

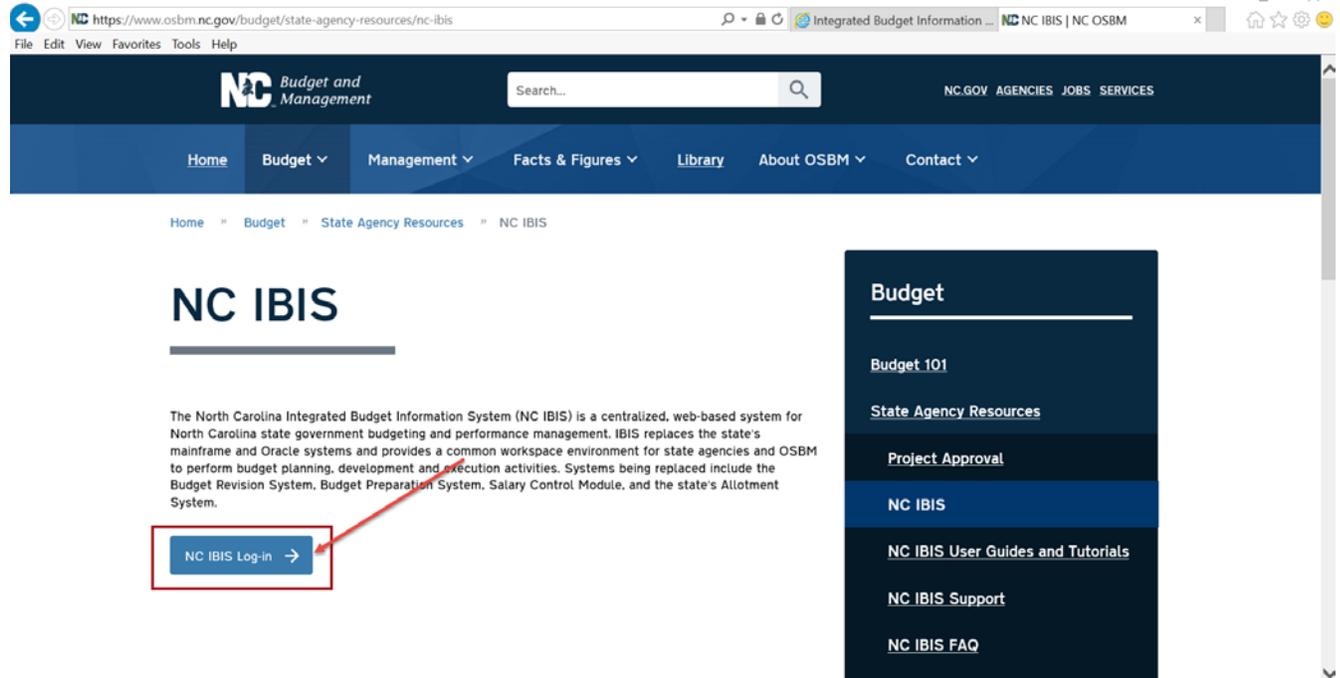
INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE

