

# EDUCATOR PREPARATION PROGRAM PROPOSAL

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# EDUCATOR PREPARATION PROGRAM PROPOSAL

The Educator Preparation Program Proposal application is restricted and can only be accessed with a valid NCID.

To apply for your NCID go to <https://ncidp.nc.gov/ncidsspr/>

FOR USERS WITH A VALID NCID

CLICK THE RADIO BUTTON TO THE LEFT OF 'I HAVE A VALID NCID' FROM THE CHOICES BELOW:

## Educator Preparation Program Proposal

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 **The is a restricted site.**  
Access is restricted to authorised users only.  
To use this site, you will need a valid NCID account.

I have a valid NCID account:  
(For users who have been assigned a valid NCID account)

I do not have a valid NCID account:  
(For users who have not been assigned a valid NCID account)

FIRST TIME USERS MUST READ THE TERMS OF USE AND CHECK THE BOX AS INDICATED BELOW WHEN COMPLETE:

**First time users check here to certify you read the Educator Preparation Program Proposal system Terms Of Use**

**Read Terms Of Use**



ENTER YOUR NCID AND NCID PASSWORD AND CLICK LOGIN AS INDICATED BELOW:

**User with a valid NCID account:**

**First time users check here to certify you read the Educator Preparation Program Proposal system Terms Of Use**

**Read Terms Of Use**

**User Name**

**Password**



YOU WILL THEN BE GRANTED ACCESS TO THE EDUCATOR PREPARATION PROGRAM PROPOSAL APPLICATION.

SUBSCRIBE TO THE EDUCATOR PREPARATION PROGRAM PROPOSAL APPLICATION

ENTER THE REQUIRED FIELDS AS INDICATED BY AN ASTERISK (\*). WHEN COMPLETED CLICK 'SUBSCRIBE' AS SHOWN BELOW:

Subscribe to Application

melissa\_conover >> (PLEASE FILL OUT FIELDS BELOW IN THE ORDER SHOWN)

\*Your User Role:  Institution of Higher Education (IHE) Member

\*IHE: SELECT IHE

\*Your First Name:

\*Your Last Name:

Today's Date: 10-JAN-17

\*Your E-Mail Address:

\*Verify E-Mail Address:

Your Phone Number:

Note to Application Administrator: Enter Note Here -OR- N/A

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**Subscribe** Cancel

YOU WILL RECEIVE THE FOLLOWING MESSAGES:

You have successfully submitted a request for access to this system. A confirmation e-mail has been sent to the e-mail address you provided.

**Waiting on Educator Preparation Program Proposal System Administrator to approve your account subscription request.**

YOU WILL ALSO RECEIVE THE FOLLOWING EMAIL:

We have received your request to subscribe to the Educator Preparation Program Proposal System. An Application Administrator will have to approve your account. Once your request has been approved, you will be notified via e-mail.

Regards,  
Educator Preparation Team

YOU WILL BE NOTIFIED BY EMAIL WHEN THE SYSTEM ADMINISTRATOR HAS APPROVED YOUR ACCOUNT SUBSCRIPTION REQUEST.

FOR USERS WITHOUT A VALID NCID

CLICK THE RADIO BUTTON TO THE LEFT OF 'I DO NOT HAVE A VALID NCID' FROM THE CHOICES BELOW:

### Educator Preparation Program Proposal

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**The is a restricted site.**

**Access is restricted to authorised users only.**

**To use this site, you will need a valid NCID account.**

I have a valid NCID account:

(For users who have been assigned a valid NCID account)

I do not have a valid NCID account:

(For users who have not been assigned a valid NCID account)

THE FOLLOWING VERBIAGE WILL BE PRESENTED. CLICK ON 'HERE' IN '**TO OBTAIN A VALID NCID ACCOUNT CLICK HERE**' AS INDICATED

An NCID account can be obtained by clicking on the link below and clicking on the 'Register!' button in the bottom right corner of the NCID window.

NCID

NCID

Username

Password

NCID Login

Forgot Username  
Forgot Password  
Unlock Account

Need Help? Register!



ON THE FOLLOWING PAGE, CLICK *INDIVIDUAL* TO REQUEST ACCESS TO THE STATE OF NORTH CAROLINA SERVICES AS AN INDIVIDUAL OR CITIZEN AS SHOWN BELOW:



## North Carolina Identity Management (NCID)



### New User Registration

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

- |   |   |   |
|---|---|---|
| <input type="radio"/> Individual                | Request access to the State of North Carolina services as an individual or citizen.                 |  |
| <input type="radio"/> Business                  | Request access to the State of North Carolina services on the behalf of a business.                 |   |
| <input type="radio"/> State Employee            | Currently employed or assigned to work for an agency within the State of North Carolina government. |   |
| <input type="radio"/> 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 electronic communications are subject to monitoring.

North Carolina  
www.nc.gov

[Privacy and Other Policies](#)

[Contact Us](#)

FILL IN THE REQUIRED FIELDS AND CLICK THE BOXES FOR *I AM NOT A ROBOT* AND CONTINUE AS INDICATED BELOW:

Requested UserID\*

Prefix (Optional)

First Name\*

Middle Initial (Optional)

Last Name\*

Suffix (Optional)

Email Address\*

Confirm Email Address\*

Mobile Number (Optional)

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 than 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



▶ Continue

✕ Cancel



YOU WILL THEN RECEIVE THE VERIFICATION EMAIL AND CODE TO BE ENTERED IN THE BOX BELOW.

To verify your identity, a message has been sent to you. Please enter, in the box below, the six-digit code that has been sent to you.

**Code**

YOU WILL RECEIVE THIS MESSAGE WHEN YOUR CODE IS ENTERED AND YOUR ACCOUNT IS CREATED.

Your new NCID account has been created. Please click on the continue button to complete the security questions and answers to activate your account. You will be redirected to the NCID login page (<https://ncidp.nc.gov/IDM>).

1. You will need to login with your new NCID account name and password
2. Select 5 different security questions and answers
3. Click on the "Save Answers" button to save your security questions and answers
4. You will be able to review the questions selected. You can change them or select "No Change"
5. At this point your account is active and you are logged out of NCID.



YOU WILL NEED TO CHOOSE FIVE SECURITY QUESTIONS AND ANSWERS AND SAVE THEM.

If you forget your password or lock your account, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password or lock your account. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security answers

— Please select a question item from the list — ▼

⊙

— Please select a question item from the list — ▼

⊙

— Please select a question item from the list — ▼

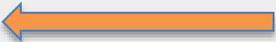
⊙

— Please select a question item from the list — ▼

⊙

— Please select a question item from the list — ▼

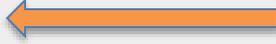
⊙

▶▶ Save Answers 

YOU WILL RECEIVE THE FOLLOWING MESSAGE, WHEN YOUR ACCOUNT HAS BEEN CREATED.

Thank you. Your security questions and answers have been successfully saved. If you ever forget your password or lock your account, you can reset your password or unlock your account by answering your security questions.

▶▶ Continue



RETURN TO PAGE 2 OF THE EDUCATOR PREPARATION PROGRAM PROPOSAL APPLICATION AND FOLLOW THE INSTRUCTIONS ***FOR USERS WITH A VALID NCID*** ABOVE