

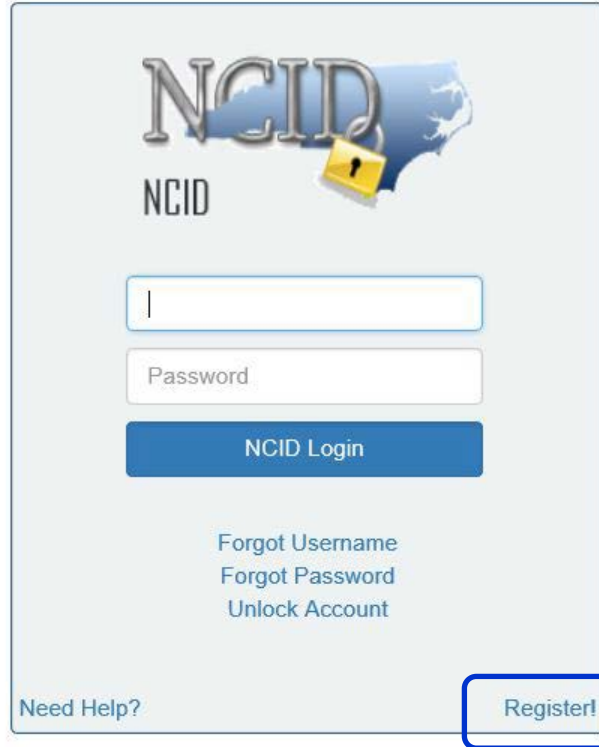
## HOW TO REGISTER FOR AN NCID AND REQUEST AN ORGANIZATIONAL ROLE

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To enter information and work in the GEMS system, **you must have an NCID account**. To register for an NCID, go to <https://ncid.nc.gov>.

You should see the following screen:

NCID Post Upgrade Tips



The image shows a screenshot of the NCID login and registration page. At the top, there is a pink banner with the text "NCID Post Upgrade Tips". Below this is a light blue box containing the NCID logo, which includes the letters "NCID" in a stylized font with a map of North Carolina and a yellow padlock icon. Underneath the logo are two input fields: one for the username (containing a vertical bar) and one for the password. Below the password field is a blue button labeled "NCID Login". Underneath the login button are three links: "Forgot Username", "Forgot Password", and "Unlock Account". In the bottom left corner of the light blue box is the text "Need Help?". In the bottom right corner, there is a button labeled "Register!". A red arrow points to the "Register!" button.

NCID

NCID

NCID Login

Forgot Username  
Forgot Password  
Unlock Account

Need Help?

Register!

Click on the **Register** link in the bottom right hand corner.

Clicking on the [Register](#) link will take you to this screen:

**North Carolina Identity Management** NCID

### New User Registration

Please indicate your user type from one of the following categories:

- 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.

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and elect communications are subject to monitoring.

[North Carolina www.nc.gov](#) [Privacy and Other Policies](#) [Contact Us](#)

Click on the appropriate link to indicate your user type. If you are a non-profit agency, click on Individual. If you are a local government employee, click on that link, and so on.

Clicking on the link will then take you to the page where you will enter the information needed to set up your NCID account.

**New User Registration**  
Self Service Password Reset

**North Carolina Identity Management**

To create your account, NCID will email you a code. You will need this code once you complete the form below and click the "Continue" button.

**Requested UserID\***

**Prefix (Optional)**

**First Name\***

It will ask you to enter a [User ID](#).

- Remember your [User ID](#). Your access to the GEMS system will be tied to the use of that NCID for the duration of your current and future projects in the GEMS system.

At the end of the registration page, it will require you to create a password.

Read the notes about passwords. Passwords should contain both uppercase and lowercase letters, an acceptable symbol, and numbers. They should not contain your name or part of your name.

- As an example, **commission1201** is not a valid password.
- **Commission#1201** is a valid password
  - it contains a capital letter
  - lowercase letters
  - a symbol and
  - numbers

At the bottom of the page, you will be asked to select images to indicate you are not a 'robot'.

Next, click on **>>Continue** and follow the instructions.

*Remember: NCID User IDs and passwords **should not be shared**. Each person working in the GEMS system should have their own individual User ID and password. Also, passwords must be changed every 90 days.*


### GEMS Log-in

Once you have your NCID and password set up, you be able to log into GEMS.

Go <https://gems.ncdps.gov>. You may want to save this link to your 'Favorites' bar in your Internet browser window, since you will be using it frequently.


**New Password™**

- Password is case sensitive.
- Must be at least 8 characters long.
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.
- Can be changed no more often then once every 3 days.
- Must have at least 4 types of the following characters:
  - Uppercase (A-Z)
  - Lowercase (a-z)
  - Number (0-9)
  - Symbol (!, #, \$, etc.)
  - Other language characters not listed above
- New password may not have been used previously.

