

Applicant Job Aid: DCDEE WORKS Registration



In Fall 2016, the child care workforce began using the DCDEE Workforce Online Reporting and Knowledge System (WORKS) Applicant Portal to register as a child care worker, and maintain their workforce information to support education requirements, etc.

To use the Applicant Portal, an applicant must create and maintain an Individual NCID (at no charge). This is a secure username and password the applicant will use to access their account. After creating an NCID, the applicant can log in to the DCDEE WORKS Applicant Portal and register. Each applicant must have a unique NCID. This process ensures that an applicant's NCID and the account is linked correctly. An applicant will need to create their individual NCID before accessing DCDEE WORKS.



Note: An applicant may already have a business NCID, but he or she must use an individual NCID account when accessing the DCDEE WORKS Applicant Portal. If you are reading this, and you have not created an NCID username and password, please go to the North Carolina Identity Management (NCID) website at <http://myncid.nc.gov> and register for an individual NCID.

Completing your DCDEE WORKS Registration. Let's begin!

1. After creating your NCID username and password, got to <https://dcdee.works.nc.gov/>, and enter your username and password to begin DCDEE WORKS Registration.

NCID

NCID

USERNAME *

Next

Trouble Signing On?

Don't have an account? [Register Now](#)

[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.



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Click **"Register Now!"** to create a new NCID

2. DCDEE WORKS Registration Part I requires that you verify the following demographic information: **WFID Number** (*existing accounts only*), **Social Security Number** (*the last four digits only*), **Date of Birth**, **Legal First Name**, **Legal Last Name**, and your **Email Address** (*the email used to create your individual NCID*).



Note: The Workforce Identification (WFID) number is a unique identifier assigned to all Workforce Education Unit applicants. **If you are not an existing applicant, please leave this field blank.** If you are an existing applicant, but you are unsure of where to locate this identifier, please [click here](#) for instructions on where to locate the 7-digit number.

WORKS Registration

Thank you for registering for a new WORKS account. Please fill in the required fields below and click **Next**.

* This is a required field.

WFID Number

SSN (Last 4 Digits) *
This value is required.

Date of Birth *
This value is required.

Legal First Name
 * This value is required.

Legal Last Name *
This value is required.

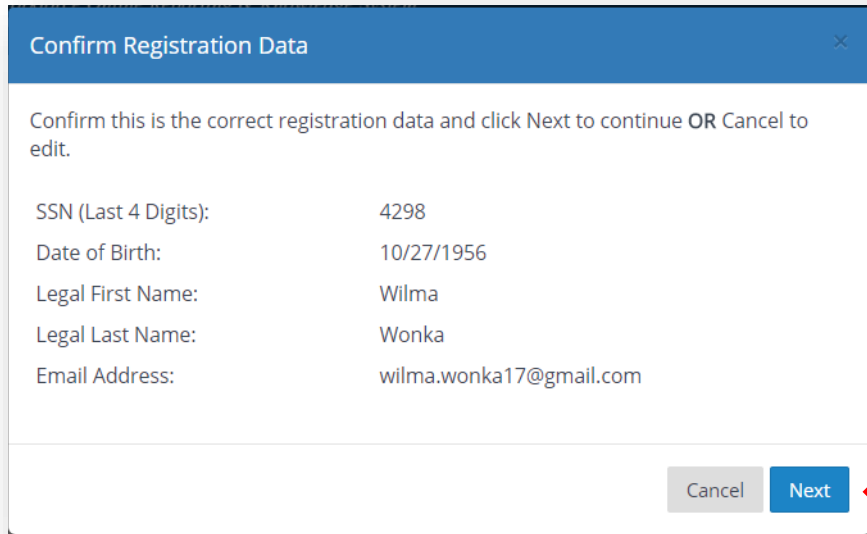
Email Address *
This value is required.

Confirm Email
This value is required.

Next 

3. After completion, select **Next**.

- The **Confirm Registration Data** pop-up window will appear. Confirm the data that you have provided is correct. Click **Next** to continue.

