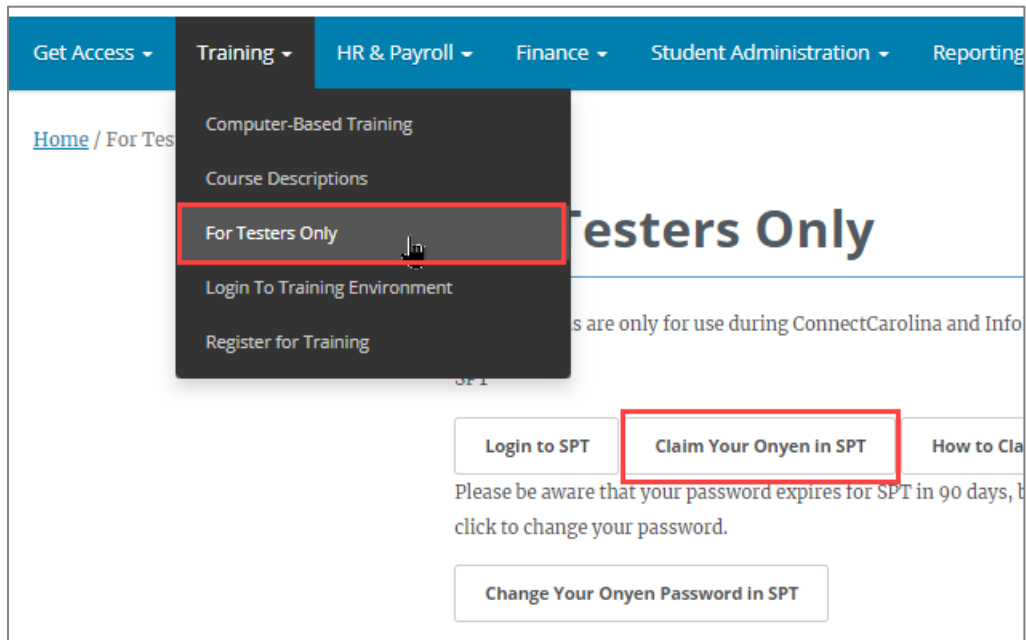


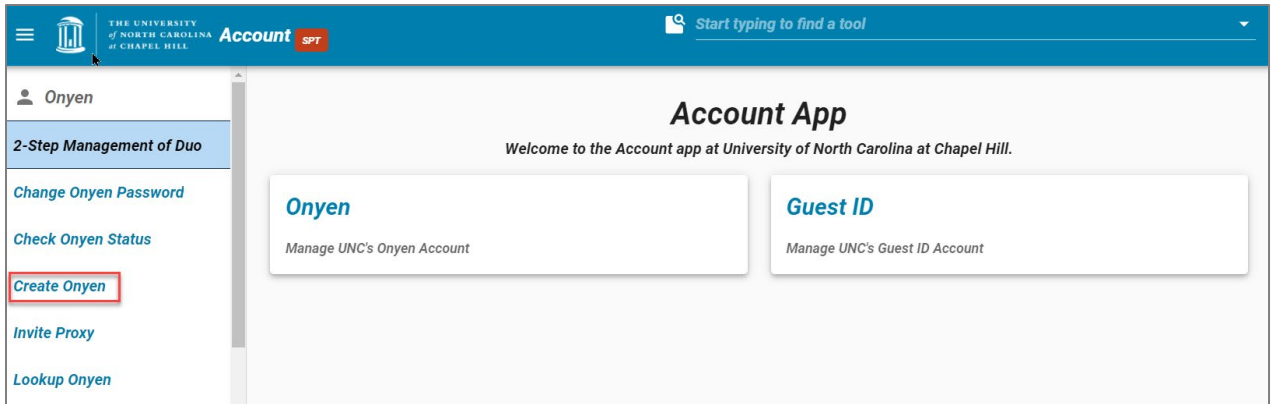
## Claiming your Onyen in SPT

If you are a tester participating in ConnectCarolina's User Acceptance Testing (UAT), you'll need to claim your Onyen and create a password specifically for this testing environment. The Onyen and password you create for a testing environment is unrelated to the Onyen and password you use when accessing UNC-Chapel Hill systems. For testing purposes, it is important that the Onyen you use in the testing environment is the same as the Onyen you use every day at Carolina.

