Registration Instructions for NC Staff Identification System

Before you are able to register for access to the NC Staff Identification system, you must have an NCID account. If you do not already have an account, please contact your LEA/Charter School NCID Administrator. Once you have registered and been approved through NCID, follow the steps below to complete your online request for access to the Staff UID System.

1. Go to the UID Staff registration website at https://schools.nc.gov/uidstaff

2. Enter your NCID username and password to log in.

WELCOME TO THE STAFF UID SYSTEM REGISTRATION SITE

This is a Restricted Site. Access is restricted to authorized school and LEA personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site.

NOTE **All** information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction.

User Name [ ]

Password [ ]

(Login)

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3. If your NCID username and password exist and are entered correctly, the following form will appear. If you receive an error page, please follow the instructions on the error page. Select your Program and the associated User Role.


Below are the User Roles that appear under each Program.

- o Lea Education Agencies (LEAs and Charter Schools)
    - o LEA or Charter User (select your LEA)
- o Department of Public Instruction (DPI Employees)
    - o State User
    - o Help Desk
    - o Super User

4. Complete the rest of the required information and click the "Subscribe to the UID Staff System" button.

    Required information includes your First Name, Last Name, and email address entered twice to verify correct entry. While not required it is a good idea to include a phone number in case an Administrator needs to contact you. If you want to include a note with your registration to the Administrator, you can do so in the Note box.

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5. A screen will appear informing you that the application administrator has not approved your account yet. You will receive an initial email letting you know your request has been received.
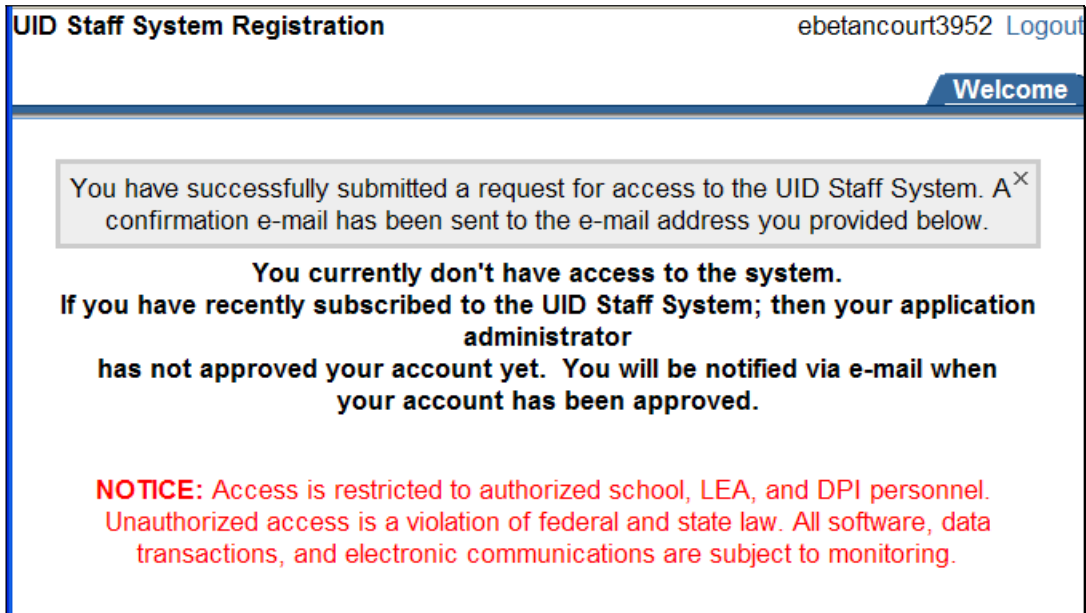
6. Exit the system by clicking the Logout link at the top right. Once your account has been approved, you will be sent an email stating an administrator has approved your account. You cannot access the NC Staff Identification System until your account has been approved. When you are approved the email will inform you of the URL to use to access the system.