Public Schools of North Carolina
Department of Public Instruction

Staff UID Access Request Form

1) Institution Name: _____

2) LEA/Charter School #: _____

3) Authorizer Information:

Name / Title: _____

Email Address: _____ Phone: _____

Enable / Disable	First Name	Last Name	Email Address	NCID Username
EX: Enable	John	Smith	jsmith@lea.k12.nc.us	john_smith

** Authorizers** - A physical signature is not needed if the Authorizer submits the form to the DPI Support Center, via a Service Now ticket, at https://ncgov.servicenowservices.com/sp_dpi. If you do not yet have access to open a ticket, call the DPI Support Center at 919-716-1840.

4) Authorizer Signature: _____ **Date:** _____

(*Chief Financial Officer, HR Director, Personnel Director, etc.*)