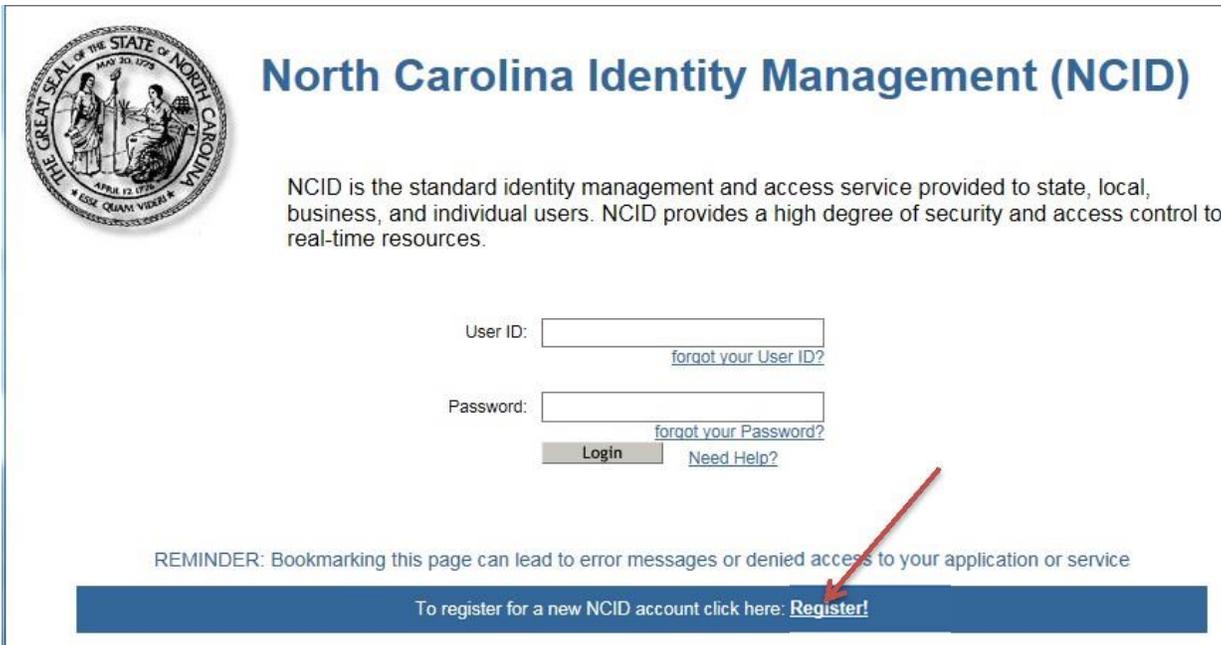# Instructions for setting up a new North Carolina Identity Management (NCID) account

You will need to set up an NCID account in order to access transcripts and training on the Office of State Fire Marshal portal. This account must be established by the user before (s)he will be able to access the new portal.

1. Go to https://apps.ncdoi.com/f?p=301

2. Select the "Register! Link"

3. Select the Individual Account and click on the "Submit button."

4. Fill out all the required fields. When you are done, click on the "Create Account" button. **Be sure to write down your user ID and password for future use. We do not have access to your password.**

5. This account must be established by any Fire Fighter or other department personnel who need access to OSFM online applications. When creating an NCID use an email that is owned and used only by you. Do not use a department or school email that you will lose control of when you leave the department/school.

New User Registration

Create Individual account

You must activate your account within 3 days after registering or it will be deleted. To do this, you must open the email message that will be sent to the email address you provide here during registration, and click on the URL link to activate your account.

Important!
To ensure that NCID messages will always be delivered to your Inbox, please verify that your email client and email provider are set up to accept messages from ncid.notifications@nc.gov before you complete the registration form below.

Requested UserID:		(* Required)
Prefix:	⌄	(Optional)
First Name:		(* Required)
Middle Initial:		(Optional)
Last Name:		(* Required)
Suffix:	⌄	(Optional)
EMail Address:		(* Required)
Confirm EMail Address:		(* Required)
New Password:		
Re-enter New Password:		

afford *odomstr*
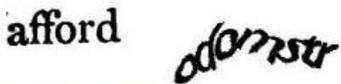
Enter the words above:
Refresh CAPTCHA

Notice: **Password policy requires that you set up your Challenge Questions**

Please note that you will need to remember the answers to these questions in order to reset your password in the future if you forget your password. Please do not store these answers in written form where another person can access them. Please provide answers that are short, easy to remember, and are things that others won't know about you.

Self Service Challenges/Responses

You must select the challenge questions from the drop down lists below and provide your answers in the space provided.

3 of the following questions will be displayed when authenticating using your Challenge/Responses.

Please select a question ▼	
Please select a question ▼	
Please select a question ▼	
Please select a question ▼	
Please select a question ▼	

[Create account]

6. You will next see this confirmation screen. Follow the directions on this screen to activate your NCID account using the email you used when you registered.

