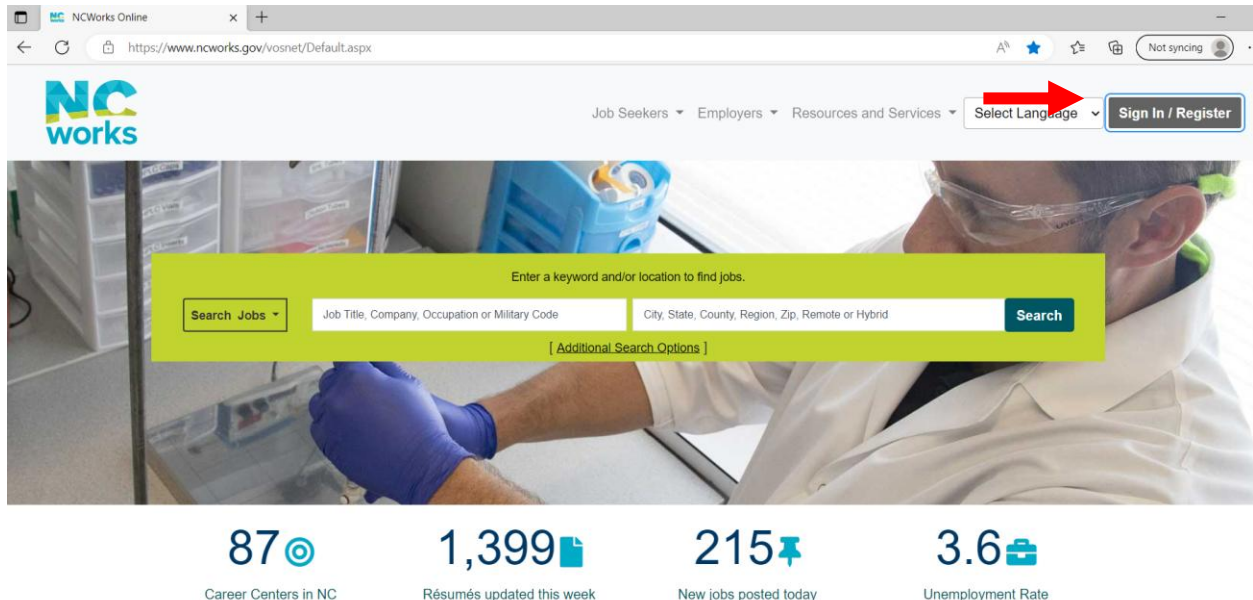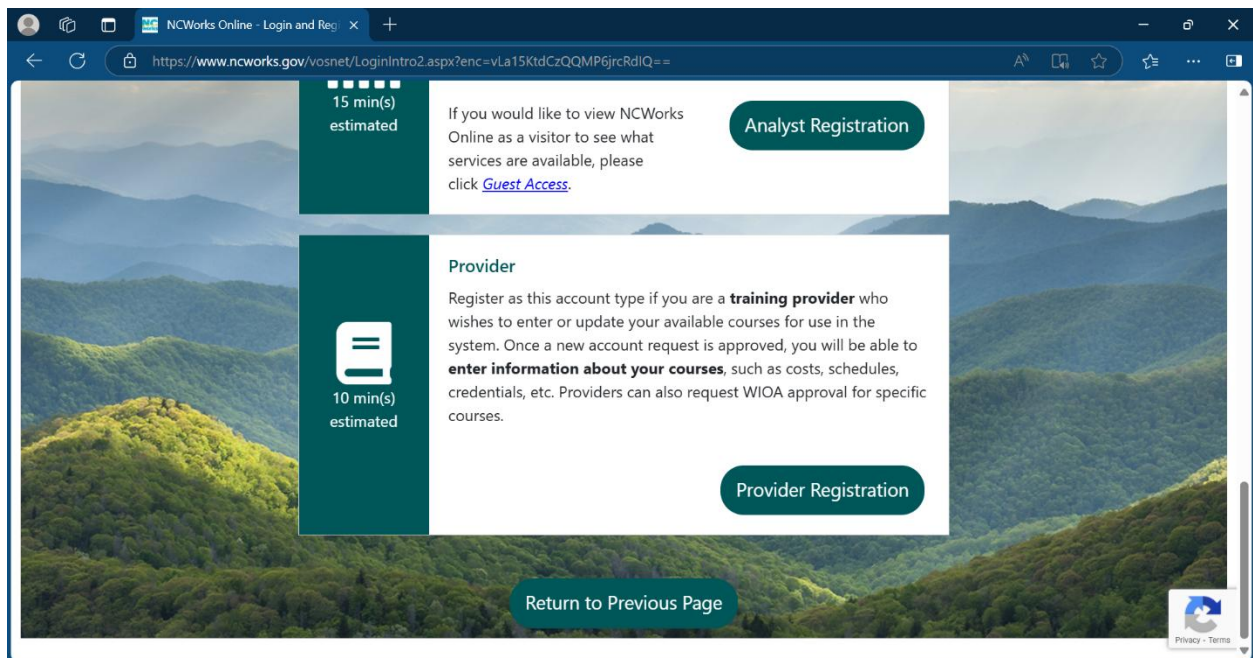SEE BELOW INSTRUCTIONS ON HOW TO REGISTER FOR NEW USER ACCESS UNDER ACTIVE
PROVIDER PROFILES:

1. GO TO NCWORKS.GOV AT **HTTPS://WWW.NCWORKS.GOV/VOSNET/DEFAULT.ASPX**

2. ON WELCOME SCREEN, CLICK ON **SIGN IN/REGISTER**

3. SCROLL DOWN TO THE BOTTOM OF THE PAGE AND CLICK ON **PROVIDER REGISTRATION**

4. ENTER THE NAME OF YOUR ORGANIZATION TO FIND IT IN THE LIST. THEN CLICK ON YOUR ORGANIZATION'S NAME TO SELECT IT.

NC works **Provider User Registration**

Your Organization

First we need to see if your organization is already in our system. Please enter the name of your organization --- if it appears in the list of suggestions, please click to select it:

*Organization: | A&K | !

A&K Training Facility - Greensboro, NC 27406

[Found in List] [Not Found]

5. CLICK ON **FOUND IN LIST**

NC works **Provider User Registration**

Your Organization

First we need to see if your organization is already in our system. Please enter the name of your organization --- if it appears in the list of suggestions, please click to select it:

*Organization: | A&K Training Facility - Greensboro, NC 27406 |

[Found in List] [Not Found]

6. FILL OUT FORM TO ENTER YOUR INFORMATION. THEN, PRESS **SAVE** AT THE BOTTOM OF THE SCREEN.

Login Information

* User Name:

Enter User Name (3 - 20 characters). May include special characters, letters, or numbers. Allowable characters are # @ $ % ^ . ! * _ +).

* 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 # @ $ % ^ . ! * _ +).

* Confirm Password:

Please re-enter your password.

* Security Question :   None Selected   This will be used if you need to recover your username and/or password.

* Security Question Response: Enter your answer to the security question you chose above.

* Preferred Notification: None Selected   Select the best way for us to contact you.

Save   Cancel