business Address Line 2 []

Locality/City* / State* / Postal Code* [] North Carolina [] []

Business Phone* / Ext. []

Business Mobile Number []

Job Title []

Date of Birth* -- [] -- [] -- []

Member of Organizations* [] **Start Search**

Member of Divisions*

Member of Sections

<< Prev (User Type) Next (Password Info) >> Cancel

6. The following screen will appear. Designate “Public Instruction K-12” for your Agency by clicking the “Select” button next to it.

Public Instruction K-12 **Select**

Total: 1 Agency

Please enter a value in the Search Value textbox to refine your search.

Search Value [] **Start Search**

7. Select your LEA from the next screen. **Charter schools select the “Charter Schools 000” option.**

Divisions for 'Public Instruction K-12': (121 Total)

- Alamance-Burlington Schools 010 **Select**
- Alexander County Schools 020 **Select**
- Alleghany County Schools 030 **Select**
- Anson County Schools 040 **Select**
- Ashe County Schools 050 **Select**
- Asheboro City Schools 761 **Select**
- Asheville City Schools 111 **Select**
- Avery County Schools 060 **Select**

11. Fill out the Password Information form. If you need help deciding on a password, click the “Password Help” link.

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Self Registration Local Government *Denotes Required Fields.

Password Information

Password* [\(Password Help\)](#) New Password Retype Password

- Choose from among nineteen (19) different challenge questions
- You MUST answer five (5) different questions
- The answers to these five (5) questions will be used as prompts in the event that you forget your password
- Please select questions that have only one short, clear answer and can be remembered easily

Challenge Question 1* / Challenge Answer 1* What was the Name of your First Pet?

Challenge Question 2* / Challenge Answer 2* What is your Maternal Grandmother's Maiden name?

Challenge Question 3* / Challenge Answer 3* In what City did you meet your Spouse or Significant other?

Challenge Question 4* / Challenge Answer 4* What is the Middle Name of your Youngest Child?

Challenge Question 5* / Challenge Answer 5* What is your Oldest Sibling's Middle name?

<< Prev (Personal Info) Next (Review Collected Data) >> Cancel

12. When you select “Password Help” the following screen will appear. Read through the password criteria carefully if you are experiencing trouble registering a password.

North Carolina Identity Management Service (NCID)

Local Government Employees Password Change Help

Registered Local Government Employees of the NCID System must adhere to the policy of utilizing strong passwords. Strong passwords must contain a minimum number of characters, utilize punctuation and/or special characters.

- Minimum Length of Eight (8) Characters.
- Minimum of One (1) special character.
- Minimum Fifteen (15) Days Between Password Changes.
- Can Not Reuse a Password.
- Can Not use User ID in password (spelled either backwards or forward).
- Can Not have 3 or more repeating numbers or letters in a password.
- Can Not have 3 or more consecutive numbers or letter in a password.

Examples: iu%^wak OR *23m83

- Minimum Length of Eight (8) Characters.

Your password must be at least size Eight (8) characters long and no more than Thirty Five (35).

13. After you enter your password information, click “Submit Registration” and you will be issued a user name. You will use this user name with the password you just registered to log in to OTISS.

North Carolina Identity Management Service (NCID)

Self Registration - Local Government *Denotes Required Fields.

[Review Collected Data](#)

Country*	United States
Prefix / First Name* / Middle Initial / Last Name* / Suffix	John Doe
eMail*	jdoe@ncdpi.org
Business Address Line 1*	123 Education Blvd.
Business Address Line 2	
Locality/City* / State* / Postal Code*	Raleigh , North Carolina , 27643
Business Phone* / Ext.	919-807-9999 /
Business Mobile Number	
Job Title	
Date of Birth*	September / 22 / 1973
Member of Organizations*	Public Instruction K-12
Member of Divisions*	Alamance-Burlington Schools 010
Member of Sections	Alamance-Burlington Middle Col 010303
Requested User ID*	

[\(User ID Help\)](#)

Password* *****

[\(Password Help\)](#)

Challenge Question 1* / Challenge Answer 1*	What was the Name of your First Pet? / Spot
Challenge Question 2* / Challenge Answer 2*	What is your Maternal Grandmother's Maiden name? / Smith
Challenge Question 3* / Challenge Answer 3*	In what City did you meet your Spouse or Significant other? / Selma
Challenge Question 4* / Challenge Answer 4*	What is the Middle Name of your Youngest Child? / Steven
Challenge Question 5* / Challenge Answer 5*	What is your Oldest Sibling's Middle name? / Sam