LOG IN/LOG OUT

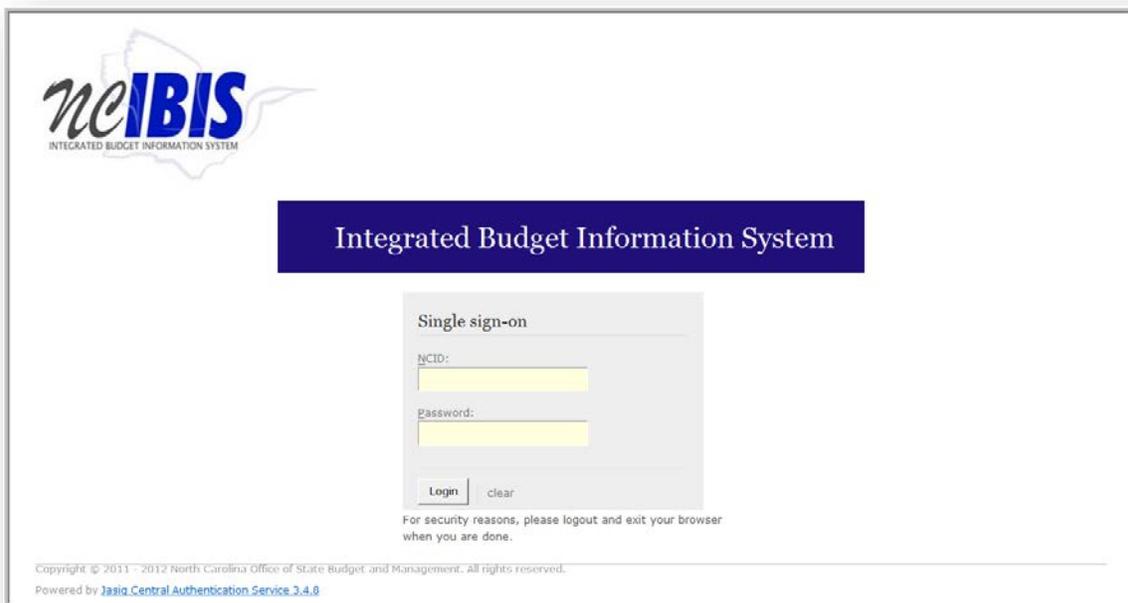
LOG IN/LOG OUT

Option1:

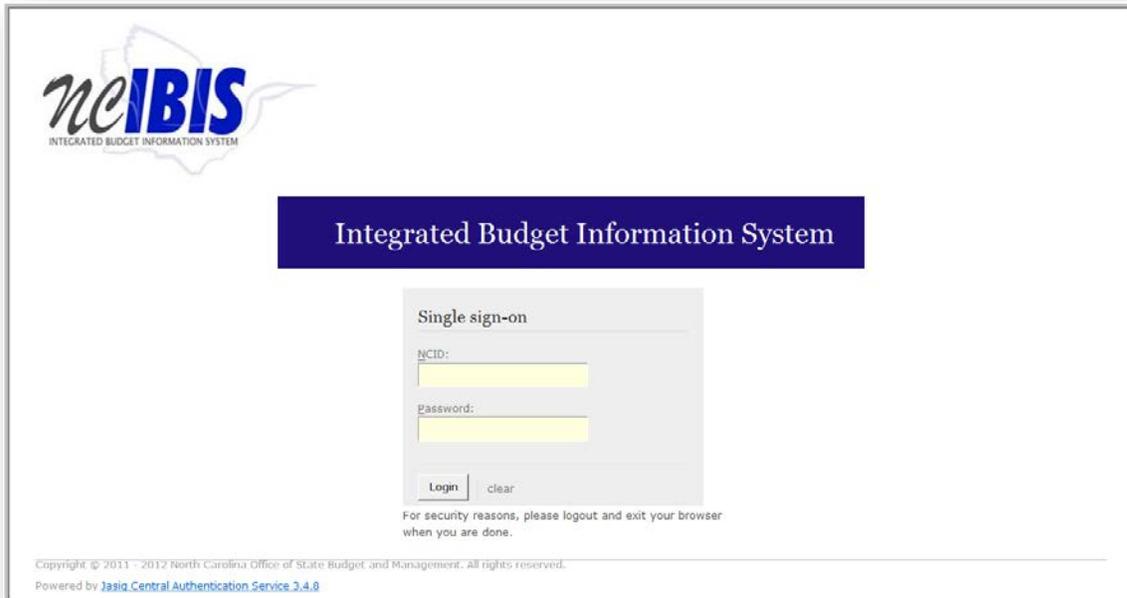
Go to <http://ibis.nc.gov/> you will see the following window with a IBIS log-in button.