I'm not a robot   
reCAPTCHA  
Privacy - Terms

That click will take you to the Grants portion of the DPS web site. Scroll down the page to Governor's Crime Commission **Grants** and click on the link **The Governor's Crime Commission**.

That will take you to the GEMS log in screen. Log in with your **NCID User ID** and your **NCID password**:



Password

[Need an NCID?](#) [Forgot Password?](#)

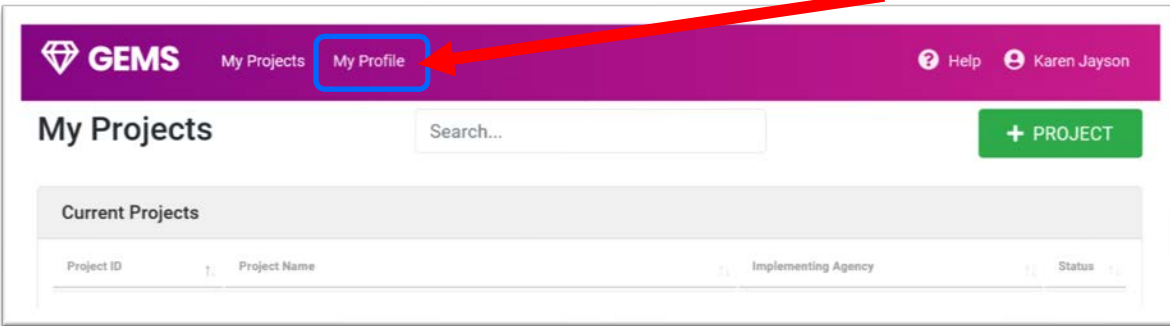
NCID Registration Issues? Please note the following: If you have difficulty obtaining your NCID or your NCID login does not work, you are advised to contact the ITS Service Desk. The ITS Service Desk is reachable 24 hours a day at 919-754-6000 or toll free at 1-800-722-3946.

**NCID User ID**

**NCID Password**

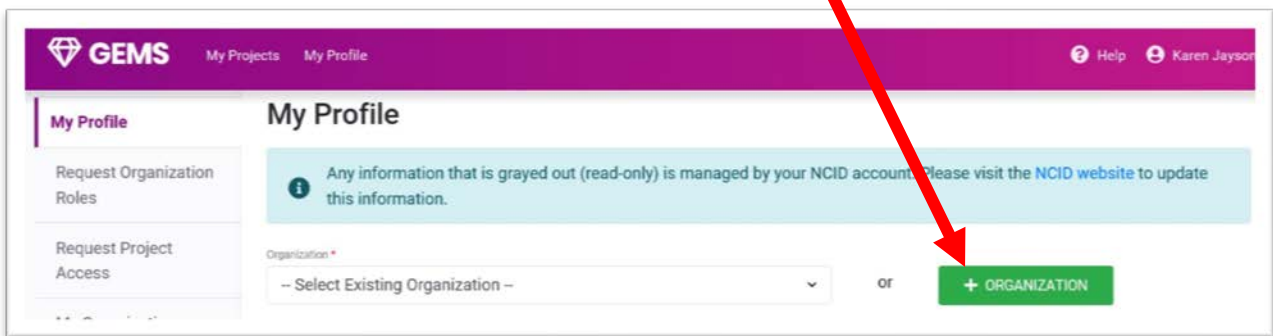
And click on **Sign In** or hit 'Enter.'

That will take you to the GEMS homepage, where you will click on the [My Profile](#) link.



On the [My Profile](#) page, select your organization from the dropdown menu and enter your contact information, including position within the agency. If your agency has not applied for funding before, you will need to click on the green box - **+ ORGANIZATION** - and enter your agency information.

If your organization is in the dropdown menu, skip this step!



That link will take you to the [My Organization](#) page, where you will enter your agency's contact and organizational information. You MUST have your **Federal Tax ID Number**, **Dun & Bradstreet (DUNS) Number**, and **SAM registration**. With your SAM registration, you must also upload proof that your agency is active and current in the SAM system. When you last updated your registration, you should have received an email confirming the update. That email will serve as proof that you are up to date in the SAM.gov system.

**Note: SAM.gov now requires NOTARIZED proof from your agency in order to renew your SAM registration. Plan and allow extra time to submit your documentation and receive confirmation of the renewal of your registration.**

Once you have either selected your organization or have entered it in the GEMS system and have your profile information entered, click on the [Request Organizational Roles](#) link:

On the next screen, select the role you need to request — either Organization Administrator, Financial Officer, or Authorizing Official — and provide a brief justification for the request in the text box, then click **Submit Request**:

**Select a Role**

Once you have submitted your request, your agency’s Organizational Administrator will review and approve the request. From that point you should be able to access the project to review and approve items as needed.

***As always, if you have any questions or issues, let us know!***