

Change Email in NCID

The following instructions highlight how a NCID user logs in and updates the email address associated with the NCID. Changes will be taking place in the coming months and non-work domain email address will not be accepted. To ensure that there is no interruption in access CJLEADS, please follow the steps below to update the email address.

Email addresses must be a work email. For instance, emails should not be gmail, yahoo, Hotmail, or any other public domain accounts.

If your agency does not have an email domain separate from public email domains (gmail, yahoo, Hotmail, etc) please send an email to gdacadmin@nc.gov for assistance.

It is the responsibility of each individual user to make sure their email address is up to date in NCID.

Steps are as follows:

Log into NCID using the NCID and corresponding password: [Identity Manager Dashboard \(nc.gov\)](#)

NCID Tips

NCID

Username

Password

NCID Login

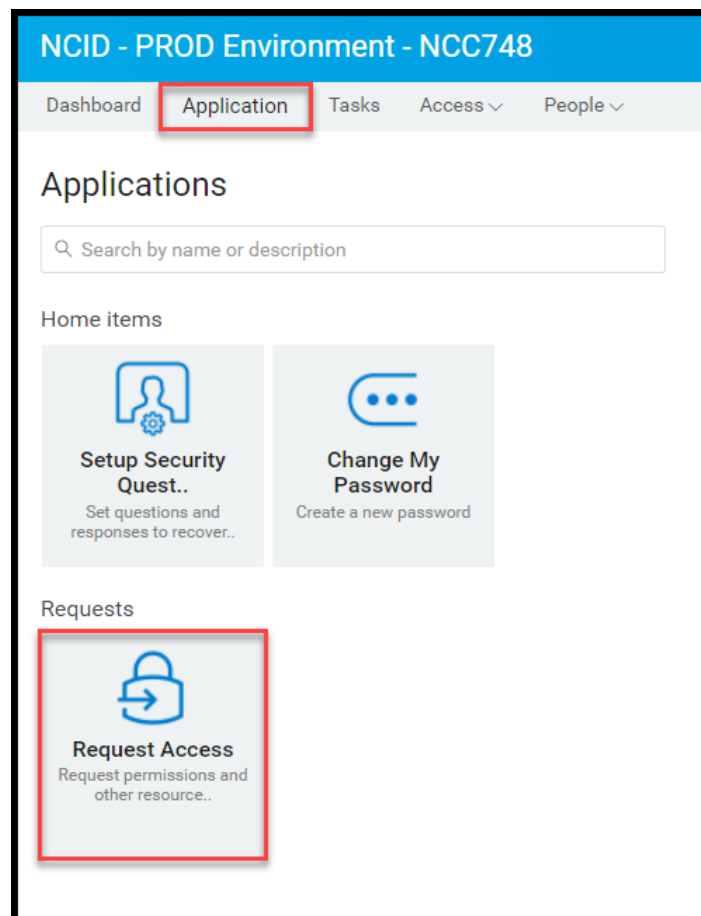
Forgot Username
Forgot Password
Unlock Account

Need Help? Register!

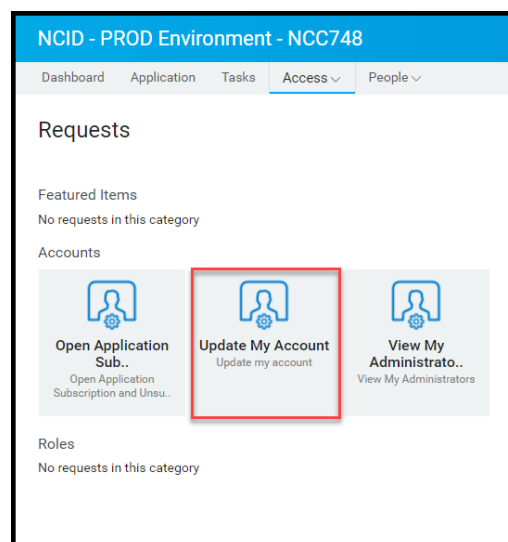
Privacy and Other Policies Contact Us

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

After logging in, choose the **Request Access** block from the **Application** menu.