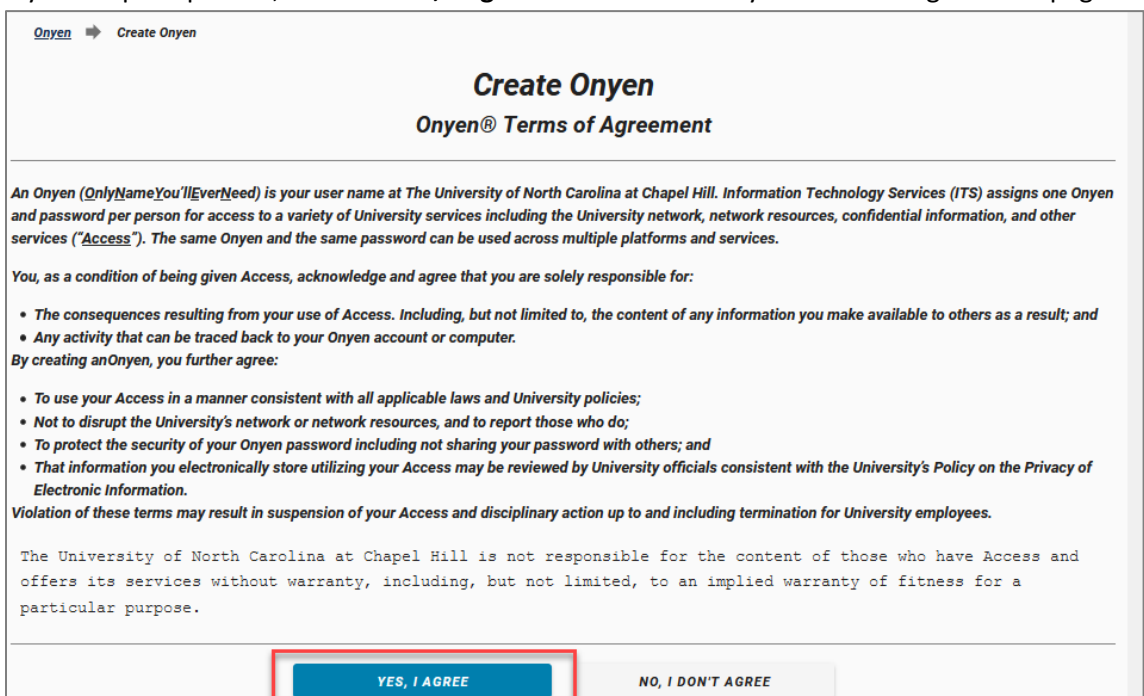
1. Go to [ccinfo.unc.edu](http://ccinfo.unc.edu).
2. Click **Training** in the blue menu bar and then click the **For Testers Only** link.
3. Click the **Claim Your Onyen in SPT** button.



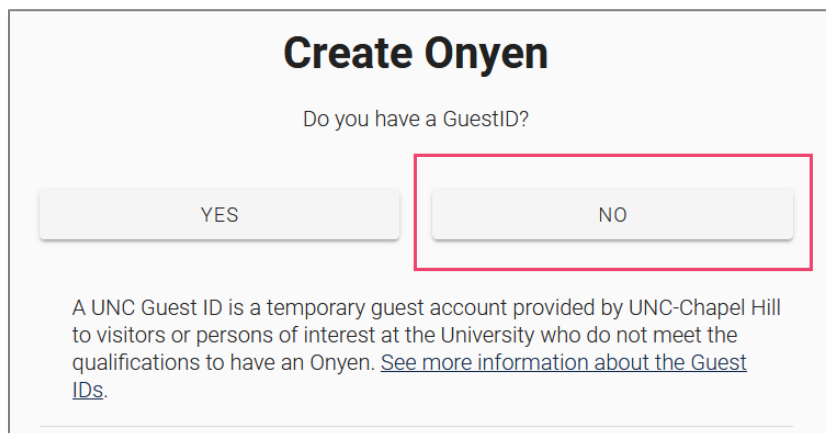
4. Do one of the following.
  - If you have ever been in SPT, you have an Onyen which has been claimed, but the password has expired. Skip to step 10.
  - If you have never been in SPT, you need to claim your Onyen. Go to step 5.
5. On the Account SPT page, click the **Create an Onyen** link.



