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.
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.
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.

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.