

Group Two agency employees are encouraged to authenticate their individual accounts prior to the April 1 go-live date.

Logging Into the BEACON Portal (ESS and MSS)

To access the BEACON portal, visit <https://mybeacon.nc.gov>.

On your first visit to the BEACON portal, you must authenticate your account. To do this:

1. Log on using your NCID and password
2. You will see a message that reads:
“SAP ID Activation Required. Please activate your id now!”
3. Click on the word “activate” in the message
4. On the new screen enter your NCID and password again
5. Click Start Activation button
6. Enter your date of birth in the appropriate field
7. Enter the last five digits of your SSN in the appropriate field
8. Click Submit button
9. You should see the message “Activation Success!”
10. Close your browser
11. Open a new browser and go to <https://mybeacon.nc.gov>
12. Log in using your NCID and password
13. You will only need to enter your NCID and password on subsequent visits to the portal

Note: If you experience problems authenticating your account, call the BEST (BEACON Enterprise Support Team) Shared Services Center anytime from 7 a.m. to 7 p.m. Monday through Friday at 919-707-0707 if local to Raleigh, or 1-866-NCBEST4U statewide.

When you visit the portal **after the April 1 go-live date**, you will be able to, among other things, make changes to personal data such as: home address, bank account information, dependent information and benefits. Managers will be able to approve their employees’ time and vacation requests.

Prior to go-live, all Group Two employees are encouraged to take the BEACON overview course, two Employee Self Service (ESS) courses (overview and time entry) and, if applicable, the Manager Self Service course online at www.beacon.nc.gov/training. The screen shot to the right shows the BEACON portal log in page. As a reminder, Group Two agency employees will not be able to conduct transactions within the system until April 1.

INTEGRITY
CONSISTENCY
BEACON
North Carolina
Office of the State Controller

Welcome State of North Carolina Employees

NCID ·
Password ·

Log on

For human resources, payroll or BEACON system assistance, call 919-707-0707 in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 7 a.m. to 7 p.m., Monday through Friday.

For NCID assistance, contact your agency NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

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visit <https://mybeacon.nc.gov>.