HOW TO REGISTER FOR AN NCID AND REQUEST AN ORGANIZATIONAL ROLE

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](image)

Click on the Register link in the bottom right hand corner.
Clicking on the Register link will take you to this screen:

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.

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.

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:

**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.

![GEMS homepage](image)

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!

![My Profile page](image)

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:

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!