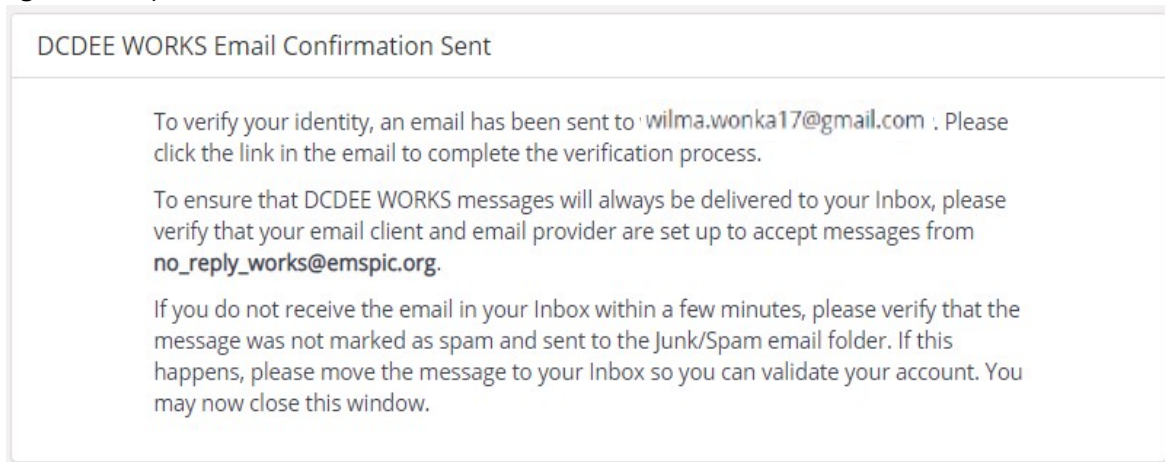


A screenshot of a 'Confirm Registration Data' pop-up window. The window has a blue header with the title and a close button. The main area contains a confirmation message and a list of registration details. At the bottom right, there are 'Cancel' and 'Next' buttons. A red arrow points to the 'Next' button.

Confirm this is the correct registration data and click Next to continue OR Cancel to edit.	
SSN (Last 4 Digits):	4298
Date of Birth:	10/27/1956
Legal First Name:	Wilma
Legal Last Name:	Wonka
Email Address:	wilma.wonka17@gmail.com

Cancel Next

- An **Email Confirmation Sent** notification will appear. Follow the instructions presented within the pop-up window **NOTE:** Email confirmation is required in order to complete the DCDEE WORKS registration process.



A screenshot of an 'Email Confirmation Sent' notification window. It contains instructions for verifying identity and ensuring email delivery.

DCDEE WORKS Email Confirmation Sent

To verify your identity, an email has been sent to wilma.wonka17@gmail.com . Please click the link in the email to complete the verification process.

To ensure that DCDEE WORKS messages will always be delivered to your Inbox, please verify that your email client and email provider are set up to accept messages from no_reply_works@emspic.org.

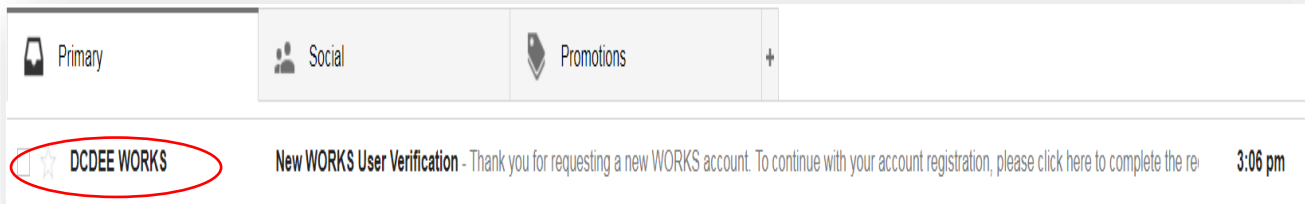
If you do not receive the email in your Inbox within a few minutes, please verify that the message was not marked as spam and sent to the Junk/Spam email folder. If this happens, please move the message to your Inbox so you can validate your account. You may now close this window.

- Close the internet browser window** once you have read the notice in its entirety.

