

NCWorks Guide for Active Providers

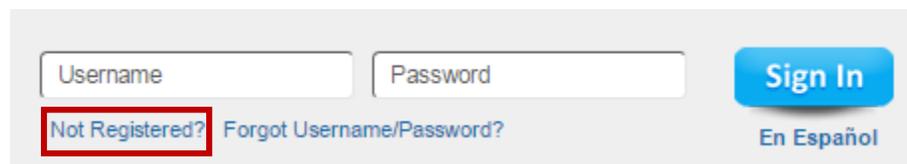
If you are already registered in NCWorks, half the battle is won and you should have access to at least one “provider user account”, which was created when you originally registered your institution into NCWorks. This user account will allow you or your designated representative to enter/edit program details on behalf of your institution.

NOTE: NCWorks does allow more than one provider user account to be associated with an institution, if applicable. For example – user 1 may be an administrative representative that enters the general info about the programs, user 2 may be a financial representative that enters the cost details, etc.

Below is general instruction on how to create a “provider user account” in NCWorks and link it to your respective institution that is already established in NCWorks Online.

Step 1 – Go to www.NCWorks.gov

Step 2 – Click not registered, scroll to option 3 and select provider



Option 3 - Create a User Account

To become a NCWorks Online user with access to our online services, select one of the following account types. If you are not sure about registering, visit the [Why Register?](#) page.

[Individual](#) - Register as this account type if you are an individual and wish to search for the latest job openings, post a resumé online, find career guidance, search for training and education programs, find information on local employers, etc.

[Employer](#) - Register as this account type if you represent an employer and wish to post job openings online, search for candidates for your jobs, view local industry or labor market information, etc.

[Analyst](#) - Register as this account type if you are a labor market information or economic development professional looking to analyze area, occupation, and industry data over different geographical regions and time periods.

[Provider](#) - Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. You can also request that a training program be approved as eligible under the Workforce Innovation and Opportunity Act.

Institution Identification Type

- I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account.
- I own, represent, or work for an educational institution (school, university, etc) and need to create a new account for my institution.

Cancel

Next

Step 3 – Complete a general NCWorks provider profile for your provider user account. (Example below for your reference)

Login Information

* User Name: Enter Unique User Name (3 - 20 Characters, letters or numbers)

* Password: Enter Password (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are (!), (@), (#), (\$), (%), (^), (*), (-), (,))

Very Strong!

* Confirm Password:

* Security Question: ▼

* Security Question Response: Hint to help if you have forgotten

Username for provider user account should be different from the Institutions username.

Federal Employer ID

* Federal Employer ID No: or Social Security Number: Do not enter dashes. Example 999001111

Type of Identification:

- Social Security Number
- Federal Employer Identification Number

IMPORTANT: In order to gain access to enter/edit programs associated with the institution already registered in NCWorks, the FEIN

Institution Identification

* Institution Name:

Institution Code/BPA# (if you are a current provider):

* Institution Type: ▼

* Institution Ownership: ▼

The name should match the record of what was entered when the institution was originally registered in NCWorks.

Institution Primary Location

* Address 1:
Address 2:
* City:
* State: ▼
* Zip: [\[Find Zip Code\]](#)

Enter primary location training will take place.

