

BEACON Portal NCID Account Authentication Process

1. After the production NCID account has been created, log into the production NCID system (<https://ncid.nc.gov>) using the temporary password that was created, and follow the prompts to create the new password. You also may be required to create security questions.
2. At the production portal's login page (<https://mybeacon.nc.gov>), enter the production NCID along with the new password that was created in the NCID system. The **SUCCESS** message will be displayed if the NCID and password are correct. Next, click the "[click this link](#)".



The screenshot shows a web browser window displaying the SAP NetWeaver Portal. The page title is "SAP NetWeaver Portal". The main content area features a blue header with the text "Welcome State of North Carolina Employees". Below the header, there is a success message: "SUCCESS! You have successfully authenticated. Please [click this link](#) to go through a ONE-TIME process to activate your id now! You will need to re-login after activation." To the right of the message is a map of North Carolina. Below the message, there is a login form with two input fields: "NCID" (containing "jzsapprid") and "Password". A "Log on" button is located below the password field. At the bottom of the page, there is a dark blue banner with contact information: "For human resources, payroll or BEACON system assistance, call 919-707-0707 in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 8 a.m. to 5 p.m., Monday through Friday." Below the banner, there are links for "Customer Service", "System Status", "Privacy and Security", and "Legal". The browser's status bar at the bottom shows "Done" and "Trusted sites | Protected Mode: Off".

- At the following screen, enter the NCID and password again and click the **Start Activation** button:

NCIDSubscriptionApplication

INTEGRITY
CONSISTENCY
BEACON
North Carolina
Office of the State Controller

Welcome to BEACON Self Services Activation!

This is a one time process to activate your access to the BEACON System:

NCID: zssapprid

Password:

Start Activation

For assistance, call 919-707-0707 in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 8 a.m. to 5 p.m., Monday through Friday

Done Trusted sites | Protected Mode: Off 100%

- Next, replace the **9/9/9999** in the *Date of Birth* field with the correct date of birth in the **month/day/year** format, and replace the **99999** in the *Last 5 SSN* field with last **5** digits of the social security number and click the **Submit** button:

NCIDSubscriptionApplication

INTEGRITY
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BEACON
North Carolina
Office of the State Controller

BEACON Self Services Activation

Last Name: sapprid

Date of Birth: 9/9/9999

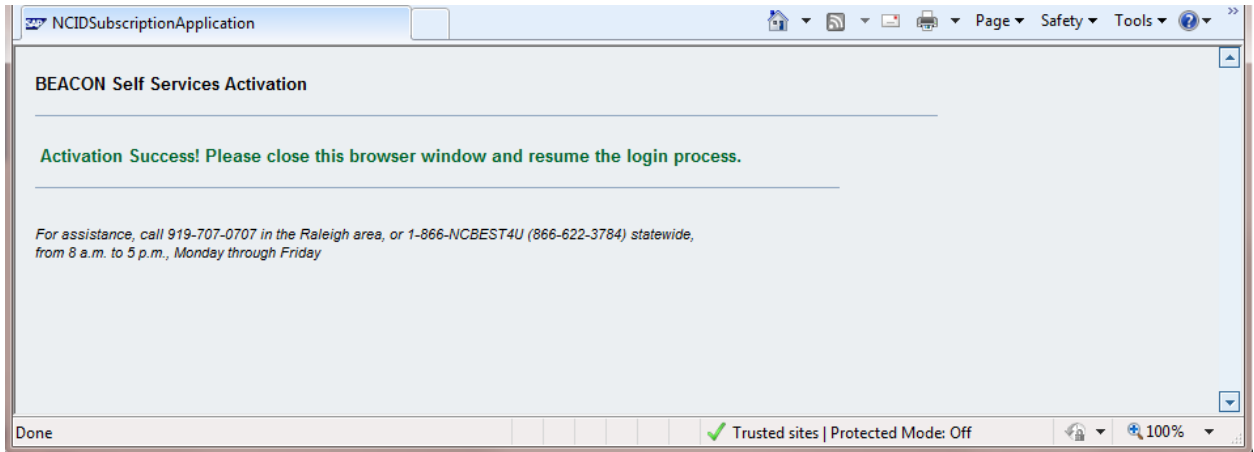
Last 5 SSN: 99999

Submit

For assistance, call 919-707-0707 in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 8 a.m. to 5 p.m., Monday through Friday

Done Trusted sites | Protected Mode: Off 100%

5. If all of the information is successfully authenticated, the following screen should be displayed:



NOTE: if the **Activation Failure** screen is displayed instead, you should contact the BEST Shared Services Center (919-707-0707 in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide) for assistance:

