Register OneID Guide

Use this guide to register your OneID. Should you have issues, please contact the ITS Help Desk at 336-334-7195 or helpdesk@ncat.edu, or by submitting a support ticket at https://ncat.cherwellondemand.com/CherwellPortal/AggieHelp.

1. Open a web browser.

2. Enter registeroneid.ncat.edu in the search box and press Enter.

3. Enter your OneID network credentials where prompted. Click Sign in.
4. Click *Add method* under Security info.

Please select at least two (2) methods for authentication. In this example, we are going to register both PHONE and EMAIL as our methods:

5. Select *Phone* under Add a method and click *Add*. 
6. Enter your cell phone number (not your office phone number), then click Next.

7. Enter the code that is texted to your phone, then click Next.

8. Click Done when informed SMS verified.
9. Click *Add a Method*, select *Email*, and click *Add*.

10. Enter your **personal email address** (not your NCAT.EDU email) and click *Next*.

11. Enter the **code** that was sent to that email address and click *Next*.

12. You are now registered. If you want to change the default sign-in method, select *Change*. You are able to now able to “Sign out everywhere” if you lose a device.