21st Century Community Learning Centers Competitions

How To Gain Access to CCIP

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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

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

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 <u>NOT</u> be what you see on the NCID screen but what you created in the "Desired Username" field

NCID - PROD Environment - NCC750

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.
>
> 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	jdoe@whatever.org	919-111-2222		
	Jane	Doe	LEA Fiscal Representative	jdoe@whatever.org	919-111-2222		
	Jane	Doe	LEA Chief Administrator	jdoe@whatever.org	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
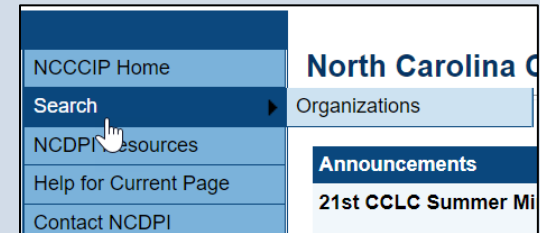

Revised 7/29/24

CCIP Roles for 21st 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 21st 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)
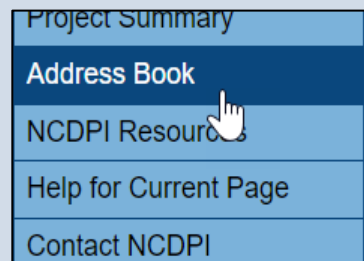
How Do I Become 'Known' to CCIP? (LEAs)

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.

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	ChiefAdmin, Train1_NL1
	ChiefAdmin, Train2_NL1
	ChiefAdmin, Train3_NL1
	ChiefAdmin, Train4_NL1
	ChiefAdmin, Train5_NL1

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

ChiefAdmin, Train1_NL1

Close

Name: ChiefAdmin, Train1_NL1

Phone:

Fax:

Email: Train1_NL1@ChiefAdmin.com
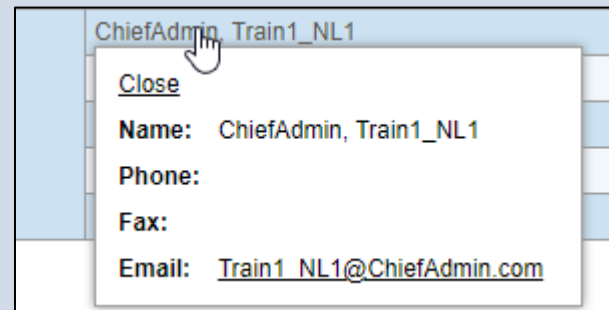
What Can I Do Now?

- 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 or 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