Applicant Job Aid: DCDEE WORKS Registration



- Log in to the email account used to register your individual NCID. A new **WORKS User Verification** email has been sent to you. The sender of the email is **DCDEE WORKS**.



TIP: It is recommended that you open your email in a separate browser tab while completing the registration steps. This will allow you to view the notification emails promptly as you complete each step.

- To continue with **Registration Part I**, select “[here](#)” within the email notification to proceed to your next steps.

From: DCDEE WORKS <no_reply_works@emspic.org>
Sent: Monday, February 11, 2019 12:57 PM
To: Wonka, Wilma <wilma.wonka17@gmail.com>
Subject: [External] New DCDEE WORKS Account Verification

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to report.spam@nc.gov

Thank you, WilmaW, for requesting a new DCDEE WORKS account. To continue with your account registration, please click [here](#) to complete the request.

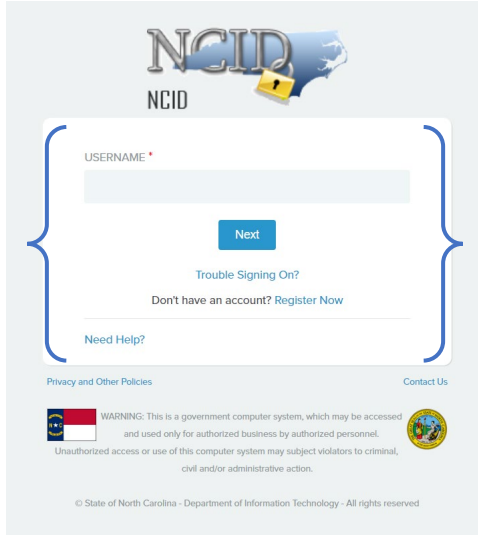
After completing your DCDEE WORKS registration, please delete this email.

Regards,
DCDEE WORKS

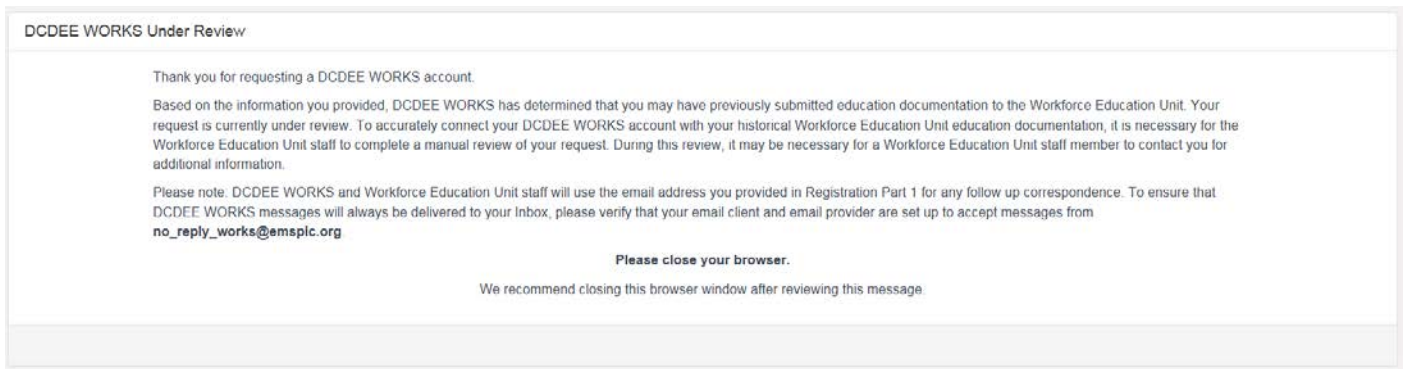
Please do not respond to this automated message. Emails sent to this address are not monitored.

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized State official. Unauthorized disclosure of juvenile, health, legally privileged, or otherwise confidential information, including confidential information relating to an ongoing State procurement effort, is prohibited by law. If you have received this e-mail in error, please notify the sender immediately and delete all records of this e-mail.

