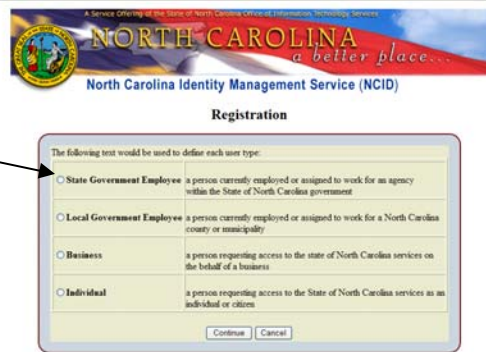


NCID Self Registration Instructions

From your internet browser, go to <https://ncid.nc.gov>. Click “First Time NCID User”. This will be the only time you use this link.

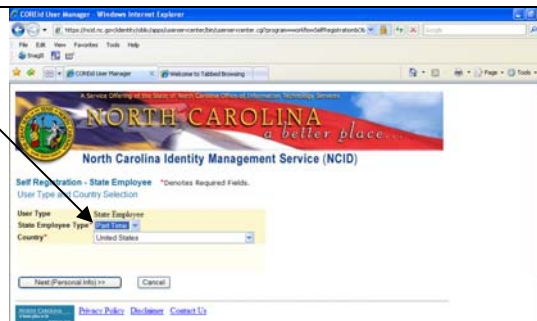


Choose “State Government Employee”, click Continue.



Choose “Part Time” for Employee Type. This is not a reflection of the hours you work.

Choose “United States”. Click the “Next (Personal Info)>>” button.



Enter your personal information using your work address. **You must have a valid email address in order to receive account activation confirmations and alerts for password changes.**

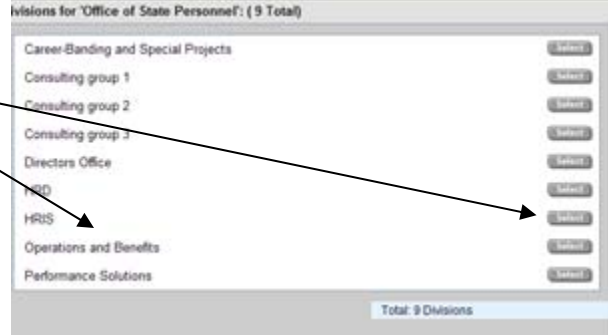
For “Member of Organizations”, type “Office of State Personnel” and click the Start Search button.



Click the “Select” button to select Office of State Personnel. **After clicking the button, be patient.** It may take several minutes to go to the next screen (Divisions).

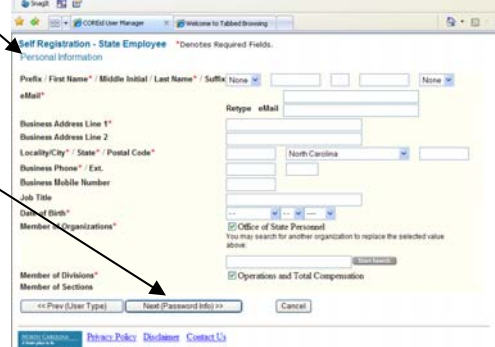


On the Divisions screen, select “Operations and Benefits” for the division.

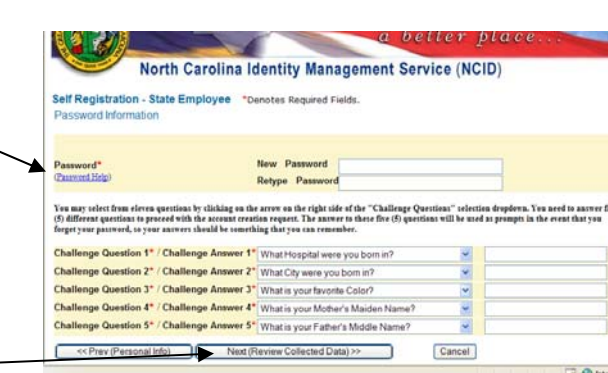


This will take you back to the Personal Information screen

From the Personal Information screen, double check your entries, make any changes if necessary, and click “Next (Password Info) >>”



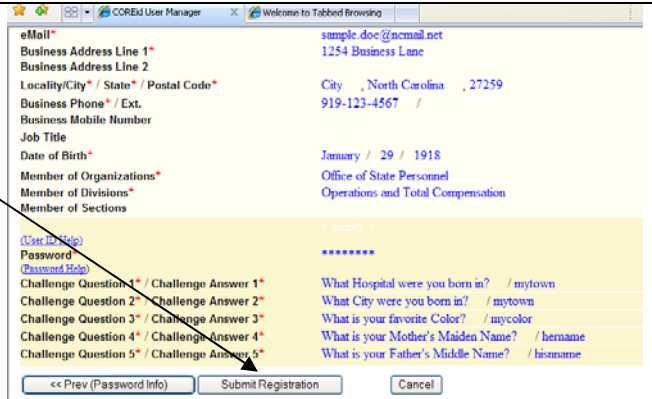
From the Password Information screen, type a password. Click (Password Help) to read the minimum requirements for choosing a password. **Remember your password!**



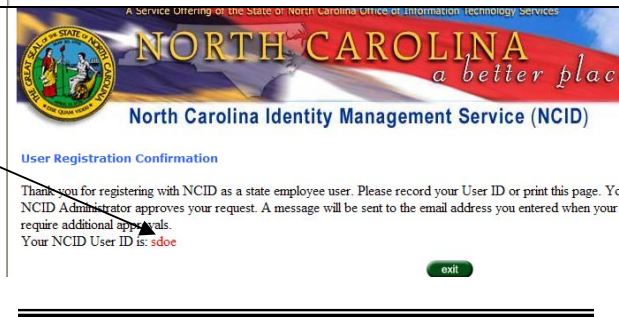
Answer the challenge questions.

Click “Next (Review Collected Data)>>”

Review your information and click "Submit Registration" when ready.



The next screen will be your "User Registration Confirmation". You will see your UserId in red. Please make a note of it. (sdoe is just an example) Click the Exit Button. The NCID administrator will activate your account. You will receive a separate Account Activation Confirmation email.



Then you will be ready to use your new ncid account to access your payroll information through Beacon.

Beacon Portal url: <https://mybeacon.nc.gov>

If, at any time, you forget your userid or password, you can go to <https://ncid.nc.gov> and click the "Forgot your UserID?" or "Forgot Your Password?" links to retrieve them.



Every 90 days, you will be prompted by email to change your password. You will go to the ncid login page, <https://ncid.nc.gov>, login, and click the Change Password link. Follow the prompts.



If you have questions, you can call your NCID administrator, Amy Perry at 919-807-4815 or email her at amy.perry@osp.nc.gov