



## NC E-Procurement Upgrade Go-Live Postcard #11

### School System Edition

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**We're Live!!** The upgraded NC E-Procurement system is now available! If you have NC E-Procurement bookmarked, please make sure your bookmark is set to <https://buyer.ncgov.com/Buyer/Main> and does not have any additional text afterward. If it is longer, you should delete your current bookmark and create a new one. Remember to use your NCID username and password when you log in. If you need to access the old system for reference, you can go to <https://archivebuyer.ncgov.com> or click the link on your dashboard. For more information, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1 or [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).

**First Day Tips** Here are a few tips for getting started this week with links to related job aids:

- Personalize your [dashboard](#)
- Review your [personal profile](#)
- Set up your [personal labels](#) and [system searches](#)
- Update your [default display](#) and [email notification](#) preferences

Note: A username and password is required to access many of these documents. Please contact the NC E-Procurement Help Desk to obtain this information.

**Feature Focus: Logging in using NCID** If you are unable to access NC E-Procurement and are unsure if your NCID login information is valid, please go to the [NCID website](#). There, you will also be able to reset your password if you have forgotten it by answering your security questions. If you do not have an NCID username or password, please contact your EPLite Administrator. If you have additional questions, please contact the NC E-Procurement Help Desk.

This is the error message you will see if your NCID login information is not accepted:

**Invalid username or password. Re-enter your username and password.**

**If you believe your NCID and password are correct, but are unable to login into NCEP, please test your credentials at the [NCID Website](#)**

**If you have forgotten your password, please go to the [NCID Password Reset Application](#) or contact your local NCID administrator.**

**If you have forgotten your NCID User ID, please go to the [NCID Forgotten User ID Website](#) or contact your NCID administrator.**

To properly view this application IE 6+, Firefox 3+, or Safari 3.2+ with Adobe Flash Player 7+ is required.

## Follow-Up

We sent this postcard to NC E-Procurement school system users, purchasing directors, and finance officers.

*Questions about information covered in this Postcard?* Send an e-mail to: [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)