

# 21<sup>st</sup> Century Community Learning Centers Competitions

## How To Gain Access to CCIP

Anita Harris  
[anita.harris@dpi.nc.gov](mailto:anita.harris@dpi.nc.gov)

# Obtaining an NCID in Non-LEAs (CBOs, FBOs, For Profit, Non-Profit, etc.)

# You Need a Valid NCID to become 'known' to CCIP... How Do I Get an NCID? (Non-LEAs\*)

- Go to <https://myncid.nc.gov>
- Click on 'Register!'
- *You do NOT need a new NCID for this competition if your NCID and NCID password has remained Active*

\* District, Charter and Lab school personnel must go through their NCID Administrator, then the CCIP User Access Administrator (UAA) listed in CCIP for access

NCID Tips

NCID

Username



Password

NCID Login

Forgot Username  
Forgot Password  
Unlock Account

Need Help? Register!

Privacy and Other Policies Contact Us

 WARNING: This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action. NCC743 

# How Do I Get an NCID? (Non-LEAs)



## New User Registration

Individual

Request access to the State of North Carolina services as an individual or citizen.

Business

Request access to the State of North Carolina services on the behalf of a business.

State Employee

Currently employed or assigned to work for an agency within the State of North Carolina government.

Local Government Employee

Currently employed or assigned to work for a North Carolina county or municipality.

[Need Help?](#)

[Privacy and Other Policies](#)

[Contact Us](#)



WARNING: This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.



© State of North Carolina - Department of Information Technology - All rights reserved

# How Do I Get an NCID? (Non-LEAs)

- Required Fields
  - Desired Username (usually *firstname\_lastname*, but can be anything you want, if it's unique)
  - First and Last Name
  - Email Address
  - Phone Number
  - Street Address (City, State and Zip)
  - Password (minimum 8 characters, rules on page)
- NOTE: Your NCID will NOT be what you see on the NCID screen but what you created in the “Desired Username” field



# How Do I Get an NCID? (Non-LEAs)

To verify your identity, an email has been sent to you. Please click the link in the email to complete the verification process. You must activate your account within 3 days or for security reasons it will be deleted.

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](mailto: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. You may now close this window.

- Check your email, including your SPAM folder
- After verification, go onto the NCID site and choose your password reset questions and responses
- **If you forget your password or get locked out, DPI cannot help you**
  - Non-LEAs call NC DIT (919.754.6000 or 800.722.3946)
  - LEAs must contact their local NCID Administrator

# What Do I Do with the NCID? (Non-LEAs)

- Go to <https://ccip.schools.nc.gov>
- Fill out [Non-LEAs ONLY - 21st CCLC CCIP Access Request Form Rev 7.29.24](#) in NCDPI Resources folder – you do not need to log in
- The County Name is where the Fiscal Agent is located
- Use pulldown lists where available (County Name and Role)
- If the Non-LEA/organization has competed before, but was not awarded, enter the same name to avoid duplicates in CCIP

# What Do I Do with the NCID? (Non-LEAs)

Organization Name	County Name	Org ID (if known)					
ABC AfterSchool	Anson	Ex: N01					
NCID User ID	First Name	Last Name	Role (Required)	Email (Required)	Phone # (Required)	Phone Ext. (optional)	Fax # (optional)
Ex: Jane_Doe	Jane	Doe	LEA 21st CCLC Data Entry	<a href="mailto:jdoe@whatever.org">jdoe@whatever.org</a>	919-111-2222		
	Jane	Doe	LEA Fiscal Representative	<a href="mailto:jdoe@whatever.org">jdoe@whatever.org</a>	919-111-2222		
	Jane	Doe	LEA Chief Administrator	<a href="mailto:jdoe@whatever.org">jdoe@whatever.org</a>	919-111-2222		

*The above is an example of how information is to be completed.*

**\* INCLUDE YOUR ORGANIZATION NAME AND THE COUNTY IN WHICH YOUR FISCAL AGENT IS LOCATED!!!**

**\* PLEASE USE THE PULLDOWN LIST FOR 'County Name' FIELD.**

**\* If your NCID is currently active and being used in an NCDPI system, you do NOT need a new NCID.**

**\* If your organization has been in other CCIP competitions, a duplicate NL# will not be created.**

**\* A valid NCID User ID is required for CCIP access. Please request an NCID at <https://ncid.nc.gov/> if you haven't already.**

**\* Each organization must have at least one user as "LEA Data Entry", "LEA Fiscal Representative" and "LEA Chief Administrator".**