9. You will be redirected to the DCDEE WORKS login screen. **Enter your individual NCID username, select "Next" then enter your NCID password. Select the NCID Login button to proceed.**



10. A **Review Notification** may appear. This is a standard notification used to allow the Workforce Education Unit staff to review the information that you have submitted.

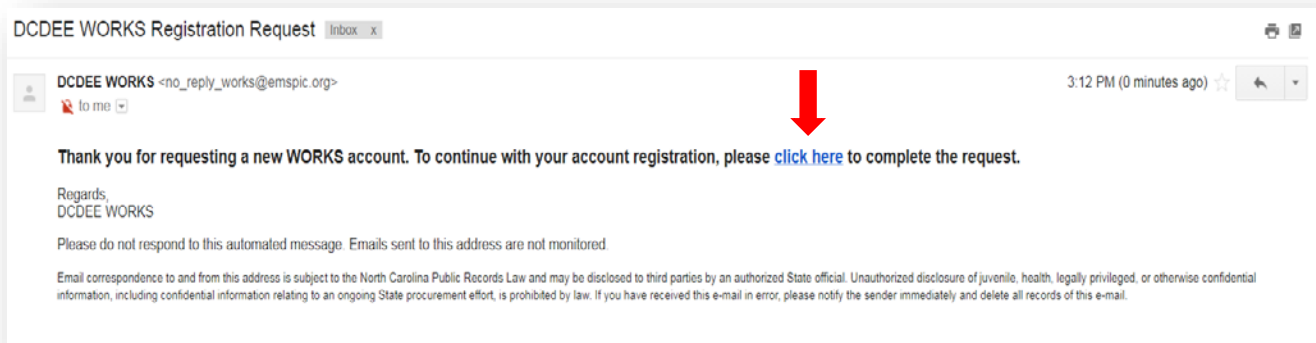


Note: This step is vital to the security of your account. During the review process, the Workforce Education Unit will review the demographic information submitted and determine if there is an existing account within the system. This review could take between 1-2 business days, after which, an email notification will be sent to you. A **Workforce Education Unit staff member will only contact applicants if there are questions about the information received or if additional information is required to proceed.**

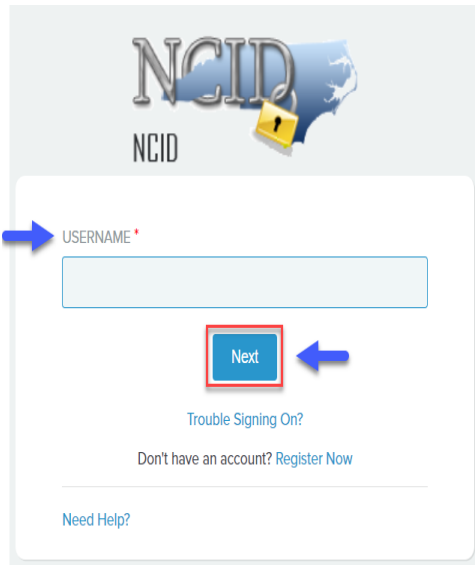
Applicant Job Aid: DCDEE WORKS Registration

11. Close your internet browser window after reading the Review Notification. **Within the next few days, periodically check your email** for a notification of the completion of this review step. Please **check your spam and junk mail inboxes as well** if you do not receive the notification within the allotted time frame. If an email is not received, contact DCDEE WORKS technical support for additional troubleshooting steps. Before contacting DCDEE WORKS, please complete a search within your email ensuring that the notification was received.

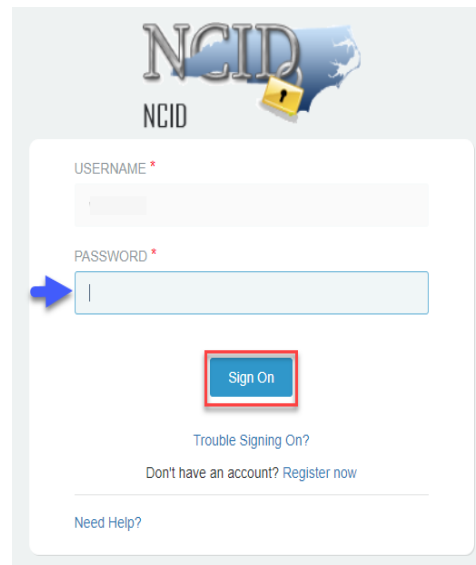
12. Once the email notification has been received. Select "[click here](#)" within the email notification for the next steps.



