

# Login to OSFM Application

## Things to Note

1. The URL (web address) has changed. You will need to use <https://apps.ncdoi.net/f?p=301:101> from now on. Please update any book marks that you have.
2. The first time you use this link you will need to setup a password. You can use the same one as before, but you will need to enter it.
3. If you need to recover an OSFM ID or reset a password, you will be able to do it from this page.

### Login

OSFM ID	<input type="text"/>	<a href="#">Forgot OSFM ID</a>
Password	<input type="password"/>	<a href="#">Forgot Password</a> <input type="button" value="Login"/>

### Additional Help

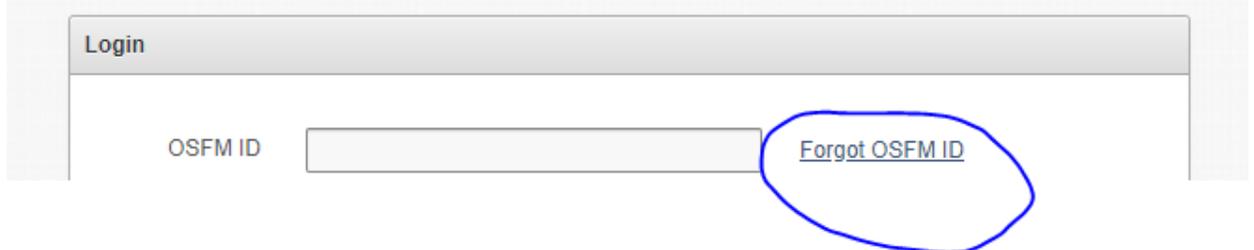
You may create or access your current login credentials using your personal information. Please Click "Use Personal Info" to continue.

OSFM's log in process has been updated. Your OSFM ID will replace your NCID username. You will need to set your password the first time you use this application by clicking the "Forgot Password" button.

Please call 919-647-000 or 800-634-7854 (toll free) for assistance.

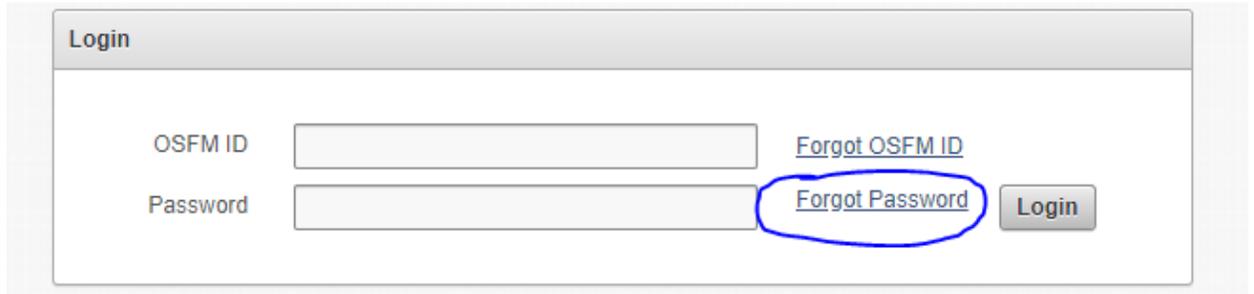
## OSFM ID/Password recovery

1. If you forgot your OSFM ID, you can recover it by entering your email. Click [Forgot OSFM ID](#) on login page. Note: Your OSFM ID is your NCID if you have one and used it for this application.



The screenshot shows a login form with a header labeled "Login". Below the header, there is a text input field labeled "OSFM ID". To the right of this field is a blue hyperlink labeled "Forgot OSFM ID", which is circled in blue. The rest of the page is not visible.

- a. Enter your email address on the next page. If it exists in the database and is used for only one account, you will get an email with a link.
2. If you know your OSFM ID but do not remember your password or you have not entered it yet, you can reset it by entering your OSFM ID. Note, if you have previously logged into this application your username is your NCID.



The screenshot shows a login form with a header labeled "Login". Below the header, there are two text input fields: "OSFM ID" and "Password". To the right of the "OSFM ID" field is a blue hyperlink labeled "Forgot OSFM ID". To the right of the "Password" field is a blue hyperlink labeled "Forgot Password", which is circled in blue, and a grey button labeled "Login".

- a. Enter your OSFM ID on the next page. If it exists in the database, you will get an email with a link.

3. If you are a firefighter, you can recover your login information using your personal information.

**Additional Help**

If you are fire personnel you may access your login credentials using your personal information. Please Click "Use Personal Info" to continue.

**Our login process has changed. Your NCID is now called Username. You will need to set your password the first time you use this application. Use "Forgot Password" button to do that.**

**Use Personal Info**

- a. Click the Use Personal Info button. On the next page you will need to enter you name, birthdate and the last four digits of your SSN. You must enter your name exactly as it appears in your record.
4. Each of these methods will take you to the credentials screen.

OSFM ID \*  
gmrobinson1

Password \*  Re-enter Password \*

Email \*  
grt@ncdoi.gov

Phone  
919-555-6106

**Password requirements**

- Password must be at least 8 characters long
- Password must contain at least one number
- Password must contain at least one upper case letter
- Password must contain at least one lower case letter
- Password may not contain the same character more than 2 consecutive times
- Password may not contain "pass" or "word" in any case(s)
- Password must contain at least one of the following: !, ", @, \$, %
- 
- NOTE: PASSWORD WILL NOT REDISPLAY AFTER SAVE

- a. If you have an OSFM ID it will show; otherwise you will need to enter one
- b. Enter the password you want to use in both fields.
- c. Enter a valid email.
- d. You may also enter a cell phone number.
- e. Click Save. You will be sent to the login page where you will be able to use your credentials.