**\* One user can be in multiple roles, each role can have multiple users**

**\* You will NOT receive an automated notification email that you are in CCIP**

**\* NO SHARING OF NCIDs**

**\* Please return this form by email to \_\_\_\_\_@dpi.nc.gov**

**ONLY ONE FORM PER ORGANIZATION, if possible**

***Revised 7/29/24***



# CCIP Roles for 21<sup>st</sup> CCLC

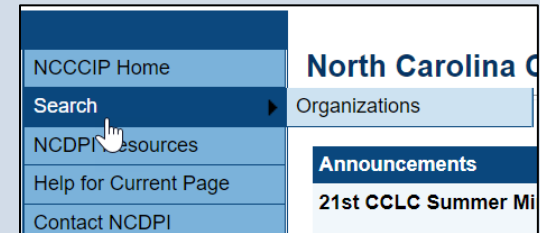
CCIP Role Name	Description
User Access Administrator Only available in LEAs	Allows the user to create, update, and delete users/roles for an organization. This role does not give the user any access to edit the Funding Application.
LEA 21 <sup>st</sup> CCLC Data Entry	Allows the user change Funding Application status to <u>Draft Started</u> , edit and change the status to <u>Draft Completed</u> .
LEA Fiscal Representative	LEA user who can change any of the LEA applications' status to Draft Started, edit and change the status to Draft Completed and Fiscal Representative Approved or Returned.
LEA Chief Administrator	LEA user who can change any of the LEA's funding applications' status to Draft Started, edit and change the status to Draft Completed and Chief Administrator Approved or Returned.

- A person can have more than one role
- A role can have more than one person assigned to it

# Obtaining an NCID in LEAs (Districts, Charter, Lab Schools)

# How Do I Become 'Known' to CCIP? (LEAs)

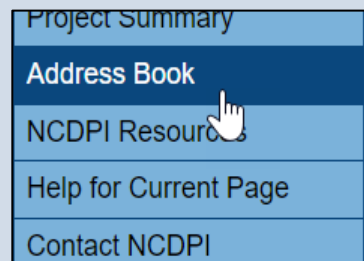
1. Select Search in CCIP menu then Organizations.
2. Enter the name or number of the organization, click 'Search'
3. Click on the organization in the returned Search results
4. Click on Address Book.



A screenshot of the 'Search Organizations' form. It contains three input fields: 'Organization Name' with a dropdown menu set to 'Begins With', 'Organization Number' with the value '010', and 'County' with a dropdown menu. There are 'Search' and 'Reset' buttons at the bottom.

A screenshot of the search results page. It shows the same search form as above, but with the results displayed below. The text reads: 'There are 1 matching record(s). Displaying 1 through 1. [Summary]'. Below this is a table with two columns: 'Organization Number' and 'Organization Name'. The first row shows '010' in the first column and 'Alamance-Burlington Schools' in the second column, which is highlighted with a red box.

Organization Number	Organization Name
010	Alamance-Burlington Schools

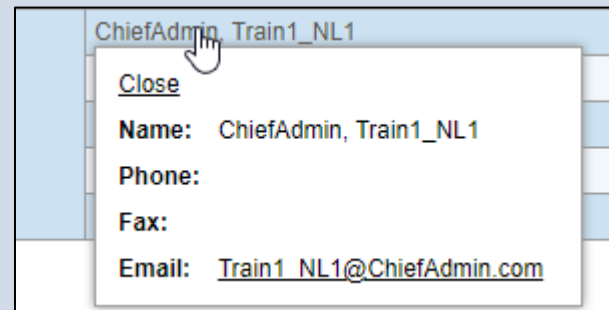


# How do I become 'known' to CCIP? (LEAs)

5. Scroll down the Address Book page towards the lower half and find the User Access Administrator

User Access Administrator	<a href="#">ChiefAdmin_Train1_NL1</a>
	<a href="#">ChiefAdmin_Train2_NL1</a>
	<a href="#">ChiefAdmin_Train3_NL1</a>
	<a href="#">ChiefAdmin_Train4_NL1</a>
	<a href="#">ChiefAdmin_Train5_NL1</a>

6. Click on the name to find the contact information. Clicking on the Email address will launch an email



# What Can I Do Now?

- If you don't already have one, obtain your NCID and become "known" to CCIP
  - Non-LEAs: Fill out CCIP Access Request Form, send to [anita.harris@dpi.nc.gov](mailto:anita.harris@dpi.nc.gov) or [talbot.troy@dpi.nc.gov](mailto:talbot.troy@dpi.nc.gov)
  - LEAs: Contact your User Access Administrator
- An *NCDPI Resources* folder may have templates and forms to download; a login to CCIP is not required