

Portal Home Page

The portal home page is the first ConnectCarolina page you see after logging in. The Finance, HR/Payroll, and Student Administration (formerly Campus Solutions) systems come together in the portal as the foundation of ConnectCarolina.

The screenshot shows the ConnectCarolina Portal Home Page. At the top, the logo "Connect CAROLINA" is on the left, and the user name "Cindy, Welcome To TRN!" is in the center. On the right, there are links for "Home | Worklist | Add to Favorites | Sign out". Below the header, there are "Favorites" and "Main Menu" dropdowns. The date "07/14/2014" is displayed. The main content area is divided into several sections: "SelfService", "Finance", "HR/Payroll", and "General Links". The "Finance" section is expanded, showing a list of links: FS Workcenter, Report Manager, Query Viewer, Web Travel, PCard, Finance Division Homepage, Vendor Invoice Submission Page, SPMS, Data Warehouse, UAS, and Customer Billing Management. The "Announcements" section contains a message about a Mozilla Firefox update. The "My Worklist" section is highlighted with a callout box. Another callout box points to the "SelfService" and "Finance" buttons, explaining that they contain easy access links to various activities and systems. A third callout box explains that clicking on these links opens the application in a separate window.

Connect CAROLINA Cindy, Welcome To TRN! Home | Worklist | Add to Favorites | Sign out

Favorites ▾ Main Menu ▾

07/14/2014

SelfService

Finance

- FS Workcenter
- Report Manager
- Query Viewer
- Web Travel
- PCard
- Finance Division Homepage
- Vendor Invoice Submission Page
- SPMS
- Data Warehouse
- UAS
- Customer Billing Management

HR/Payroll

General Links

Announcements

Welcome to the ConnectCarolina Portal

NOTE: There are problems in ConnectCarolina with Mozilla Firefox (released during the week of June 9, 2014); searches will not work. We recommend use of another browser until the issue is resolved.

Faculty and Staff: Secure Access to ConnectCarolina Required

My Worklist

My Worklist shows you all items pending your review, from Finance, HR/Payroll, and Student Administration.

Beneath each of these blue block buttons are easy access links to activities within ConnectCarolina, including links to Manage Requisitions, or view your Training Summary.

In addition, there are links to frequently used systems that remain outside of ConnectCarolina, such as TIM and Recruitment. Clicking one of these links will open that application in a separate window.

Click on a blue button to reveal or hide that area's links.

Sign In

WorkCenters

Both HR/Payroll and Finance have WorkCenters, which are easy ways to get to the pages and places you have access to within those areas. From the Home page, click on the WorkCenter you want to access. Once you're there, click on a link in the left-hand panel to open the first page of that process in the main panel.

Need access to a page that's not in a WorkCenter? Use the breadcrumbs along the top of the page. Starting with Main Menu, navigate to the page you're looking for. Or, save it to and find it in your Favorites.

Maximize your working space - click the double arrow icon to collapse the left-hand panel.

My Worklist

Click on My Worklist on the portal home page to reach a complete list of items pending your review. Because ConnectCarolina is an integrated system, all of your workflow items from Finance, HR/Payroll, and Student Administration are available collectively in My Worklist.

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Raju	02/17/2014	Notification Worklist	Notification		HIRE:Laura	Mark Worked	Reassign
Dave	03/11/2014	Notification Worklist	Notification		FUNDSWAP:Benny	Mark Worked	Reassign
Dave	03/12/2014	Notification Worklist	Notification		FUNDSWAP:Nancy	Mark Worked	Reassign