

Instructions for Guest ID creation for former employees of University of North Carolina at Chapel Hill

Former employees who no longer have an active Onyen and wish to view W-2 and other data can now sign up for guest access to ConnectCarolina. To sign up for a Guest ID, a user needs:

- A **non-UNC** email account
- Social Security number
- A current address and phone number

Guest access is not available to users with an active Onyen. Therefore, retirees (who are affiliates and maintain their Onyen access) cannot sign up for guest access.

Former employees who wish to sign up for a Guest ID should enter the above information at <https://itsapps.unc.edu/account/register/alumni>

A confirmation email and link to establish the Guest ID password will be sent to the non-UNC email provided. Once the password has been established, the user can login to ConnectCarolina to view paycheck data since Oct. 1, 2014, (including the final paycheck) and W-2s beginning in 2014, or update personal information.

Please note: The first time that a user logs into ConnectCarolina using their Guest ID, they should click on the 'Home' link in the upper right hand corner of the page before trying to access Employee Self Service.

If former employees have difficulty setting up their Guest ID accounts, they should contact the ITS Response Center at 962-HELP.