

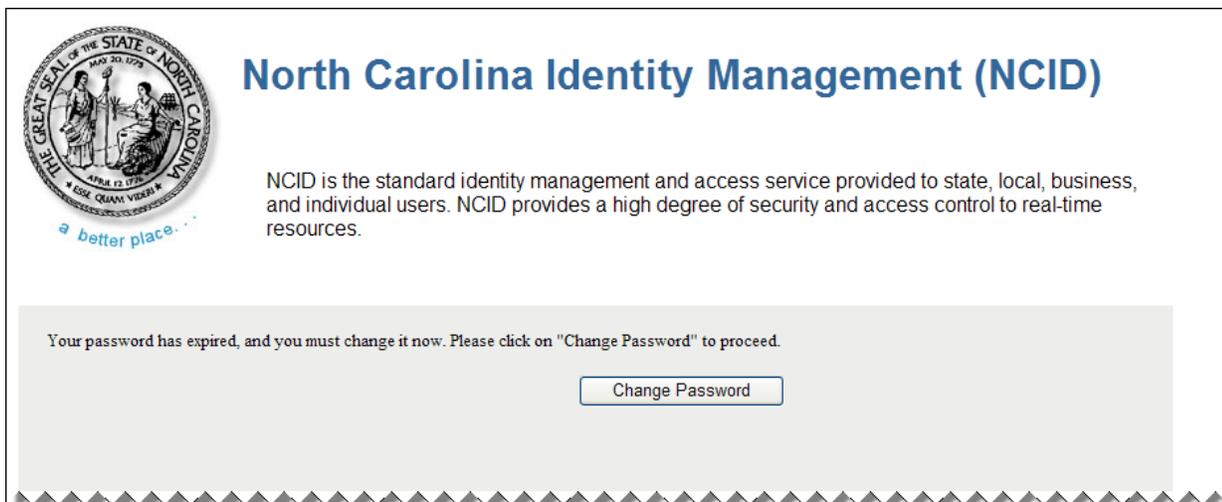
## Steps in setting up your NCID with the Office of State Human Resources

Once you have completed the following steps, you will need to log into Beacon (<https://mybeacon.its.state.nc.us/irj/portal>) and verify that your PERSONAL information is correct before you turn in your first timesheet. Please contact (919) 715-2632 IMMEDIATELY if any of your information is incorrect.

- 1) Your Placement Counselor will inform you on the process of setting up your NCID. Do NOT set up a NCID account
- 2) Temporary Solutions NCID Administrator will set your NCID account and email you your NCID User ID and a temporary password.
- 3) You will need to activate your account by logging into NCID using these credentials (**To set up your new account**), and then create a password and set up your challenge questions and responses. Note that your account will be removed from the system if you do not claim it (set up) within 14 days of it being created. Below are the steps you will go through to activate your account:

### To activate (set up) your new account:

1. Log in to NCID (<https://ncid.nc.gov>) using the User ID and temporary password given to you by your NCID administrator.
2. A message alerts you that your [temporary] password has expired and you must change it. Click on **Change Password** to continue.



3. The "Change Password" screen is displayed. Enter a password in the "New Password" field, and retype it in the "Re-enter New Password" field.

**Note:** The screen indicates whether the password complies with the State's password policy. As you type the password, each requirement listed on the screen turns from red to green and the screen displays either or to indicate whether the password has met each policy requirement.



Logout

## Change Password

No password provided.

Change your password now, as grace logins will expire and your account will be locked!

Your password is expired.

Your password must conform to the following policy:

- ✓ Passwords cannot contain more than 3 characters in consecutive & sequential order.
- ✗ Password must have at least 1 special characters.
- ✓ No character can be used more than 2 times consecutively.
- ✗ Password must have at least 8 characters.

New Password

Re-enter New Password

Change Password

#### 4. Click on **Change Password**.

The “Setup Security Questions” screen is displayed, and prompts you to set up five (5) challenge questions. Three of these questions will be asked if you need to reset your password. Select a question from each dropdown menu, and enter an answer in the field next to the question.

#### **Important!**

- Challenge responses are not case-sensitive; however, the system will match every character (including punctuation) that you specify in your response(s).
- Provide answers that are brief, easy to remember and are things that others won't know about you.
- For security purposes, do not write down your answers.



## North Carolina Identity Management (NCID)

[Logout](#)

### Setup Security Questions

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	<input type="text"/>
Please select a question	<input type="text"/>
Please select a question	<input type="text"/>
Please select a question	<input type="text"/>
Please select a question	<input type="text"/>

5. Click on **Save Responses**.

6. The “NCID Logout” screen is displayed. A message informs you that your security credentials have been successfully updated and asks you to wait a few seconds while your existing password is synchronized across connected systems.



## North Carolina Identity Management (NCID)

### NCID Logout

You have successfully updated your security credentials. Please wait a few seconds while we synchronize your password, and then click the on the *Continue* link below to login again.

Password synchronization in progress, please wait...

7. The “Continue” link appears when the password synchronization is complete. Click on the link to log back into NCID-NG, if you need to manage your account or perform any other tasks, or you can continue to the application that you are trying to access. For security reasons it is recommended that you close this browser window.

**Note:** You will receive email notification that your challenge questions/responses have been updated.