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.

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.
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.