



## State of North Carolina Contract 915W Web Conferencing Services Ordering Checklist

1. Decide what kind of licensing you want based on your usage needs.
2. Decide if you want to order any the optional items; integrated PBX audio, Footprints, or PowerPoint plug-in
3. Contact Carahsoft (Tiffany Chang or Joshua Vance) and get a quote with catalog numbers
  - E-mail: [ncconnect@carahsoft.com](mailto:ncconnect@carahsoft.com)
  - Call 1-877-99 ADOBE and ask for Tiffany Chang or Joshua Vance
4. Go to E-procurement and select items (don't forget to leave the order open for audio minutes if you are buying that option)  
<http://contracts.ncgov.com/Buyer/Main/aw?awh=r>

Type 915W in the Contract ID field

### Example

Web Conferencing, Named User. 1-200 named users. Cost is per named user per year.  
Each user license includes up to 100 participants. Adobe  
Supplier Part #: 210-6182-NC1  
Mfg. Part #: 38044466JA

5. Verify you have NCID access. All hosts and administrators of this service will need NCID accounts.

All Named users and administrators will need an NCID account to use this service

If you are a state employee and have an NCID account login as normal

If your agency uses NCID but your division is not listed then you will need to add your division.

First, find your agency admin by going to

<https://www.ncid.its.state.nc.us/StateAgencyListing.asp>

Then contact them and have them add your division.

If you don't already an NCID account and you plan to be a host, admin or registered guest you will need to create an account

Go to Creating an account <https://ncid.nc.gov/login/accountTypeSelection.htm>

If do not have an NCID account and you are designated to be a host, admin or registered guest you will need to have an NCID account.

Go to Creating an account <https://ncid.nc.gov/login/accountTypeSelection.htm>

If your agency doesn't use NCID, contact the ITS service Desk at 919-754-6000 or [ITS.Incidents@ncmail.net](mailto:ITS.Incidents@ncmail.net)



6. Customers should sign up for the ITS Communication Hub to get updates on the status of NCID. See <https://communications.its.state.nc.us/>
7. Provide a list of host names and administrators or you can send your Hosts to the Portal to login and then have your administrators assign them as a host.
  - Host/Administrator names should include:
    - E-mail, phone number
  - Administrator names are required; host names are not.
  - If ordering audio minutes, please provide a list of moderators who will need a unique teleconferencing line. Include:
    - Names, e-mails, local phone numbers
    - Agency name, Headquarters Address, Phone
    - Account administrator contact details: Name, Title, Phone, Email
  - If ordering the Footprints Pod, please include information for the main administrator who will have access to the reporting tool
8. Provide logos to the vendor for the branding process (all 4 logos are required to brand your account)
  - Agency Logo for Portal: 350 x 90 pixels
  - Banner logo to be added to server: 360 x 50 pixels
  - Login Logo: 410 x 310 pixels
  - Meeting Logo: 50 x 20 pixels

\*Please note these measurements are width x height
9. Login to your new Agency portal with your NCID account.