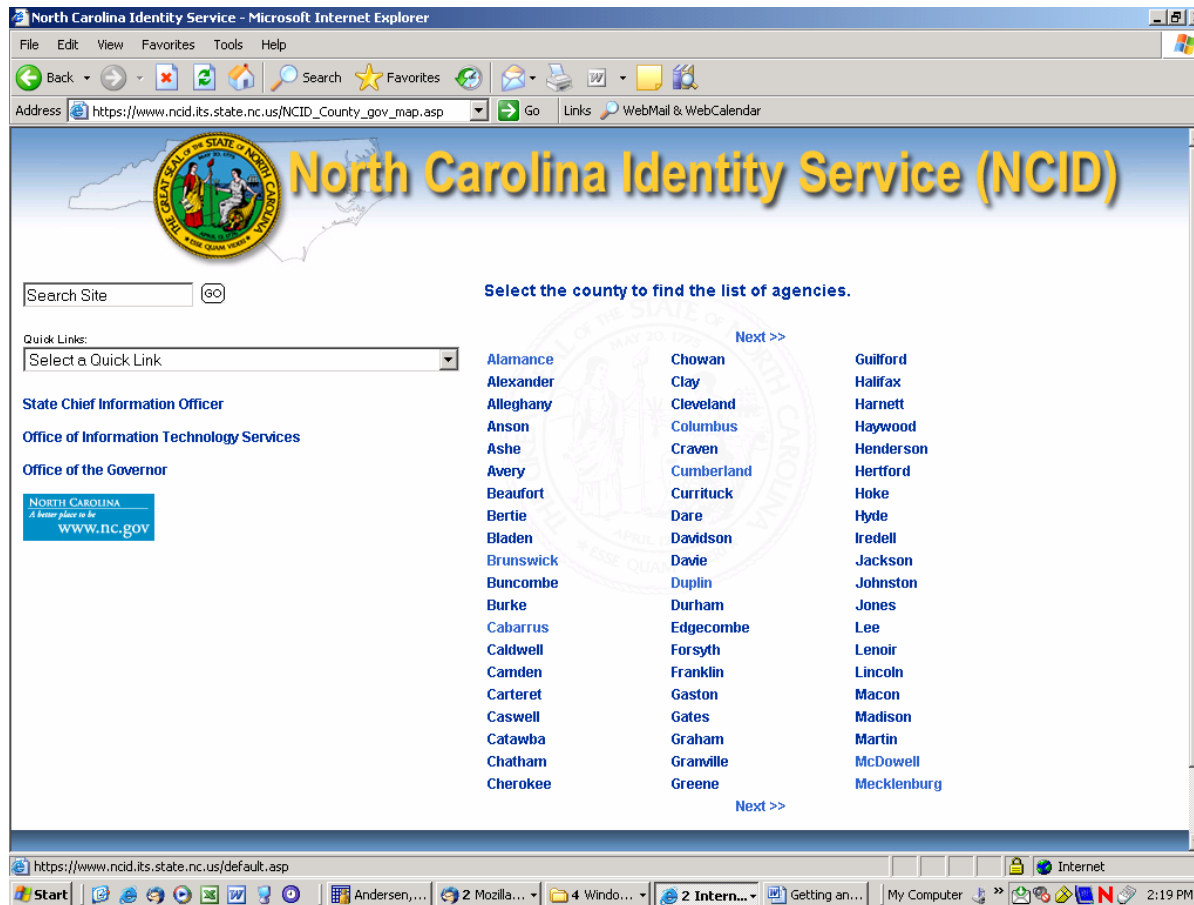


## Guide for determining if your county security administrator has been set up v01

**Step 1: Determining if the Social Service security administrator for your county has been set up. If they are set up you may proceed with registering for your NCID. If they are not set up go to Step 2 Setting up a county security administrator.**

Log into the web via Internet Explorer and go to [https://www.ncid.its.state.nc.us/NCID\\_County\\_gov\\_map.asp](https://www.ncid.its.state.nc.us/NCID_County_gov_map.asp) The following page should appear.



