

Logging in to ConnectCarolina

On the ConnectCarolina web landing page, at connectcarolina.unc.edu, click Login to ConnectCarolina (Faculty, Staff & Alumni), then enter your Onyen and password.

Once you reach the Home page, you'll see links to many of the areas and pages within the system that you're authorized to view and use. Return to this page at anytime by clicking the Home link in the upper right-hand corner of any page.



Signing Out

At the end of every ConnectCarolina session, be certain to click the Sign Out link in the upper right-hand corner of every page.

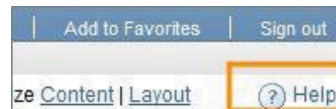
Signing out prevents someone else from doing work in the system under your name.



Getting Help

Online help is available from every page in ConnectCarolina.

Click Help from the upper right-hand corner of a page to access the Help topics.



Choosing & Using Your Browser

Many popular browsers will work with ConnectCarolina, but not all browsers are supported or recommended. Visit ccinfo.unc.edu for more information.

No matter which browser you use, turn off your pop-up blocker.

Avoid using your browser's back button. Instead, use ConnectCarolina's breadcrumbs, Main Menu, Favorites, and Recently Used options.

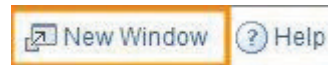
Entering Dates

You can enter dates in any of these three ways. ConnectCarolina will auto-format your date to MM/DD/YYYY format, if necessary.

- Using digits only, enter the date in the traditional US format of Month Date Year. Use hyphens, dashes, or dots to separate the month from the date from the year.
- Enter t for the current date.
- On screens with a calendar or calendar page icon, click on the icon. Next, click on the arrows to choose the month and year, then choose the date.

Working in Multiple Windows

You can work in two or more windows simultaneously. Just click on New Window in the upper right-hand corner.



The advantages of the New Window feature include:

- You can work in multiple ConnectCarolina windows with only a single sign-on.
- As long as you are actively working in at least one of the windows, you won't be timed out of the others.

Favorites

The easiest way to reach the pages you use most often is to put them in your Favorites. To add a page to your Favorites, go to the page you want to save and click the Add to Favorites link, in the upper right-hand corner of every page.



When you're ready to revisit that page, click Favorites in the upper left-hand corner, then find the page name under the My Favorites heading.

Avoid using your browser's bookmark tool to save locations - use the Add to Favorites link instead.

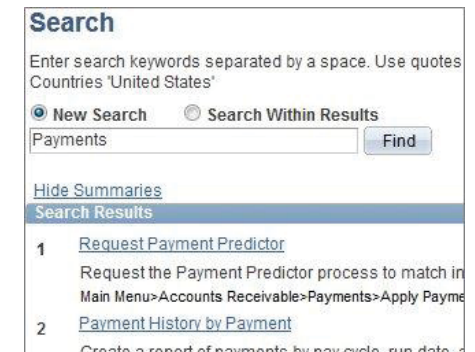
Recently Used and Recent Search

ConnectCarolina remembers the last five pages you visited and keeps them under Favorites > Recently Used.

Similar to Recently Used, the system also remembers the results of your most recent searches, and keeps those under Favorites > Recent Search Results.

Q. When you don't have something marked as a Favorite, and haven't used it recently, how can you get to it quickly if you don't have a direct link?

A. Search for it. Click on Main Menu, and then enter the search term in the Search field. ConnectCarolina displays a list of links to all pages that use that term.



Navigating ConnectCarolina

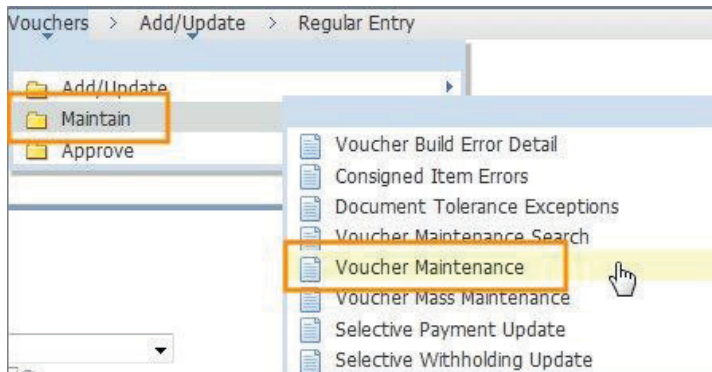
The gray bar that runs along the top of every page inside ConnectCarolina tells you exactly where you are, and shows you the complete path, or breadcrumbs, you followed to get there.

Most of the pages you'll work on are two or three levels deep in the system. Easily move up a level or two by clicking the link at that breadcrumb in the path. The system displays your possible destinations from that starting point.

Example

For example, let's say you wanted Voucher Maintenance but have mistakenly chosen Regular Entry in Accounts Payable > Vouchers > Add/Update.

Click on Vouchers - not the Back button - then select Maintain > Voucher Maintenance.

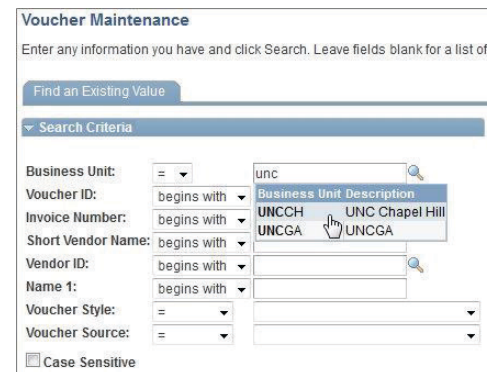


Look Ups

If you know the information you need, just type it in the field. However, when you're filling in fields and don't know what information the system is asking for, you can look up the possibilities. There are multiple ways to look up the value you need.

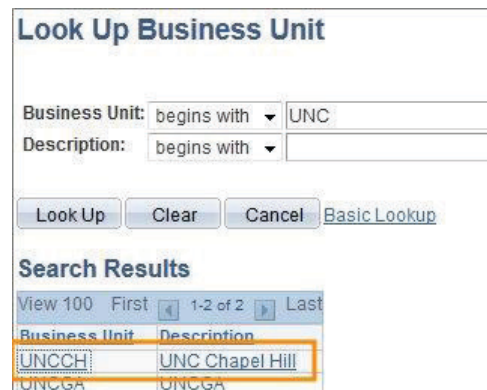
To search for every possible option:

1. Type a few characters in the field.
2. When you see the value you want, click on its link from the list.



To limit your lookup results, use the magnifying glass icon:

1. Click on the magnifying glass icon to the right of a field.
2. Using the search conditions and the search fields, narrow your results.
3. Once you see the value you want, click on its link from the list.



Business Unit	Description
UNCCH	UNC Chapel Hill
UNCGA	UNCGA

Search Conditions

Decide whether you want to do an Advanced Lookup or a Basic Lookup, and use the link next to the Cancel button to toggle back and forth between the two modes.

In Advanced Lookup mode, you can specify the way you'll search for a value or information. Make sure you see the Basic Lookup link, then select the conditions you want to apply to your search. If you see Basic lookup, you're in the Advanced Lookup mode.

Here's how the search conditions work:

- **begins with** shows records that use your text in the beginning of the field
- **contains** shows records that use your text somewhere in the field
- **=** shows records that use the exact text you entered
- **not =** shows every record except those that use the exact text you entered
- **<** shows records where the field value is less than the value you entered
- **>** shows records where the field value is greater than the value you entered
- **<=** shows records where the field value is less than or equal to the value you entered
- **>=** shows records where the field value is greater than or equal to the value you entered