13. You will be redirected to the DCDEE WORKS login screen. **Enter your individual NCID username. Select Next. Enter your NCID password and then select Sign On.**



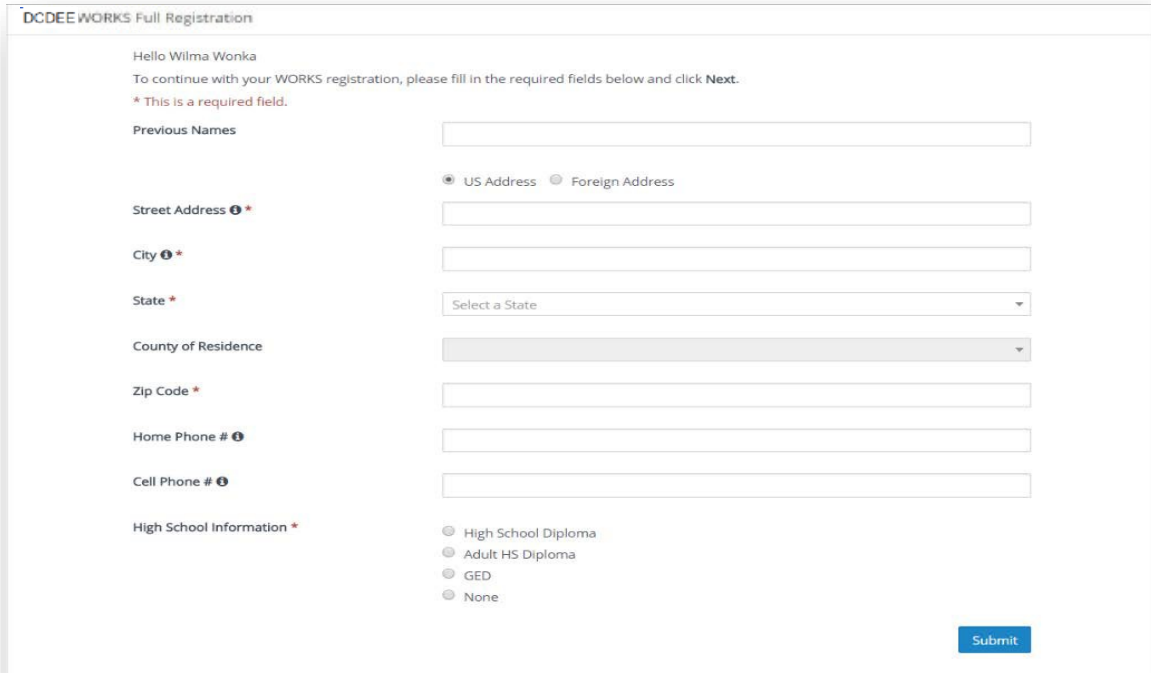
The NCID login screen features the NCID logo at the top. Below it, there is a 'USERNAME *' label and a text input field. A blue arrow points to the input field. Below the input field is a 'Next' button, which is highlighted with a red box and a blue arrow. Below the button are links for 'Trouble Signing On?' and 'Don't have an account? Register Now'. At the bottom left is a link for 'Need Help?'.



