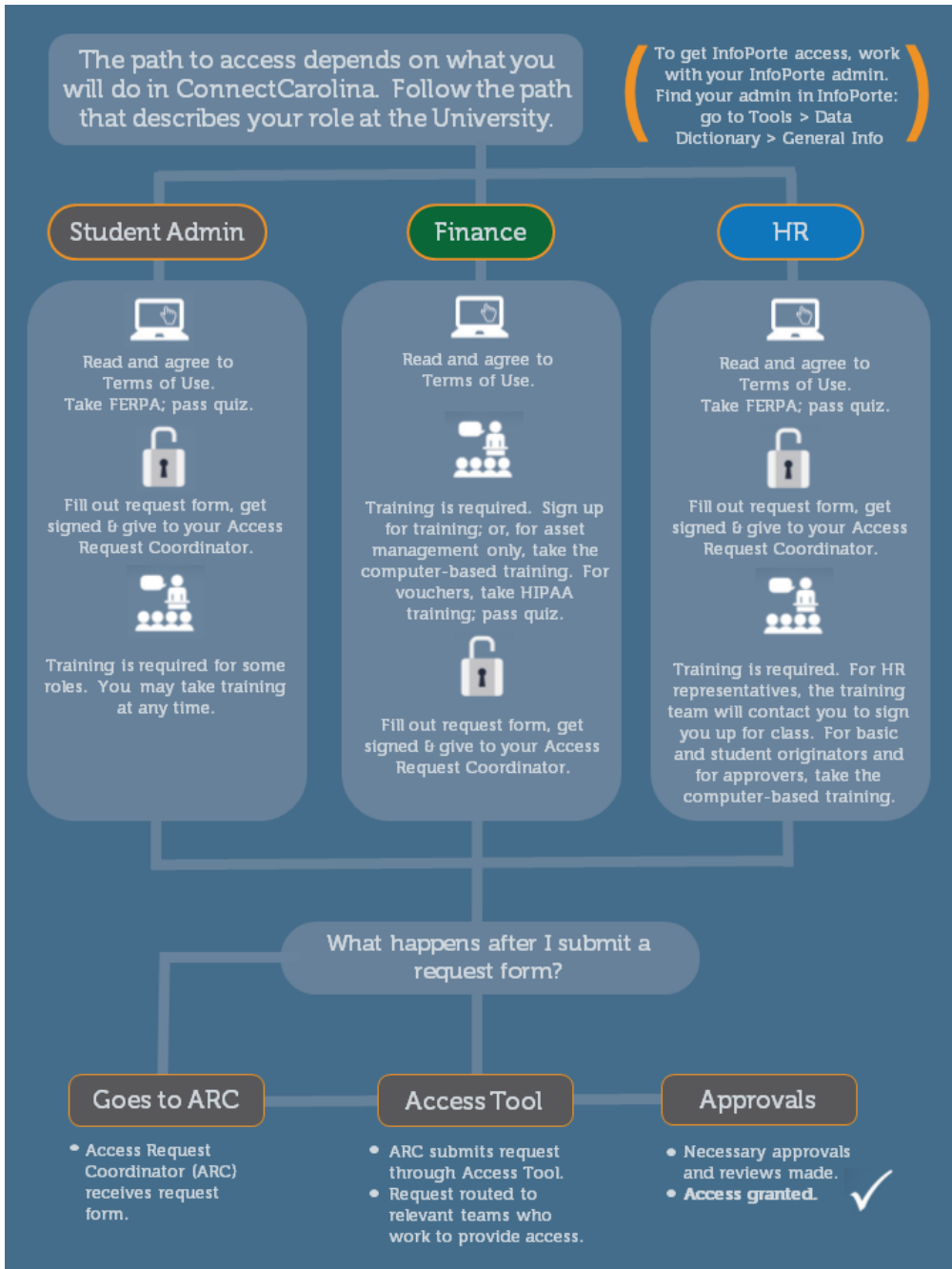


Requesting Access to functions in ConnectCarolina



ConnectCarolina Access Request Coordinators (ARCs) and InfoPorte Admins

Access Request Coordinators (ARCs) manage requests for access to ConnectCarolina, while InfoPorte Administrators manage requests for access to InfoPorte. Sometimes the same person holds both roles for a school or division, and sometimes different people hold the roles.

To see the list of ARCs and InfoPorte administrators so you know who to contact in your area, in InfoPorte, go to Tools > Data Dictionary > General Info. In the first column, look for InfoPorte Admin/Access Request Coordinator list; in the column to the far right, click Download to see the list in Excel.

Completing required training and the Terms of Use Policy

Training is required before getting access to many parts of ConnectCarolina (although not all). Training is recommended but not required for getting access to InfoPorte.

You can see what training is required by referring to <http://ccinfo.unc.edu/access/access-roles/>, which describes each role in ConnectCarolina and the training required for each. You can also ask your ARC about training requirements.

Regardless of role, new employees need to

agree to the Terms of Use Policy (<https://itsapps.unc.edu/ITSSelfStudy/CCTermsOfUse>) before being granted access to ConnectCarolina, and anyone who has access to the HR/Payroll or Student Administration parts of ConnectCarolina also needs to complete FERPA training. For information about how to complete FERPA online training, go to <http://registrar.unc.edu/academic-services/unferpa/>.

Registering for ConnectCarolina Training

To register for Finance or reporting classroom training, you can go to the training schedule at this page:

<http://ccinfo.unc.edu/training/>.

(Registration instructions are included in each event's details.) For HR/Payroll classroom training (for HR representatives, for example), you can see the dates of the next class on the schedule, but the training team will contact you to register you for class when your access request is approved.

To register for Student Administration training, visit the Registrar's website: <http://registrar.unc.edu/training/register-for-a-training-class/>.

Some required training is delivered through "computer-based training," which is training you can take at your own pace and delivered from the Training page on the ccinfo.unc.edu website: <https://itsapps.unc.edu/ITSSelfStudy/CCBT>

Requesting Access to ConnectCarolina

When you are ready to request access to ConnectCarolina, you need to complete an access request form, have it signed, and then give it to your ARC. To download the request forms for access to ConnectCarolina Finance, HR/Payroll, and Student Administration, visit

<http://ccinfo.unc.edu/request-form>. If you have already completed training for some roles but not others, it's best to separate those access requests. That way, the request you have already completed training for can be processed more quickly.

Getting access to InfoPorte for ConnectCarolina reporting

Your school or division's InfoPorte Administrator processes requests for Finance and HR/Payroll reporting in InfoPorte. Your ARC processes requests for

Student Administration reporting in InfoPorte. Some InfoPorte users, such as Principal Investigators, have InfoPorte access granted automatically.

Speeding up access requests for ConnectCarolina

Turning on access requires multiple people to take action, one after the other, so it can take days or even weeks to get access turned on (depending on how complex the access request is). You can speed things along by completing required training as quickly as

you can (including any computer-based training, which is available any time), and by separating access requests into those you have completed training for and those you have not.