CCTO Tool Help Guide COVID-19 Community Team Outreach



How to setup your NCID:

Before you can access the Sandbox or Production System, you must set up your NCID:		NCID Tips NCID Tips 2 rgrant1
1	Click the URL to access the NCID system: https://ncid.nc.gov/	NCID Login Forgot Username Forgot Password Unlock Account 3 Setup Security Questions Set Service Paceward Rest veelend
2	Log in with your Username and Temp Password. Note: Do not enter your full email address, just your username You will then be prompted to set up Security Questions. Choose 5 security questions, enter your answers and click 'Save Answers'	Iteed Help? Registeri Privacy and Other Policies Contact Us Image: Computer system, which may be computer system. Image: Computer system, which may be computer system. In address during state states as a state state astate as a state state astate as a state state astate astate astate
4	Now, create a new password. Make sure to follow the password guidelines provided. AFTER YOU HAVE SET UP YOUR PASSWORD, YOU WILL NEED TO WAIT 24 HOURS BEFORE ACCESSING CCTO. WHEN 24 HOURS HAVE PASSED, you may log in to the CCTO Tool: Sandbox: https://dhhs-covid19-ccto- uat.crm9.dynamics.com/ Production: https://dhhs-covid19-ccto- prod.crm9.dynamics.com/ See this linked job aid for support logging in.	Person solid it quantion from the life in
Remembe setup, you Thank you	r, if you have not completed the NCID I will not be able to log in. I' We are excited for you to join our team.	Charge Password State of North Carolina Authentication Site sgn in with your organizational account printh (incorp) Gravin