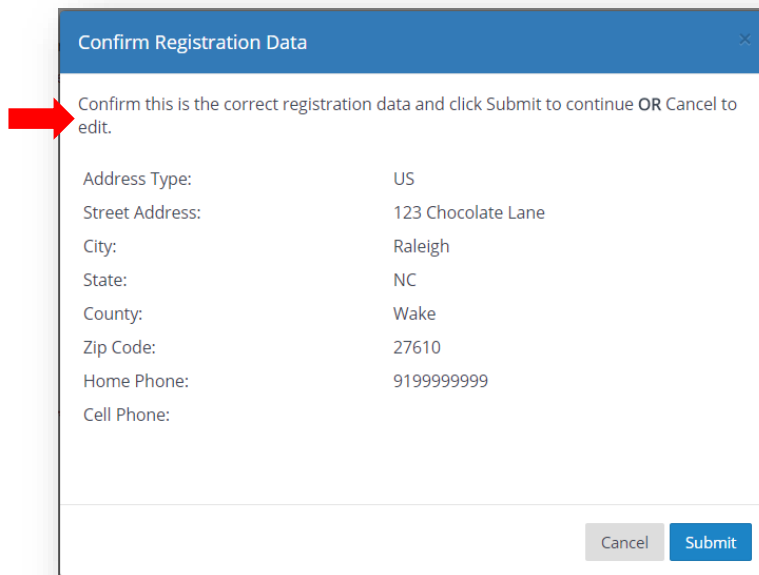
The NCID login screen features the NCID logo at the top. Below it, there is a 'PASSWORD *' label and a text input field. A blue arrow points to the input field. Below the input field is a 'Sign On' button, which is highlighted with a red box and a blue arrow. Below the button are links for 'Trouble Signing On?' and 'Don't have an account? Register now'. At the bottom left is a link for 'Need Help?'.

Applicant Job Aid: DCDEE WORKS Registration

14. Next, **DCDEE WORKS Full Registration Part II** will appear. **Complete all the required fields.** Verify or make changes to any previous demographic information listed. Select **Submit** when complete.

