

NCID IMPLEMENTATION

Activation of NCID Username and Password on QiRePort

Once the NCID interface is implemented on QiRePort (September 3, 2013), activation of your NCID username and password on QiRePort should be simple.

- 1) Go to the QiRePort site as normal (<https://www.qireport.net>). (we recommend using Internet Explorer for this setup session)
- 2) Enter your NCID userid and password in the "User Name" and "Password" fields where your QiRePort ID and password were previously entered. QiRePort will then authenticate your ID and password with NCID.

The screenshot shows the QiRePort website interface. At the top, there is a 'Welcome' banner. Below it, the 'NCID User Login' section is highlighted with a red box. This section contains 'User Name:' and 'Password:' input fields, a 'Log In' button, and a 'Forgot password?' link. A callout bubble with a black border and pink background points to the input fields, containing the text 'Enter your NCID Username and Password Here'. To the right of the login form, there is a photograph of two hands being held together. Below the photo, there is a paragraph of text about QiReport being a new web service. Further right, there is another photograph of a woman wearing glasses and a white lab coat. The page also includes a 'Welcome' message in a blue box and a 'NCID Logon has now been implement' message.

- 3) The first time you use your NCID User ID and password, QiRePort will prompt you for a second login using your old QiRePort User ID and password. (This will only happen once, activating your NCID User ID for use on QiRePort.)

The screenshot shows a web browser window displaying the 'Application Login Information' page. The page title is 'Application Login Information'. Below the title, there is a message: 'Please enter your QiReport User name and Password. Once this is complete, you will no longer need to enter these to login to QiReport.' The 'User Name:' and 'Password:' input fields are highlighted with a red box. A callout bubble with a black border and pink background points to the input fields, containing the text 'Enter your old QiReport Username and Password Here'. Below the input fields is a 'Continue' button. The browser's address bar shows the URL: 'https://www.qireport.net/validateAppLogin.aspx?fake=yes&nciduser=adda0d35-291a-47b5-8de2-857679cd7a44&ncidusername=mbetty&...'.

- 4) For QiRePort users with multiple ID's, you will then be prompted to select which QiRePort ID profile you would like to use.
- 5) That completes activation of your NCID User ID on QiRePort. Each time you login in the future, use your NCID User ID and password.

NCID Registration

The NCID Service is the standard identity management and access service provided to state, local, business and citizen users by the Office of Information Technology Services. NCID enables its customers to achieve an elevated degree of security and access control to real-time resources such as customer based applications and information retrieval. Additional information about NCID can be found at <https://www.ncid.its.state.nc.us/>.

If you currently access the NCTracks application, then you already have a valid NCID User ID and Password.

Each user of QiReport is now required to have an individual QiReport User ID. Previously shared ID's can now only be assigned to a single user. For additional QiReport User IDs, a completed request form is required. You can contact QiRePorts Support at 1-(888)705-0970.

To register:

- 1) Go to the NCID web site - <https://ncid.nc.gov> (using Microsoft's Internet Explorer is recommended).
- 2) Click on the **Register!** link in the middle of the page.
- 3) For User Type, select "Individual Account" and click the **Submit** button.
- 4) Fill out the registration form with the requested information, including the security questions at the bottom of the page.
- 5) NCID will then send you an email with a confirmation link. (This could take an hour or more to receive. If you don't see one in several hours, check your junk email folder for an email from ncid.notifications@nc.gov .)
- 6) Click on the confirmation link to complete registration.

Support Contacts

NCID Registration: Contact the NC ITS Service Desk

Phone: (919) 754-6000

Toll Free: (800) 722-3946

Email: its.incidents@its.nc.gov

Use of the NCID Username and Password on QiRePort: Contact the VieBridge Support Center

Toll Free: (888)705-0970

Email: support@QiRePort.net