You will see the

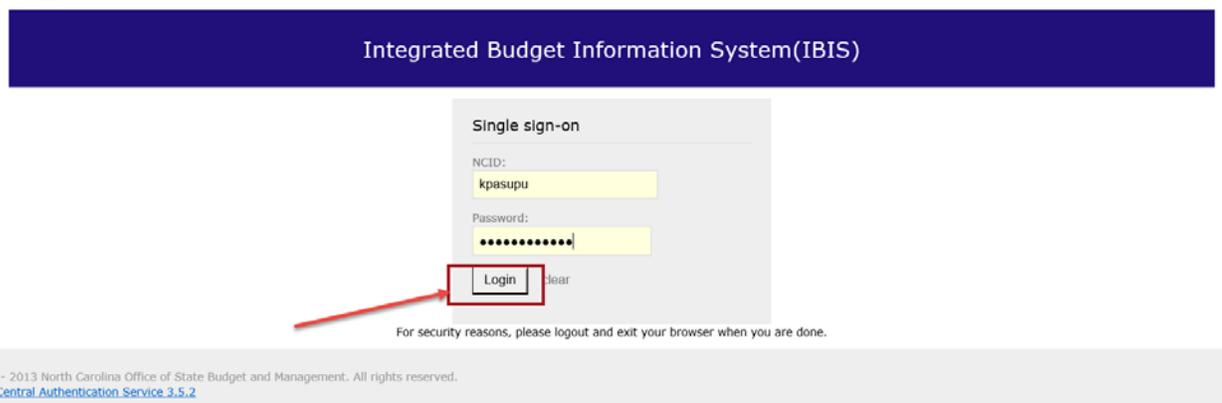


Option2: Go directly to <http://ibis.nc.gov/ibis-webapp>. to see the IBIS log-in window.



The screenshot shows the IBIS login page. At the top left is the ncIBIS logo. Below it is a dark blue banner with the text "Integrated Budget Information System". In the center is a "Single sign-on" form with two input fields: "NCID:" and "Password:". Below the fields are "Login" and "clear" buttons. A security notice at the bottom of the form reads: "For security reasons, please logout and exit your browser when you are done." At the very bottom of the page, there is a copyright notice: "Copyright © 2011 - 2012 North Carolina Office of State Budget and Management. All rights reserved. Powered by Jasio Central Authentication Service 3.4.8".

IBIS uses NCID for user authentication. Enter your NCID ID and password to access the system. Once your NCID and password have been entered, click the Login button highlighted below.



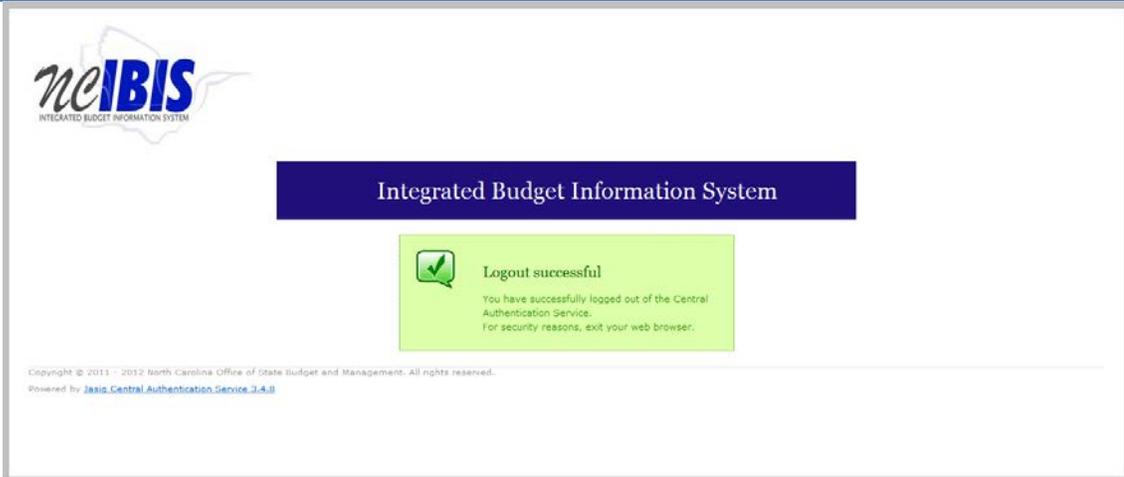
This screenshot is similar to the previous one but shows the "Login" button highlighted with a red box and a red arrow pointing to it. The "NCID:" field contains the text "kpasupu" and the "Password:" field contains a series of dots. The rest of the page, including the banner and footer, is identical to the previous screenshot.

If your log-in is successful, you will see the IBIS work queue appear.