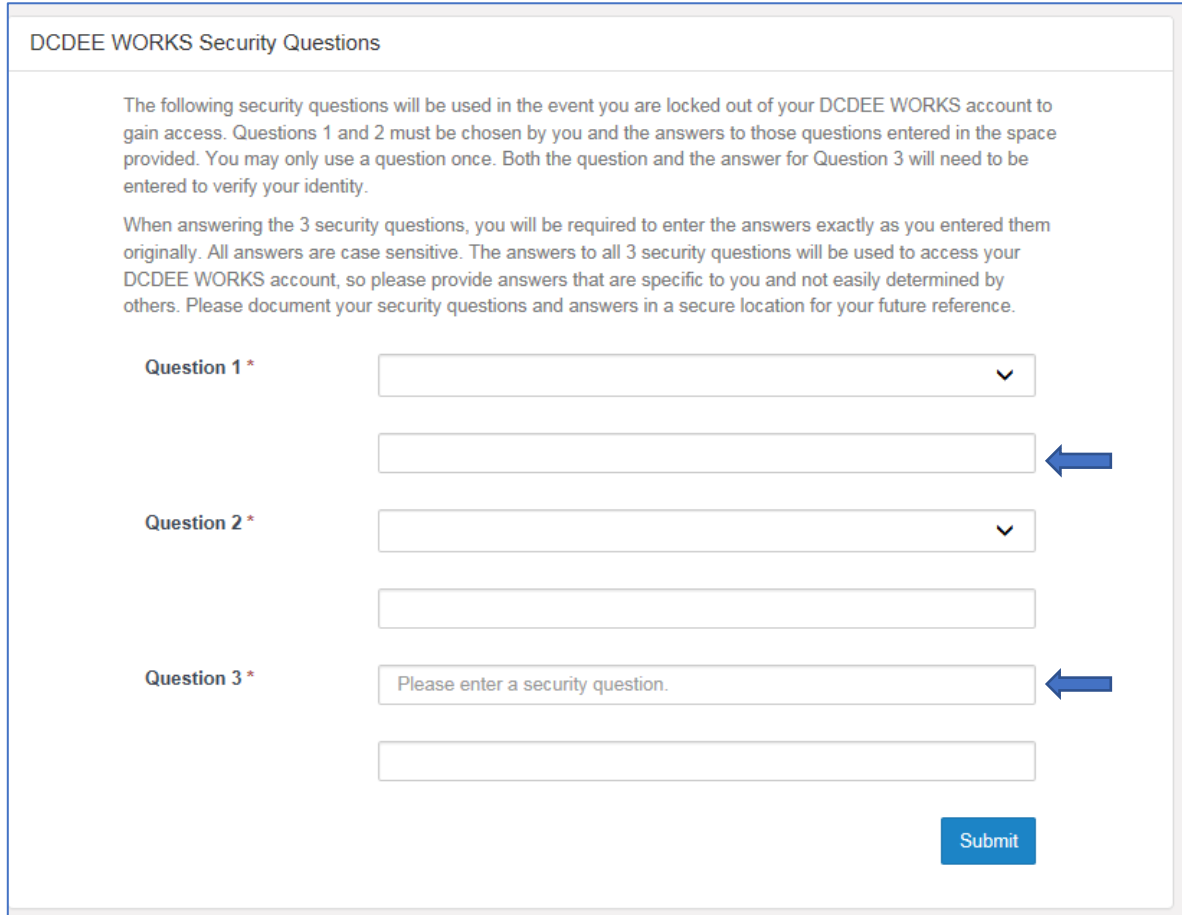


15. The **Confirmation Registration Data** pop-up window for Registration Part II will appear. Confirm the registration data that you provided in the previous step. Select **Cancel to make corrections.** Select **Submit to continue.**



Applicant Job Aid: DCDEE WORKS Registration

16. After selecting Submit, **DCDEE WORKS Security Questions** will appear. **Questions 1 and 2** are selected from the drop-down menu. **Question 3**, you are allowed to create a security question of your choice. Select **Submit** when complete.



17. You will be redirected to the DCDEE WORKS NCID Login screen, confirming the completion of **Registration Part II**. Enter your individual NCID username. Select **Next**. Enter your NCID password and then select **Sign On**.



Applicant Job Aid: DCDEE WORKS Registration



18. Your WORKS applicant home page will appear.

A screenshot of the WORKS applicant home page. The page has a light gray background. On the left is a vertical sidebar with a white background and a blue border. It contains four links: "Home" (with a house icon), "Positions" (with a magnifying glass icon), "Education Background" (with a document icon), and "Facility Association" (with a building icon). The main content area has a white background. At the top, it says "Welcome to the Workforce Online Reporting and Knowledge System (WORKS)!" followed by a paragraph explaining the system's purpose. Below this is a "Description of options:" section with three bullet points. Further down is an "Applicant Information" section with two columns of text. The left column contains: "WFID: 1302018", "Full Name: Wilma Wonka", "Last Four of SSN: 4298", "Date of Birth: 10/27/1956", and "Email: wilma.wonka17@gmail.com". The right column contains: "Home Phone: 9199999999", "Cell Phone:", "Primary Address:", "123 Chocolate Lane", "Raleigh, NC 27610", and "County: Wake". At the bottom of the main content area are two sections: "Letters" and "Certificates", each with a light gray rectangular box below it.

This confirms that you have successfully created your WORKS account! You may now apply for your desired childcare position(s) to submit for educational qualification. Please ensure that you have mailed and/or electronically submitted your official transcript to the Workforce Education Unit before applying.

Thank you for using the DCDEE Workforce Online Reporting and Knowledge System (WORKS)!

FOR ADDITIONAL QUESTIONS and ASSISTANCE

WORKFORCE EDUCATION UNIT

Related Questions: Educational Qualifications; DCDEE WORKS Submissions;
Official Transcripts, Technical Assistance; DCDEE WORKS System Errors

8:00 AM – 5:00 PM; Monday – Friday

Phone: (919) 814-6350; **Email:** dcdee.works@dhhs.nc.gov

MAIL OFFICIAL TRANSCRIPTS TO:

Attention: Workforce Education Unit
Division of Child Development and Early Education
2201 Mail Service Center
Raleigh, NC 27699-2200



REMINDER

Official transcripts must be submitted for ALL completed college-level coursework, certificates, diplomas and/or degrees. Please do not upload copies of in-service training documentation as these are not considered college coursework. Photocopies of transcripts, student or internet copies and grade reports are NOT accepted.

Only official transcripts from post-secondary schools which are **accredited** will be evaluated. **Accredited is defined as an institution of higher education having nationally recognized regional accreditation by one of the six regional accrediting agencies.** (For schools outside the U.S.A., the recognized system of the specified country's accreditation process will be accepted).