



Registering with NCID for the NCIR

This presentation is not applicable
to Local Health Departments

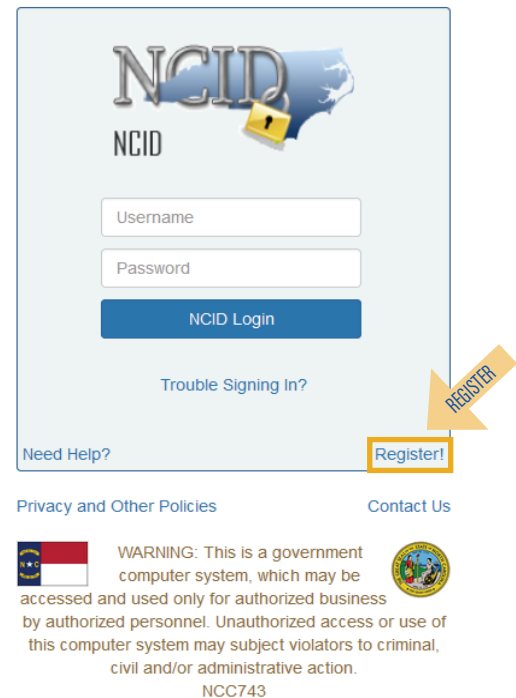
The Registration Process

- Before logging in to the NCIR for the first time:
 - Self-register through NCID for a NCIR username as a **BUSINESS** user(also referred to as a user id)
 - Activate your account by clicking on the link in the authentication email sent from NCID
 - Give your username to your NCIR administrator*
- Once your NCIR Administrator adds you into the system, you will be able to log in.

**Administrator is a type of user role in the NCIR.*

Registration Steps

- Go to the NCIR website: <https://ncir.ncdhhs.gov>
- Click on **Register**



NCID
NCID

Username

Password

NCID Login

Trouble Signing In?

Need Help?

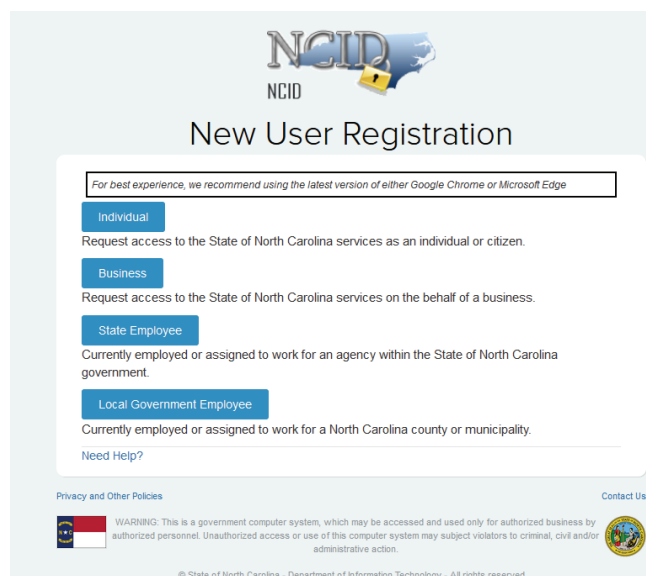
Register!

Privacy and Other Policies

Contact Us

WARNING: This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.
NCC743

- Under New User Registration **ALWAYS** select **Business User**. Do not register for an Individual Account.



NCID
NCID

New User Registration

For best experience, we recommend using the latest version of either Google Chrome or Microsoft Edge.

Individual
Request access to the State of North Carolina services as an individual or citizen.

Business
Request access to the State of North Carolina services on the behalf of a business.

State Employee
Currently employed or assigned to work for an agency within the State of North Carolina government.

Local Government Employee
Currently employed or assigned to work for a North Carolina county or municipality.

Need Help?

Privacy and Other Policies

Contact Us

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4. Complete the new user registration form.

- Use your BUSINESS email, phone, and address.
- If your requested User ID is not available, NCID suggests one for you.
- Make sure to write down your username.
- Create the username that you want to use. This will always be your username when you log into the NCIR.
- When choosing your password make sure that you have at least eight characters, one number, and one special character (ex. !*#@\$%^.)

* Desired Username

Telephone Extension

Must be at least 8 characters long up to maximum of 64.

