**New Lic/Sal Subscription App**

Effective Friday, September 23, 2016, DPI will begin using a new Lic/Sal Subscription Application that will require an NCID and password for each user.

**Everyone will need to subscribe through the new subscription app using their NCID and password in order to have access to Lic/Sal after September 23.**

The URL for the subscription app is <https://licsalweb.dpi.state.nc.us/>.

**Current Lic/Sal users with a valid NCID account:**

Subscribe to the system through the new app using your NCID and password. You will receive a verification email once the account has been approved.

**Current Lic/Sal users without a valid NCID account:**

If you are with an LEA or Charter School, please contact your NCID Administrator.  To find your NCID Administrator, please go to one of the following URLs:

**LEAs:** <https://www.ncid.its.state.nc.us/LEAListing.asp>

**Charters**: <http://www2.ncid.its.state.nc.us/LEADetails.asp?name=Charter%20Schools%20000>

**IHEs and Non-Public Users:**

IHEs and Non-Public users need to obtain an NCID account by clicking on the link below and following the instructions on the NCID homepage. Once the NCID account is approved, return to the NC Department of Public Instruction's Subscription App to complete the DPI Application Access form and register with the NCID and password.     <https://ncid.nc.gov>

**New Lic/Sal users with a valid NCID account:**

Subscribe to the system through the new app using your NCID and password. Submit a completed DPI Application Access form which can be accessed via <https://licsalweb.dpi.state.nc.us/> .

**New Lic/Sal users without a valid NCID account:**

Follow above instructions for current Lic/Sal user without a valid NCID account. Submit a completed DPI Application Access form which can be accessed via <https://licsalweb.dpi.state.nc.us/>

If you have questions regarding NCID accounts, please contact your NCID administrator. For questions regarding the new Lic/Sal subscription app, please contact the DPI support center by submitting a ticket through the Service-Now portal <https://ncgov.service-now.com/sp_dpi> or by calling 919.807.4357 M-F 7am-5pm.