Request Account Access to CIS Documentation in the NCLOR

1 Request a New Account

Note: Even though you may already have an NCLOR account, you must follow these steps to request an NCLOR account to access CIS Documentation.

NCLOR accounts are issued to individual users only. You are not allowed to register a generic group name/email address.

The Special Collection Access field is the most important field of the sign-up process. Make sure to click CIS Docs Ellucian under Special Collection Access.

Follow these steps to request a new account to access the CIS Documentation Special Collection in the North Carolina Learning Object Repository (NCLOR):

1. Open a web browser.
3. Click Request New Account.
4. On the **New Account Form**:
   a. **First Name**: Enter your first name. This field is required.
   b. **Last Name**: Enter your first name. This field is required.
   c. **Email**: Enter your email address. This field is required.
   d. **Phone**: Enter your telephone number. This field is required.
   e. **Educational Institution**: Enter the name of your community college or North Carolina Community College System Office. This field is required.
   f. **Special Collection Access**: Check the box next to **CIS Docs Ellucian** (search access only).
New Account Information

Before completing the new account request form below, you should take into consideration the following information.

1. Only North Carolina K-12, Community Colleges or University faculty/staff members can request a named account.
2. All NC community colleges have had their learning management systems (Blackboard or Moodle) integrated directly with the NCLOR. This means NCCCS faculty/staff do not need to request an account with this form unless they wish to do any of the following: * View or share NCLOR resources with students without using a LMS. * Contribute content to any collection in the repository.
3. All North Carolina K-12 educator accounts are managed via the NC EdCloud IAM. Therefore, no account request is needed. [Click here to view more information about K-12 accounts.]

New Account Form

First Name (required)

Last Name (required)

Email (required)

Phone (required)

Educational Institution (required)

Collection Access

By default, NCCCS faculty and staff receive access to the following collections: any open educational resources, the North Carolina Community College Only collection (includes premium content), the Higher Education Only collection, PBS LearningMedia collection, Virtual Learning Community collection, and some K-12 focused collections. Any special collection access is granted on an as-needed basis. See the Optional Special Collection Access, for more information.

(Optional) Special Collection Access (by permission only)

Only select an option below if your job duties require access to the listed collections or you have permission of the collection owner, Therefore, if you are not already familiar with the collections listed below, do NOT select any of the options available.

Special Collection Access (required)

- [ ] CIS Docs Ellucian (search access only)
- [ ] NCCCS Library Collection (librarians only)
- [ ] ESL Virtual Library Collection (contribution access only)

Special Instructions

Submit

Figure 1.2
g. Click Submit.

Figure 1.3

The completed **New Account Information** form displays. Your request will be processed by the NCLOR Administrator. You will receive an email message containing your unique **Username** and a temporary **Password**, along with further instructions about how to access CIS Documentation in the NCLOR.
2 Change Temporary Password

After you receive an email from the NCLOR Administrator containing your unique Username and temporary Password, follow these steps to change your temporary password:

1. Open a web browser.
3. Click Log in with Account.

Figure 2.1
4. **Username**: Enter your user ID.
5. **Password**: Enter your temporary password.
6. Click **Log in**.

![Image of login screen](image-url)

**Figure 2.2**
7. Click your **Username** at the top right of the screen.

**Figure 2.3**

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8. Click **Change password**.

![Image of the North Carolina Learning Object Repository](image)

**Figure 2.4**
9. **Old password**: Enter your temporary password.

10. **Password (6-32 chars)**: Enter your new password.

11. **Password confirm**: Enter your new password to confirm your new password.

12. Click **OK**.

![Change password](image)

**Figure 2.5**
13. Click **Save**.

![Figure 2.6](image_url)

You may now access NCLOR with your **Username** and new **Password**.

**Note:** You may follow the steps in this section to change your password at any time. Simply enter your *old password* instead of your *temporary password*. 
3 Request Password Reset

Your NCLOR credentials are unique to you. Please make a note of your Username and Password.

Note: The CIS Help Desk does NOT have the ability to reset your password.

If you forget your password, follow these steps to request a password reset:

1. Open a web browser.
3. Click Request Password Reset.

Figure 3.1
Fill out the **Lost Password Form**, then click **Submit**. The NCLOR Administrator will reset your password. Your password may not be reset immediately.

![Lost Password Form](image_url)

Figure 3.2

### 4 Frequently Asked Questions

Before you contact the CIS Help Desk with questions or problems with the NCLOR, refer to the document titled *Frequently Asked Questions: CIS Documentation in the NCLOR* at http://www.nccommunitycolleges.edu/it-resources-and-services/cis-user-support/user-support/cis-documentation for questions and solutions about CIS Documentation in the NCLOR.