Prefix

Mobile Number (highly recommended)

Must not include your First name, Last name or username.

* First Name

* Street Line1

Middle Initial

Street Line2

Must have at least 3 of the 4-character types below:

* Last Name

* City

Suffix

* STATE
NC

- Uppercase (A-Z)
- Lowercase (a-z)
- Number (0-9)
- Special character like #, \$, @, %, &, etc
(Note: Space is not allowed)

* Email

* Zip

* Confirm Email

* Password ⓘ



* Telephone Number

* Confirm Password



Password is case sensitive.

Must not include a common word or commonly used sequence of characters such as "password", "ABC", "AAA", "123".

5. Click **Confirm**.

- If you registered successfully, you will receive a message informing you that an email was sent to the email address you provided.
- You will need to answer five challenge questions and provide answers for each.
- The Immunization Branch does not have access to your NCID information. If you have locked yourself out of the NCIR your options are:
 - Wait one hour for your account to reset.
 - Contact the NCID ITS Service Desk at 1-800-722-3946 to have your account reset.
- Select 5 new challenge questions and answers, then click Create account

Confirm User Registration?

• DESIRED USERNAME
NABJCB95

Prefix

• FIRST NAME
Yellow

Middle Initial

• LAST NAME
Fever

Suffix

CONFIRM **CANCEL**

SUCCESS

- ✓ Please check your email to complete the registration process or you will have to re-register again after 3 days

6. Click on the link in the email to activate your account.

- Complete this step **within 3 days** or you must re-register.
- If you do not see the email, check your junk mail.

From: myncid.notifications@nc.gov
myncid.notifications@nc.gov
To: jnharley@centurylink.net

Hello Donna Fever,

Thank you for requesting a North Carolina Identity Management (NCID) account. To complete your account registration confirm your email address by one of the following options within the next 3 days:

If you did not request this new account, you do not need to take any action.

1) Click the following link https://myncid.nc.gov/index.html#/code-verification?code=xFr0_t80idNLumUSbzfUJf2phHsay1ncMbIVHu8fHcO0PNIE_VAwq0ai7t1Qn0NfypGA-8EnzBy7p9X9h90YfZ2oTTIQzoUhzocaeyws%3D

OR

2) Copy and paste the URL https://myncid.nc.gov/index.html#/code-verification?code=xFr0_t80idNLumUSbzfUJf2phHsay1ncMbIVHu8fHcO0PNIE_VAwq0ai7t1Qn0NfypGA-8EnzBy7p9X9h90YfZ2oTTIQzoUhzocaeyws%3D in a new browser window.

If you do not complete this verification process within 3 days, you will have to re-register for the NCID account.

Regards,


NCID User Registration Team

Note: Replies to this email are not monitored. For any issues, please call the DIT Service Desk at 1-800-722-3946

7. Give your user ID (not password) to your NCIR administrator.

8. After your administrator adds you to the system, you are able to go to the NCIR website <https://ncir.ncdhhs.gov> and log in using your user ID and password.

The NCIR Home Page



NC Immunization Registry

UAT Region (T4) 9.6.0

.....

Query Only
view client report
request new client form

General
system user manual

Organizations
switch org & role

home | change password | logout | help desk

organization Test • user Athena Roberts • role Rep

Your organization name, your name and your user role shown here

announcements:

02/15/2016 ~ [NCIR Meaningful Use Registration Portal](#)

02/04/2016 ~ [2016 Immunization Schedules](#)

NEW 12/21/2015 ~ [Pentacel® Vaccine Delay Guidance](#)

NEW 12/08/2015 ~ [Pentacel Update](#)

NEW 11/19/2015 ~ [Holiday Shipping](#)

[more announcements](#)

Important NCIR announcements
(**NEW** = unread)

release notes:

NEW 10/01/2015 ~ [Release Version 9.5.0](#) NCIR Release Notes Version 9.5.0

[more release notes](#)

Release notes (details about recent NCIR version updates)

resources on the web:

[Immunize North Carolina](#)

N.C. Immunization Branch Home Page

[Flu Reporting 2015](#)

Information on reporting flu vaccine in NCIR.