Contact Information

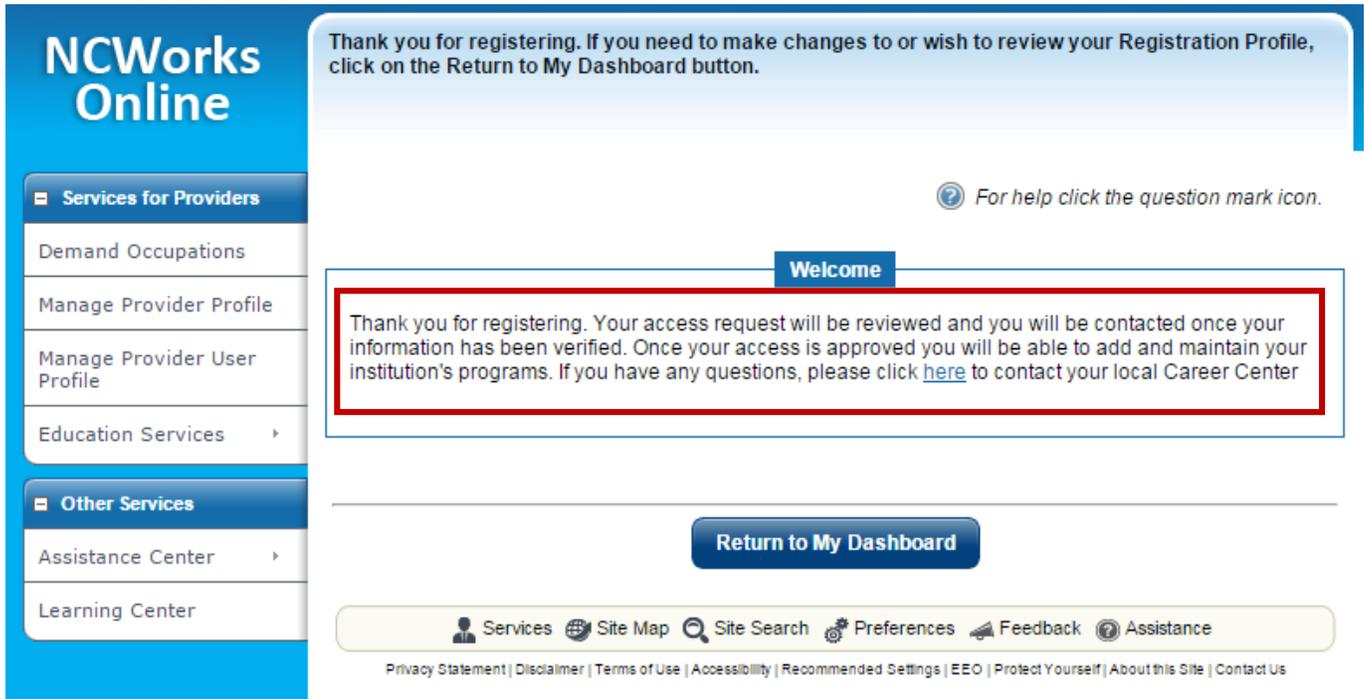
Title:
* First name:
Middle Initial:
* Last Name - (include suffix e.g. Jr, Sr, PhD, etc):
* Contact Phone Number: - - Ext.
Cell Phone: - -
Contact Fax Phone Number: - -
Email Address:
Preferred Notification Method: ▼
Institution URL:
Enter URL e.g. (http://www.companywebsite.com)

Because this an individual provider user account, enter your contact information as it is registered with the training institute. i.e., your work email, phone, etc., if available.

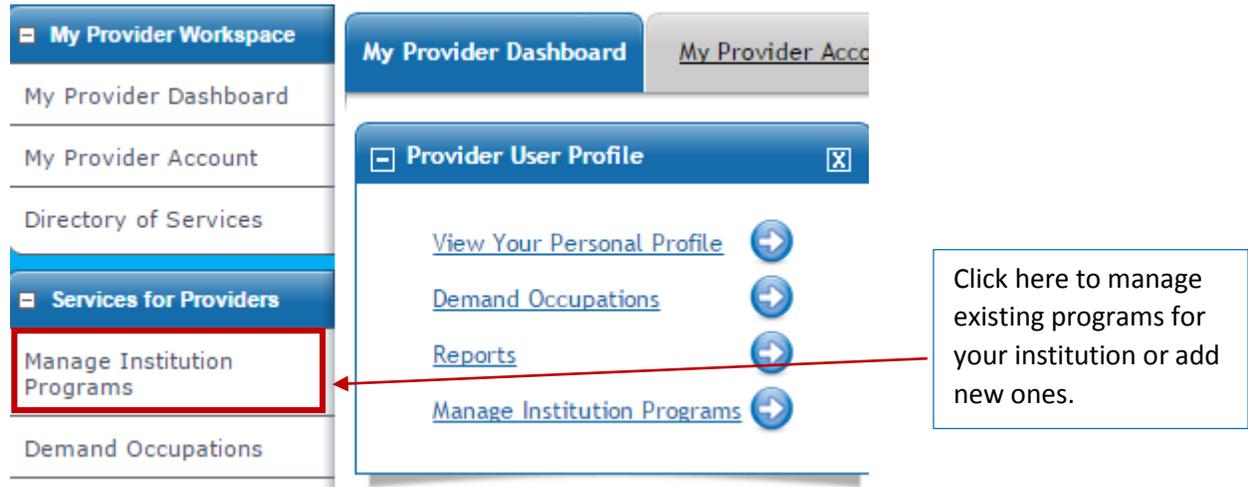
Cancel

Save

After clicking “save”, you will have access to explore the general functions of NCWorks Online. You must await the review and approval of your individual provider user account before you’re able to add/edit programs.



Once your provider user profile is reviewed and approved, you will then see the option to manage your institutions programs.



If you have questions about this guide and/or its content, please contact:
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