



NEWSLETTER

May 2, 2018



It's Time To Do The 2-Step

If you use any part of ConnectCarolina except SelfService, then starting May 23, you'll be required to use 2-Step/Duo to access ConnectCarolina. That means if you enter grades, submit ePARs, conduct performance evaluations, buy from the vendor catalogs, or any other transaction beyond those on the SelfService menu, you'll need to verify with 2-Step/Duo to get in to ConnectCarolina.

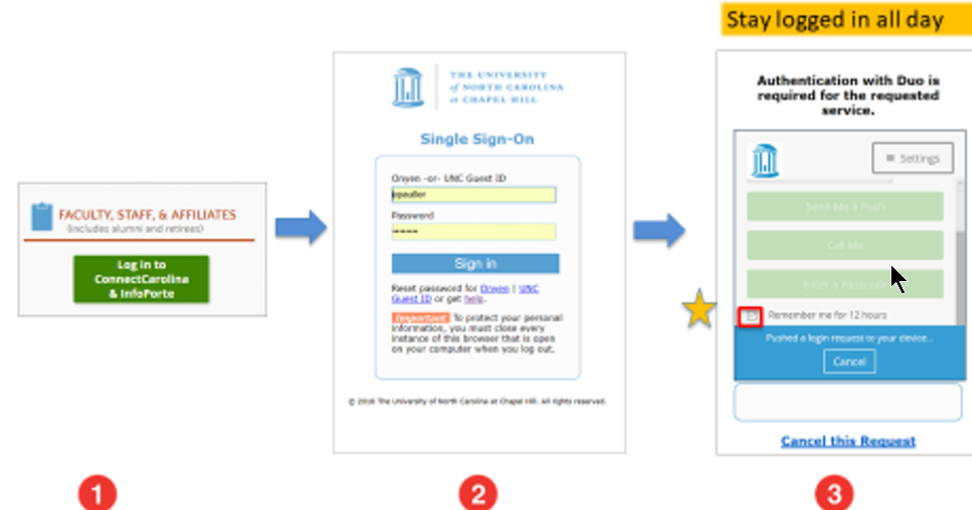
The good news is that you may have already set up 2-Step Verification with Duo in order to access VPN or your W-2. If you haven't already, now is the time to register for 2-Step Verification. Visit onyen.unc.edu and click the **2-Step Verification for Duo** link. You'll need your PID and mobile phone to complete registration.

- **Pro Tip:** Be sure to set up a preferred method and a back-up option (Push, Call Me or Enter a Passcode). That way, if you lose your phone or leave it at home, you'll have an alternate way to authenticate.
- **Pro Tip:** If you get a new phone, you will need to register it. You can find instructions on <https://help.unc.edu/help/duo/>

How does this impact my daily work?

When you click the **Log in to ConnectCarolina & InfoPorte** green button, you will see the Duo screen to complete 2-Step verification. If you work from home, you need to 2-Step twice, once for VPN and once for ConnectCarolina.

The ConnectCarolina Log In 1 – 2 – 3



- **Pro Tip:** Click the **Remember me for 12 hours** checkbox. (You may have to scroll to see it.)
- **Pro Tip:** If you change browsers, you will be asked to complete 2-Step verification for the second browser.

Need Help

If you need help with the registration process, use the documentation available at <https://help.unc.edu/help/duo/>.

You can also live chat with the ITS Service Desk at help.unc.edu, call 919-962-HELP or visit us in person for assistance.

QUICK TIP:

Not sure if someone has the Faculty Portal? Look for **Faculty Portal** in the blue banner at the top of the page.

Enter Grades After Two Clicks in the Faculty Portal

Over the last several months, more than 1,600 faculty members started using the new Faculty Portal in ConnectCarolina. The Faculty Portal is a new home

page that makes it easier to find teaching and research information.

Those with Faculty Portal access will be able to enter grades into ConnectCarolina after just two clicks. Since their teaching schedule is on the first page they see when they log in, they can click the **course code** link and then click the **Grade Roster** link where they can enter the grades. Even better than “two clicks” is that the grade roster works the same as it did before, so if they prefer to upload grades from a spreadsheet, they can click the **Grade Upload Page** link. For more instructions on how to enter or upload grades, check out the [Document Repository](#) on the Registrar’s website.



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