[Mass Clinic Form 2015](#)

Gather client demographic and allergy risk information during a Mass Vaccination Clinic.

upcoming events:

[2015 NC Immunization Conference: Presentation](#)


Presentations from the 2015 State Immunization Conference available online!
Click the above link to review.

Links to info about upcoming events

Links to resources on the web – including Vaccine Information Statements (VIS) and the Vaccine Adverse Event Reporting System (VAERS)

The NCIR Home Page

Left-side menu
(your menu
options are
based on your
user role)


UAT Region (T4) 9.6.0

[home](#) [change password](#) [logout](#) [help desk](#)

organization **Scott Organization** • user **Athena Roberts** • role **Inventory Control**

announcements:

NEW 03/10/2016 ~ [2016 Regional Workshops Registration Now Open](#)

NEW 02/15/2016 ~ [NCIR Meaningful Use Registration Portal](#)

NEW 02/04/2016 ~ [2016 Immunization Schedules](#)

NEW 12/21/2015 ~ [Pentacel® Vaccine Delay Guidance](#)

NEW 12/08/2015 ~ [Pentacel Update](#)

NEW 11/19/2015 ~ [Holiday Shipping](#)

NEW 10/30/2015 ~ [NCIR Maintenance](#)

NEW 10/01/2015 ~ [Scheduled NCIR Maintenance Tonight](#)

[more announcements](#)

release notes:

NEW 10/01/2015 ~ [Release Version 9.5.0](#) [NCIR Release Notes Version 9.5.0](#)

[more release notes](#)

Inventory
manage inventory
manage orders
manage transfers
shipping documents
inventory report
inventory count
Clients
manage client
mass vax grid entry
Immunizations
manage immunizations
Reports
request new client form
request transaction
sum
request vaccine usage
request wasted/expired
General
system user manual
Data Exchange
dx imm transaction list
Admin Support
manufacturer listing
trade name listing
vaccine listing
Organizations
switch org & role

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	No Order Notification		
Transfer(s)	No Transfer Notification		

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	State	Exp Date
No vaccines are currently set to expire.					

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Quantity On Hand	State
No vaccine groups have a low inventory.		

Inventory control and administrator roles see notifications
related to ordering and inventory

User Help Links

Click **help desk** for contact information for the NCIR Help Desk.

The **system user manual** contains in-depth user information.

The **light bulb button** opens an NCIR online help module that applies to whichever NCIR screen you are viewing.

The screenshot shows the NCIR web application interface. At the top, there is a navigation bar with links for [home](#), [change password](#), [logout](#), and [help desk](#). Below this, a user status bar indicates the current user is 'Athena Roberts' with the role 'Reports Only'. The main content area is divided into several sections: 'announcements' with a list of recent updates (e.g., 'NCIR Meaningful Use Registration Portal', '2016 Immunization Schedules', 'Pentacel® Vaccine Delay Guidance', 'Pentacel Update', 'Holiday Shipping'), 'release notes' with a link to 'Release Version 9.5.0', 'resources on the web' featuring a link to 'Immunize North Carolina', and 'upcoming events' with a link to '2015 NC Immunization Conference: Presentations'. On the left side, a sidebar contains the NCIR logo and a menu with options like 'Query Only', 'view client report', 'request new client form', 'General', 'system user manual', 'Organizations', and 'switch org & role'. A callout box points to the 'system user manual' link, stating it contains in-depth user information. Another callout points to the 'help desk' link in the top navigation bar, stating it provides contact information. A third callout points to a light bulb icon in the top right corner, stating it opens an online help module. A fourth callout points to the 'Immunize North Carolina' link, stating it leads to the Immunization Branch website with user training resources.

organization Test • user Athena Roberts • role Reports Only

announcements:

- 02/15/2016 ~ [NCIR Meaningful Use Registration Portal](#)
- 02/04/2016 ~ [2016 Immunization Schedules](#)
- NEW** 12/21/2015 ~ [Pentacel® Vaccine Delay Guidance](#)
- NEW** 12/08/2015 ~ [Pentacel Update](#)
- NEW** 11/19/2015 ~ [Holiday Shipping](#)
- [more announcements](#)

release notes:

- NEW** 10/01/2015 ~ [Release Version 9.5.0](#) [NCIR Release Notes Version 9.5.0](#)
- [more release notes](#)

resources on the web:

