

Course	Course Duration	Eligibility to take this course	Course Description	To gain access and register for this class, you need to:
Person Updates	1.5 hours	This course is only available to HR Reps. If you are an HR Rep, follow the steps in the next far right column to gain the needed access and register for the course.	<p>This course covers how to update name, address, address type, military history, phone and email address for a person.</p> <p>Note: This course does not cover how to create a new person in the system. New PIDs are generated by central offices.</p> <p><u>Prerequisites:</u></p> <ul style="list-style-type: none"> • FERPA CBT • Terms of Use Agreement 	<ol style="list-style-type: none"> 1. Complete the FERPA CBT. 2. Complete the Terms of Use Agreement. 3. Complete and submit the HR System Access Form. 4. The HR/Payroll functional lead reviews the HR System Access form (signed by the HR Officer) and verifies security roles needed. 5. Once approval has been granted, you will be registered for this class. You will receive a notification of your registration, and the day and time of the class. <p>Note: Once you have completed the training, the ConnectCarolina Security Team sets up access in ConnectCarolina and verifies you have taken FERPA training.</p>
SAS Financial Reports	2 hours	This course is only available to users who need to have access to the Financial Reporting tab in InfoPorte. If you have been approved by your Department Head for access to this page, follow the steps in the far right column to gain access and register for the course.	This course covers how to find fund and cash balances using the Comprehensive Financial Summary Report and the GL Fund Balance Report, which are under the Financial Reporting tab in InfoPorte.	<ol style="list-style-type: none"> 1. Work with your InfoPorte Administrator to gain access. On the InfoPorte Access Form, under the Finance section, mark the Financial Reporting checkbox. 2. Verify you have access to the Financial Reporting tab in InfoPorte. 3. Once you have access to the Financial Reporting tab, email ConnectCarolina Training at ConnectCarolina_Training@unc.edu and indicate you want to take this course.