Ref#	BRU	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
AR-SJB0	Department of Natural and Cultural Resources	41514	Allotment	4101 EXTERNAL ALLOTMENT USSNC HULL REP&	Submitted To OSBM	cssutton		2017-11-20 1:37 PM
12-0030	Department of Environmental Quality	64320	Revision	DWI - Various Neg Transfer Acct Fix & 6700 Budget	Submitted To OSBM	amrobinson1		2017-11-20 1:36 PM
12-0002	Department of Environmental Quality	24310	Revision	Budget Setup 2824-8246-DR16	Submitted To OSBM	amrobinson1		2017-11-20 1:35 PM
12-0007	Department of Natural and Cultural Resources	24811	Revision	Fund 2230 - Create position 65026723 Archives & Re	Submitted To OSBM	imokdham1		2017-11-20 1:34 PM
12-0863	Department of Public Safety	14550	Revision	Real & Transfer 60074102 & 60074206	Submitted To OSBM	jdangston		2017-11-20 1:29 PM
12-0034	DEPARTMENT OF AGRICULTURE	41517	Revision	4U22 Budget Realignment	Submitted To OSBM	wilfr		2017-11-20 1:11 PM
12-0861	Department of Public Safety	14550	Revision	LE SHP Town of Chapel Hill Event	Submitted To OSBM	jdangston		2017-11-20 1:04 PM
11-0130	Department of Natural and Cultural Resources	14800	Revision	Salary Adjustment Fund Allocation - General Fund	Submitted To OSBM	cssutton		2017-11-20 1:04 PM
12-0009	Department of Public Safety	41507	Revision	CI-NG Realign budget per obligated expenses (4Q19)	Submitted To OSBM	jdangston		2017-11-20 1:01 PM
AR-SJKQ	Department of Public Safety	41507	Allotment	CI-AJ Allot funds for approved expenses (4Q24)	Submitted To OSBM	jdangston		2017-11-20 1:01 PM
12-0205	Administrative Office of the Courts	22001	Revision	2091-3236 grant (E)	Submitted To OSBM	mhnoid		2017-11-20 1:01 PM
	Department of Justice	23600	Fund Code	SCL Tax Enhance	OSBM Draft	mhnoid		2017-11-20 12:58 PM
	Department of Justice	41615	Fund Code	Control Fund 41615	OSBM Draft	mhnoid		2017-11-20 12:55 PM
12-0004	Department of Insurance	23903	Revision	Budget Fund Balance	Submitted To OSBM	khudson		2017-11-20 12:16 PM
11-0373	University of North Carolina at Wilmington	16060	Revision	FY17-18 GenX Research Funds	Submitted To OSBM	hmalory		2017-11-20 12:12 PM
	WILDLIFE RESOURCES COMMISS	24351	Fund Code	NG Aquatic Project	Submitted To OSBM	sasoques		2017-11-20 12:08 PM
12-0121	Division of Central Management and Support	14410	Revision	ORH_Fund 1374_Budget Farmworker Health Award	Submitted To OSBM	krich1		2017-11-20 12:02 PM
	WILDLIFE RESOURCES COMMISS	14350	Fund Code	NG Aquatic Project	Submitted To OSBM	sasoques		2017-11-20 11:59 AM
11-0005	University of North Carolina at Chapel Hill	41222	Revision	41222-306 BD606 JE 392636, 41222-41K06	Submitted To OSBM	bsjvalkar		2017-11-20 11:48 AM
AR-SISW	University of North Carolina at Chapel Hill	41222	Allotment	41222-306 Allot JE 392639, 41222-41K06	Submitted To OSBM	bsjvalkar		2017-11-20 11:47 AM
12-0060	North Carolina Community College System	16600	Revision	FY 2017-18 REC CTE GRANT	Submitted To OSBM	ccmader2		2017-11-20 11:18 AM
12-0013	North Carolina Community College System	26000	Revision	FY 2017-18 Rec CTE GRANT	Submitted To OSBM	ccmader2		2017-11-20 11:17 AM

To log out of IBIS, click on Logout on the upper right of the window.

You will see the confirming Logout screen. As advised, close out your browser to complete the logout process.



The screenshot displays the ncIBIS interface. In the top left corner is the ncIBIS logo. A dark blue horizontal bar in the center contains the text "Integrated Budget Information System". Below this bar is a light green notification box with a checkmark icon and the text "Logout successful". The notification text reads: "You have successfully logged out of the Central Authentication Service. For security reasons, exit your web browser." At the bottom left of the page, there is a small copyright notice: "Copyright © 2011 - 2012 North Carolina Office of State Budget and Management. All rights reserved. Powered by [Jasig Central Authentication Service 3.4.0](#)".