- [Immunize North Carolina](#)
N.C. Immunization Branch Home Page

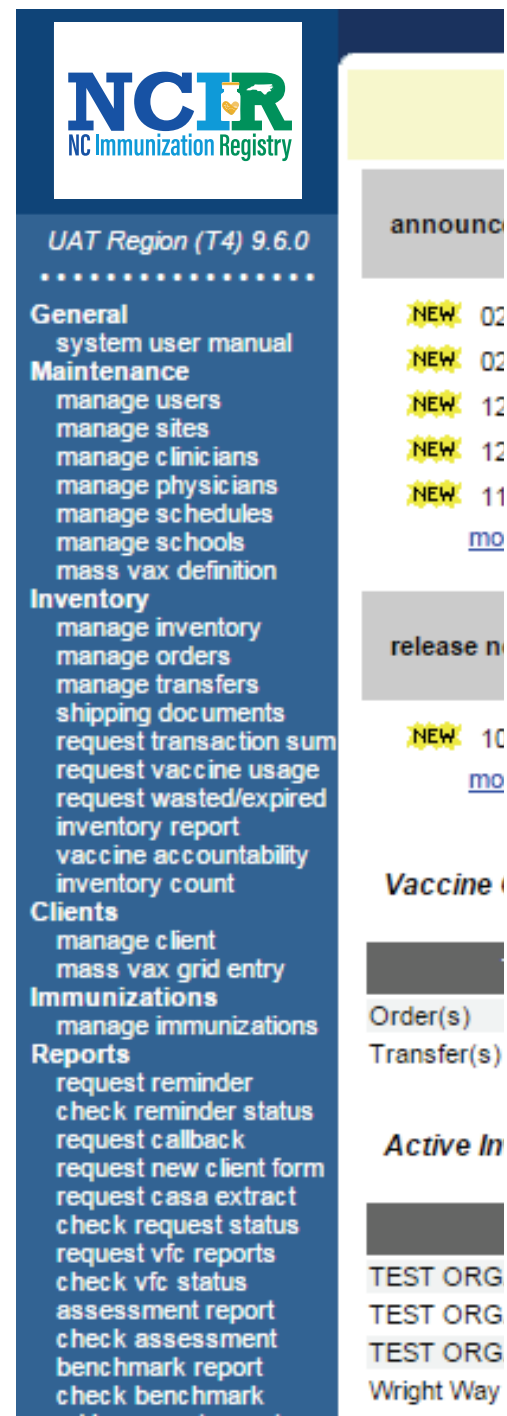
upcoming events:

- [2015 NC Immunization Conference: Presentations](#)
Presentations from the 2015 State Immunization Conference available online!
Click the above link to review.

Link takes you to the Immunization Branch website, which contains NCIR user training resources

Menu Options are determined by your user role

- Reports Only
 - Searches for clients and views/prints client specific records
- Typical User
 - Has all functionality that the reports only role has
 - Manages (add & edit) clients
 - Manages immunization information
- Inventory Control
 - Has all functionality that the reports only and typical user roles have
 - Manages inventory and ordering
- Administrator
 - Has all functionality that the other roles have
 - Manages users, sites, and clinicians
 - Runs practice-level reports, including reminder/recall



The screenshot displays the NCIR (NC Immunization Registry) interface. At the top, the NCIR logo is visible. Below it, the version information 'UAT Region (T4) 9.6.0' is shown. The main menu is organized into several categories: General, Maintenance, Inventory, Clients, Immunizations, and Reports. Each category lists various functions available to the user. On the right side of the interface, there are buttons for 'announce', 'release n', 'Vaccine', 'Order(s)', 'Transfer(s)', and 'Active In'. Below these buttons, there are several 'TEST ORG' labels and a 'Wright Way' label.

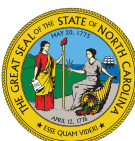


Questions?

Contact your Regional Immunization Program Consultant (RIC)

The RIC map with contact information is located on the Immunization Branch website:
dph.ncdhhs.gov/programs/epidemiology/immunization/providers/contacts

NCIR Help Desk: 1-877-873-6247 | ncirhelp@dhhs.nc.gov



NC DEPARTMENT OF
**HEALTH AND
 HUMAN SERVICES**
 Division of Public Health

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