6. If you are prompted to, click the **Yes, I Agree** button on the Onyen Terms of Agreement page.



7. On the Create Onyen page click the **No** button to answer, “Do you have a UNC Guest ID?”



8. Enter the following information in the fields, then click the **Submit** button:
- PID
  - First name
  - Last name
  - Gender
  - Date of Birth

**Create Onyen**

*If you do not know your PID, [Look up your PID here.](#)*

*PID \**


*Legal First Name \**

*Legal Middle Name*

*Legal Last Name \**

**Gender \***

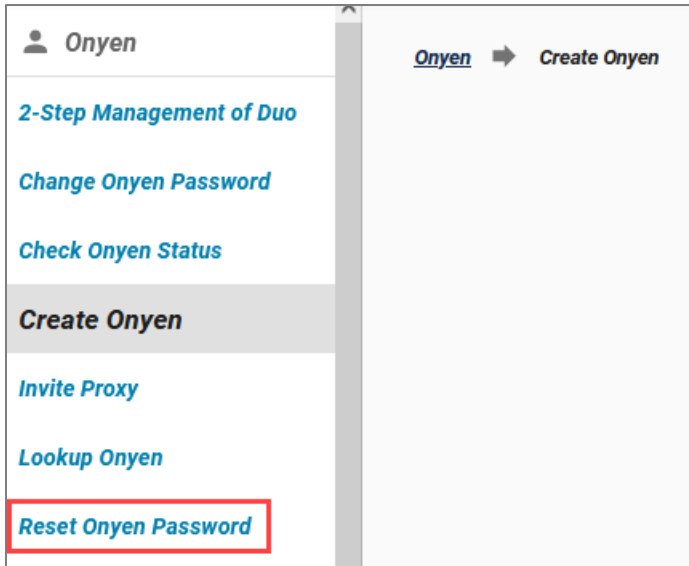
Female  Male  Unknown

*Birth Date (MM/dd/yyyy) \** 

**SUBMIT**

Result: The system displays

- an error message that there is already an active Onyen associated with your PID,
- OR
- the next step for creating/claiming your Onyen.
9. Do one of the following:
- a. If you got the error message, continue to step 10.
  - b. If you got the next step for creating or claiming your Onyen, continue to follow the instructions on the screen until you've created a password, and then skip to step 16.
10. On the Onyen Services SPT page, click the **Reset Lost or Forgotten Password** link.




11. Enter your Onyen and click the **Continue** button.


12. Answer the security questions that you set up. Your questions may differ.

### Security Questions for user


Where did you first meet your spouse?

\_\_\_\_\_ 

What was your High School mascot?

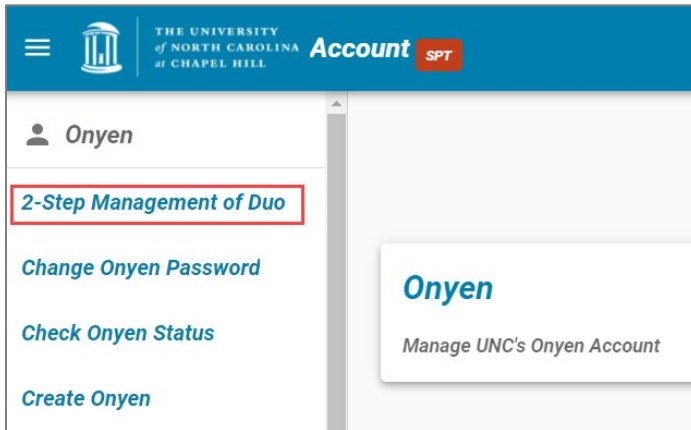
\_\_\_\_\_ 

Who was your first love?

\_\_\_\_\_ 

SUBMIT ANSWERS

13. Click the **Submit Answers** button.  
 Result: The system displays a message asking you to complete the following steps before setting a new password.
14. Review and update the information relating to AlertCarolina, your emergency contact, and security questions and then create your new password.
15. On the Account SPT page, click the **2-Step Management of Duo** link and follow the instructions on the screen to setup your SPT Duo account before going to step 15.



16. After setting your new password, return to <https://ccinfo.unc.edu/test-2/>.
17. Click the **Login to SPT** button.

## For Testers Only

These buttons are only for use during ConnectCarolina and InfoPorte Testing Sessions.

SPT

Login to SPT


Claim Your Onyen in SPT

How to Claim Your Onyen in SPT

Please be aware that your password expires for SPT in 90 days, but there will not be a reminder click to change your password.

Change Your Onyen Password in SPT

18. Enter the Onyen and password that you setup for the SPT environment.
19. Click the **Sign in** button to confirm you have access to SPT.



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of NORTH CAROLINA  
at CHAPEL HILL

### Single Sign-On SPT

Onyen -or- UNC Guest ID

Password

Sign in

Reset password for [Onyen](#) | [UNC Guest ID](#) or get [help](#).

**Important** To protect your personal information, you must close every instance of this browser that is open on your computer when you log out.

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Result: The system displays the ConnectCarolina home page with a green banner at the top.