North Carolina Identity Management (NCID)

You must activate your account within 3 days or it will be deleted. Open the email message that has been sent to the email address you provided during registration, and click on the URL link to activate your account.

Important!
To ensure that NCID messages will always be delivered to your Inbox, please verify that your email client and email provider are set up to accept messages from ncid.notifications@nc.gov.

If you do not receive the email in your Inbox within a few minutes, please verify that the message was not marked as spam and sent to the Junk Email folder. If this happens, please move the message to the Inbox so you can validate your account.

Close this Window

7. Check your email (the account you entered on the registration page) for a message from NCID.
    You MUST click the link in your email to complete the registration process. After clicking the link in your email, you will see this screen.

North Carolina Identity Management (NCID)

Requested account has been enabled.

Close this Window

You have now successfully established a new NCID account. You are now ready to link this account with your transcripts and training on the Office of State Fire Marshal portal.

8. Go the following link:

https://apps.ncdoi.com/f?p=301

9. You will see the login screen shown below. You will enter the new NCID username and password that you just created.

North Carolina Identity Management (NCID)

NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.

User ID: [   ]

forgot your User ID?
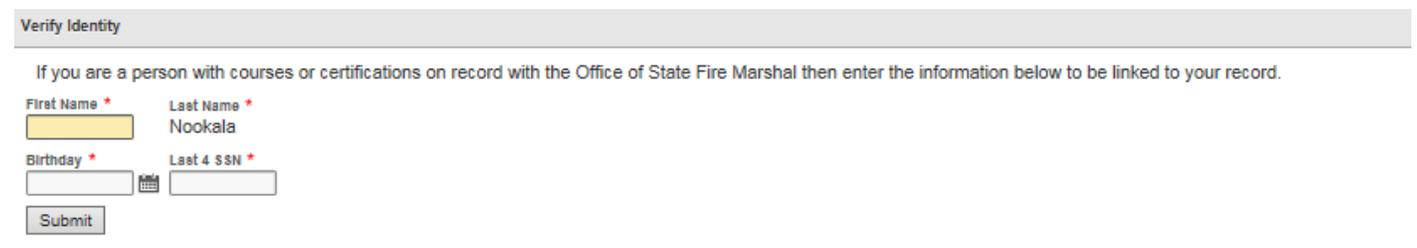
Password: [   ]
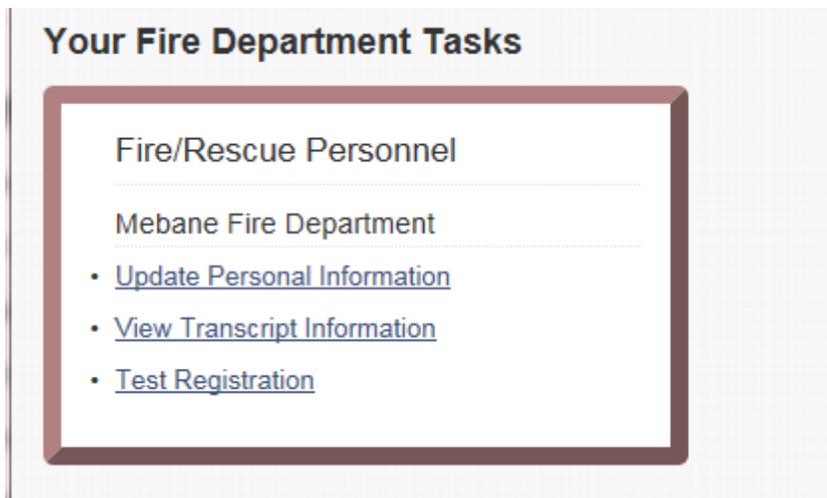
forgot your Password?

Login   Need Help?

10. The first time you login an account will be created for you in OSFM portal and you will be shown the Home Page.

(DEV TEST) OSFM Fire and Rescue   [Home] Welcome Damian X Firestone

Welcome to the North Carolina Department of Insurance Office of State Fire Marshal.

[Link to Student Record]

11. If you have any certifications or courses on record with OSFM you will need to click the "Link to Student Record" link. Enter the requested information and click Submit. This step will only need to be done once by any user.

Verify Identity

If you are a person with courses or certifications on record with the Office of State Fire Marshal then enter the information below to be linked to your record.

First Name *   Last Name *
                  Nookala

Birthday *   Last 4 SSN *
           📅

[Submit]

12. When you return to the home page you will now see a Fire /Rescue Personnel "toolbox" that will allow you to Update your contact information, access transcripts and register for a test.

Your Fire Department Tasks

Fire/Rescue Personnel

Mebane Fire Department

- Update Personal Information
- View Transcript Information
- Test Registration

If you have problems with your NCID please contact NCID. OSFM staff can't reset your NCID.
Phone: 919-754-6000
Toll Free: 800-722-3946
Email: its.incidents@its.nc.gov

If you have problems questions regarding your transcript or registering for a qualification/certification exam, please contact Devin Cockrell by email at the following:
devin.cockrell@ncdoi.gov