SunPac School Systems User Mapping

Each School System user created in NC E-Procurement has an assigned NCID User ID. In order for the user’s eRequisitions in NC E-Procurement to be successfully processed by SunPac, the user’s NCID User ID must be mapped to the corresponding user’s ‘NCEP Login’ within the NCEP Username Cross Reference screen in SunPac.

I. Locate the NCID User ID

1. Click the ‘UserMaintenance’ link from the Common Actions Portlet or from the ‘Create’ shortcut menu on the Menu Bar.

Note: The user must have the role of Security Administrator, EPLite Administrator, or User Maintenance eForm in order to have access to the ‘User Maintenance’ option.
2. **Title** – It is not necessary to enter a title, as this request will not be submitted.

3. **Select Maintenance Mode** – Select the appropriate type of user maintenance to perform. To locate the NCID User ID, select ‘Update.’

4. Locate the user’s name in the ‘User’ drop-down menu. If the user’s name does not appear in the drop-down menu, select ‘Search for more...’ to search for the user in the pop-up window that will appear.

5. Click ‘Next.’
6. Locate the user’s NCID User ID. Make note of this value to enter into SunPac.

**Note:** This value can also be noted during the initial addition of the user. Also, it may be helpful to copy and paste this value to make certain it is properly entered into SunPac.

**Note:** Once the Unique Name value is obtained, this ‘UserMaintenance’ request may be deleted.
II. Enter the NCID User ID in SunPac

Once located, the user’s NCID User ID will be entered in the corresponding user’s ‘NCEP Login’ field on the SunPac NCEP Username Cross Reference screen.

1. To access this screen, select ‘E-Procurement’ once logged into SunPac.

2. Next, select ‘Username X-Reference.’

**Note:** All users may not have access to this screen. Please check with your system administrator to obtain the correct permissions to access these records.

3. Enter the user’s NCID User ID in the ‘NCEP Login’ field.

4. Press ‘F20’ to save and update the changes.

Enter the NCID User ID for each user in the ‘NCEP Login’ field.