

Date:	6-18-15
Hiring Manager/OA Name:	B. Hurst

Hiring Manager/Office Assistant Instructions:

Step-by-Step Request Instructions & NCID Check List ☒

1. Hiring Manager or Office Assistant open a DOTS Ticket and follow IT step-by-step instructions. <http://portal.ncdenr.org/web/guest> ☐
2. The email subject line must include the following: NCID REQUEST for First Name, Last Name at Park Name. (example: NCID Request for Bob Smith at JORD) ☐
3. Email this completed NCID Request Form as a doc attachment to Carl Jeeter, carl.jeeter@ncdenr.gov, and courtesy copy Bin Xie, bin.xie@ncdenr.gov, Rhonda Spence, Rhonda.spence@ncdenr.gov. ☐
4. IT will return the NCID number to the Hiring Manager or Office Assistant via email and due to security issues they will call the Hiring Manager or Office Assistant with assigned temporary password. ☐
5. The Hiring Manager or Office Assistant will provide the assigned NCID and temporary password to the employee along with a copy of these instructions <http://portal.ncdenr.org/web/guest>. ☐
6. The employee will go to NCID site and follow the step-by-step instructions and choose a permanent password after answering the challenge security questions. ☐

NCID REQUEST FORM

Hiring Manager or Office Assistant must complete all blocks on this form for the employee or it will not be processed

Do not add Social Security Number, BEACON ID, or Driver's License numbers to this form or IT email request.

Park Name		Park Telephone #	
Last Name			
First Name			
Middle Initial		Employee Telephone #	
Employment Status: Check Block	<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (all 11 month or less seasonal staff)		
Home Address		City	
Street		City	State and Zip Code
Email Account Instructions: Link to gmail to create an official DPR email business account at the following link(right click to open hyperlink) https://www.google.com/accounts/NewAccount?service=mail&continue=http://mail.google.com/mail/e-11-1cb1212c415f835d9126d11bc2436-08fa5115a1fb9eb8f19202a4a2b5c39740ea93e7&type=2			
The email account must be set up with <u>first name.last name</u> and may not belong to another family member. This email account must be set up prior to contacting IT to request NCID			
Email		Example (bob.smith@gmail.net)	
Confirm Email			

DO NOT CONVERT THIS FORM TO A PDF OR SCAN – EMAIL or upload as a word doc

After emailing IT, this form is then uploaded in the HR Database by the Office Assistant with other hiring documents and a copy kept at the Park location with employee file.