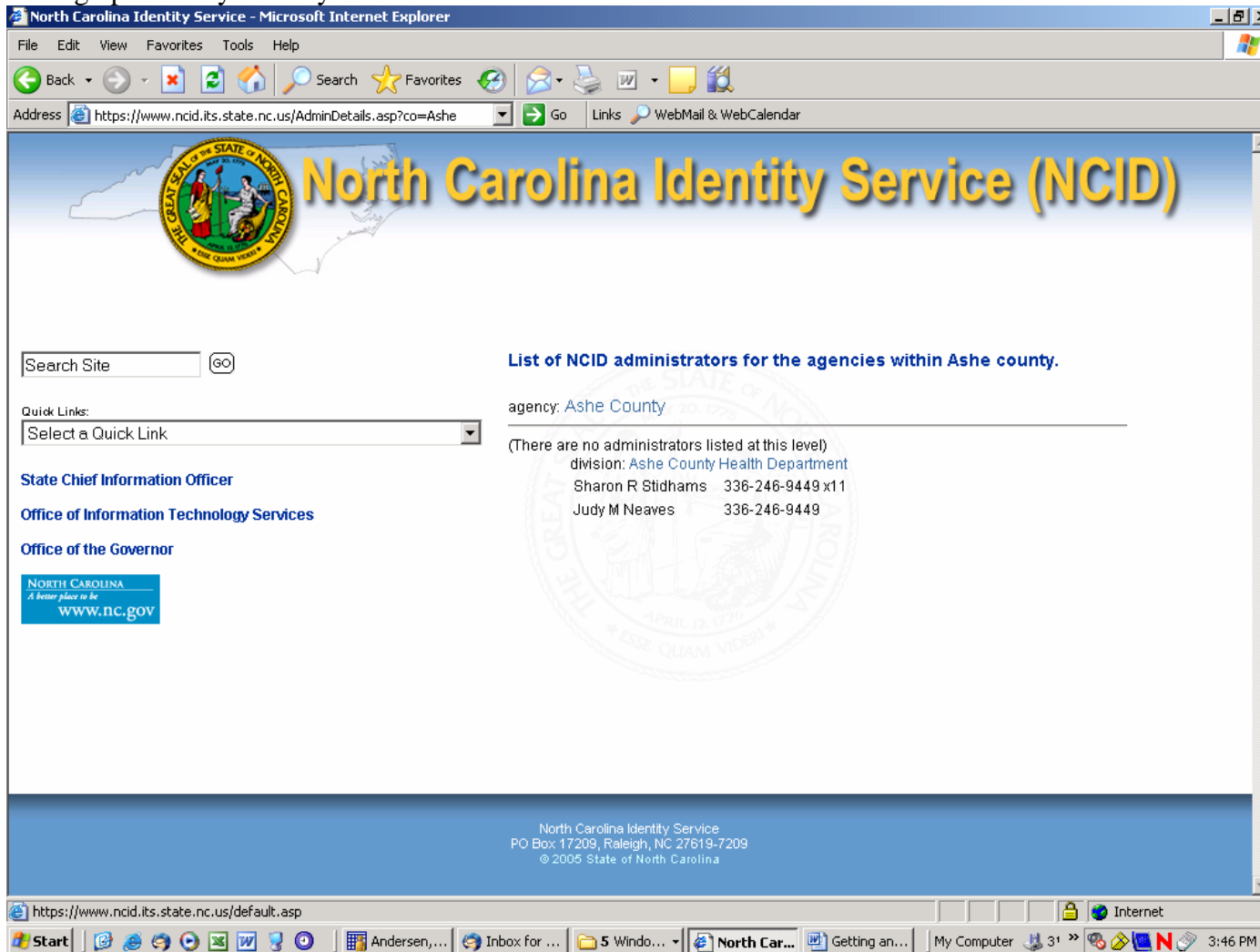
## Guide for determining if your county security administrator has been set up v01

Click on your county. For this example we used Richmond County. The following screen should appear:  
**In this case your Social Services Administrator exists so you can now apply for your NCID.**

The screenshot shows the North Carolina Identity Service (NCID) website for Richmond County. The browser window is titled "North Carolina Identity Service - Microsoft Internet Explorer". The address bar shows the URL: <https://www.ncid.its.state.nc.us/AdminDetails.asp?co=Richmond>. The page features the NCID logo and a search bar. On the left, there are quick links for "State Chief Information Officer", "Office of Information Technology Services", and "Office of the Governor". The main content area is titled "List of NCID administrators for the agencies within Richmond county." and lists two agencies: "Richmond Community College" and "Richmond County". Under "Richmond Community College", it lists "Vicki T Mabe" in the "Administration" division with phone number "910-410-1801". Under "Richmond County", it lists "Kathy A Avant" in the "Richmond County Social Services" division with phone number "910-997-8475", and "Miki J Deese" and "Julie A Cagle" in the "Richmond County Health Department" division with phone numbers "910-997-8300 x8334" and "910-997-8308" respectively. The footer contains contact information for the North Carolina Identity Service.

North Carolina Identity Service  
PO Box 17209, Raleigh, NC 27619-7209  
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**Example where the Social Service security administrator does not exist:** Click on Ashe County. In this case you must go to Step 2 Setting up a county security administrator.



**Step 2 Setting up a county security administrator.**

Log into the internet & put the following URL in the address bar

[https://www.ncid.its.state.nc.us/Online%20Forms/Divisions\\_and\\_Sections\\_for\\_Local\\_Government1.doc](https://www.ncid.its.state.nc.us/Online%20Forms/Divisions_and_Sections_for_Local_Government1.doc)

This will bring up a form that looks something like the following. Follow the instructions & fill it out.

**NCID Entity Information - Instructions Below**

<b>Organization Name</b>		
<b>Primary Contact</b>		
<b>Primary Contact Email</b>		
<b>Primary Contact Phone</b>		
	<b>Division/Department</b>	<b>Section (optional)</b>

After you fill out the form and email it to: [ITS.Incidents@ncmail.net](mailto:ITS.Incidents@ncmail.net)

In the body of the email you should list your name, county, phone number, and state that you need an NCID security administrator set up for your county. Someone from ITS will contact you regarding this within a day or so. You should also get an email within an hour indicating that an incident ticket has been created. If you don't hear from ITWS call the ITS Customer Service Center. at 800-722-3946 and give them your ticket number.