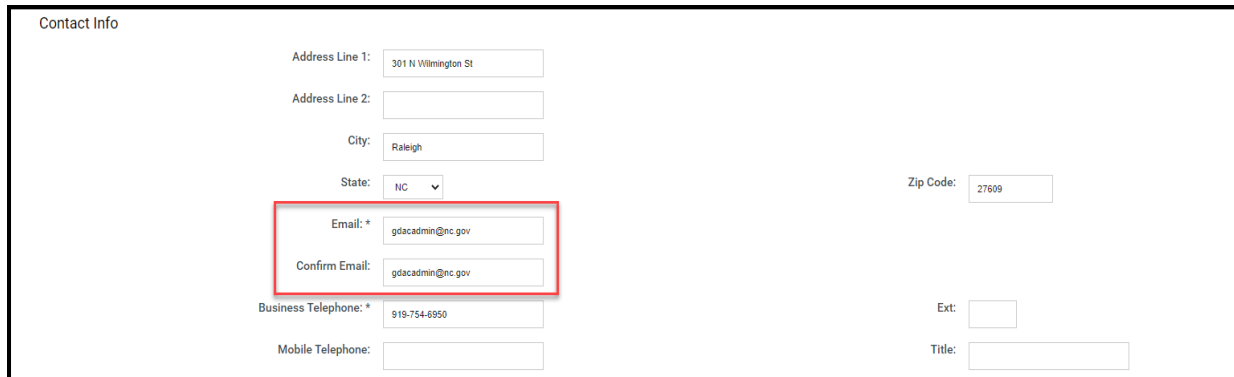
Choose the **Update My Account** block



The user information will be displayed on the screen. Locate the **Contact Info** section.

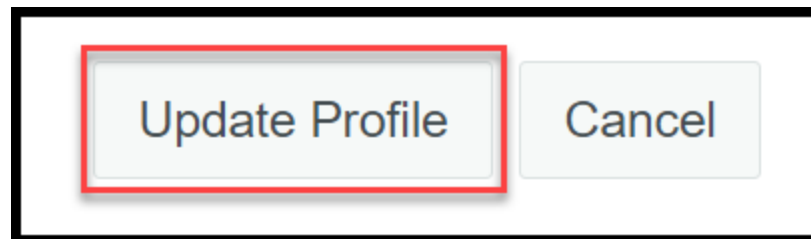
This is the only section a user can update without the assistance of an administrator.

Please locate the email section and update accordingly.



The screenshot shows a 'Contact Info' form with the following fields: Address Line 1 (301 N Wilmington St), Address Line 2, City (Raleigh), State (NC), Zip Code (27609), Email (* gdacadmin@nc.gov), Confirm Email (gdacadmin@nc.gov), Business Telephone (* 919-754-6950), Mobile Telephone, Ext, and Title. The 'Email' and 'Confirm Email' fields are highlighted with a red box.

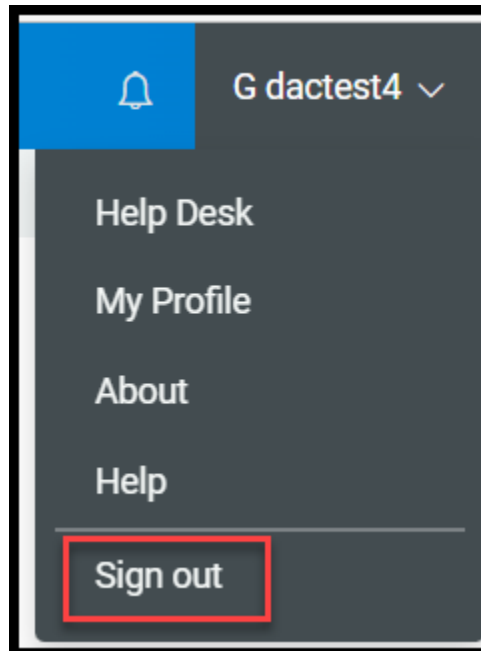
Once updated click on the **Update Profile** button on the bottom of the screen.



The user will get a message indicating the save was successful.

Submission was successful. Your request has been submitted. To track the status of requests, view the Request Status list on the Requests History.

The user can now log out of NCID by clicking on their name in the upper right-hand corner and choosing **Sign Out**.



The update has now been completed. If you need further assistance with updating the email address, please contact the NCID Administrator with the agency.

GDAC Staff CANNOT update NCID information for users, however if assistance is needed with these instructions, please send an email to cjleadshelp@nc.gov or call 919-754-6950 during business hours.