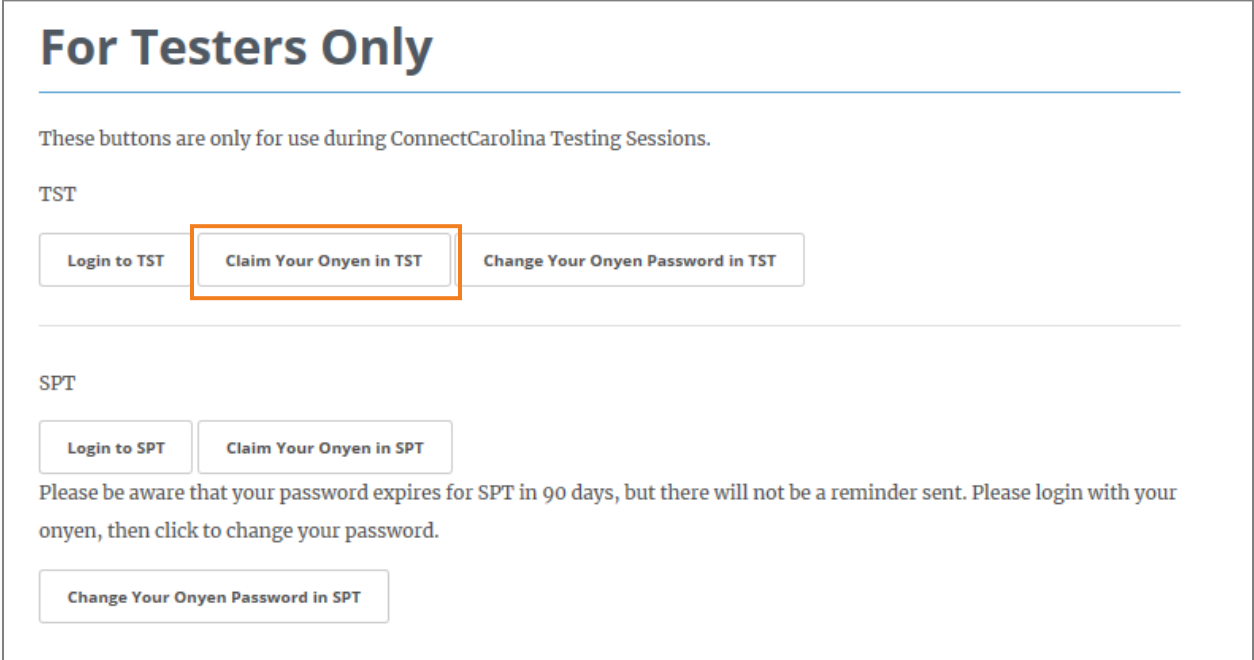


Claiming your Onyen in TST

The steps below are for tester participating in ConnectCarolina's User Acceptance Testing (UAT). You'll need to create an Onyen/password specifically for this testing environment. Any Onyen/password you create for a testing environment is unrelated to the Onyen/password you use when accessing UNC-Chapel Hill systems.

1. Go to <https://ccinfo.unc.edu/test-2/>.
2. Click the **Claim Your Onyen in TST** button.



The screenshot shows a web page titled "For Testers Only". Below the title, there is a horizontal line and a paragraph: "These buttons are only for use during ConnectCarolina Testing Sessions." Underneath, the page is divided into two sections: "TST" and "SPT".

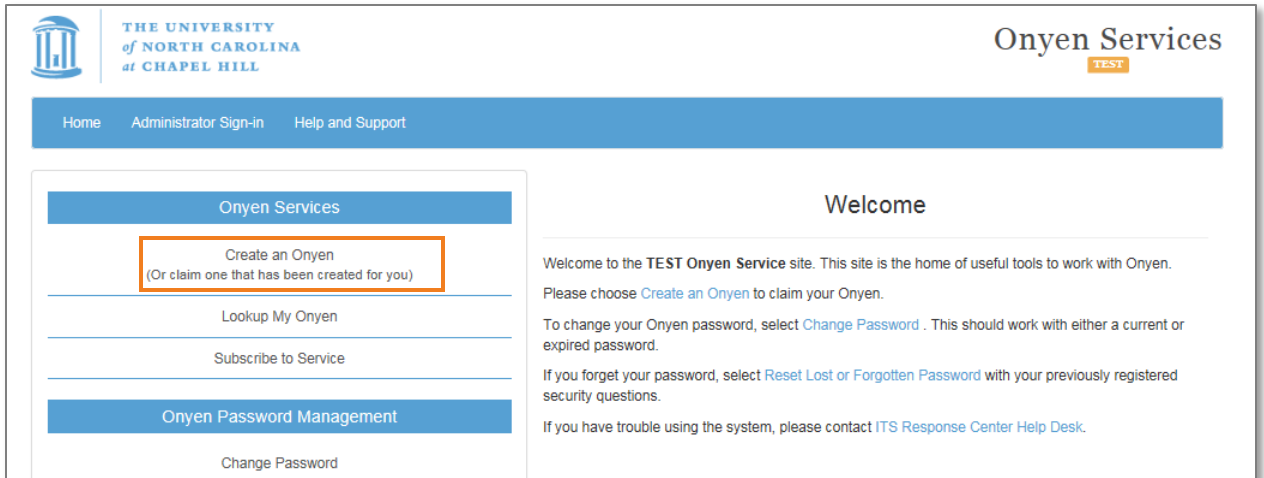
TST

Under the "TST" section, there are three buttons: "Login to TST", "Claim Your Onyen in TST", and "Change Your Onyen Password in TST". The "Claim Your Onyen in TST" button is highlighted with an orange border.

SPT

Under the "SPT" section, there are two buttons: "Login to SPT" and "Claim Your Onyen in SPT". Below these buttons, there is a paragraph: "Please be aware that your password expires for SPT in 90 days, but there will not be a reminder sent. Please login with your onyen, then click to change your password." Below this paragraph is a button: "Change Your Onyen Password in SPT".

3. Do one of the following.
 - If you have ever been in TST (perhaps pre-go live with ConnectCarolina or to test other features before they were put into the system), you have an Onyen which has been claimed, but the password has expired. Skip to step 8.
 - If you have never been in TST, you need to claim your Onyen. Go to step 4.
4. On the Onyen Services TEST page, click the **Create an Onyen (or claim one that has been created for you)** link.



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Onyen Services **TEST**

Home Administrator Sign-in Help and Support

Onyen Services

Create an Onyen
(Or claim one that has been created for you)

Lookup My Onyen

Subscribe to Service

Onyen Password Management

Change Password

Welcome

Welcome to the **TEST Onyen Service** site. This site is the home of useful tools to work with Onyen. Please choose [Create an Onyen](#) to claim your Onyen.

To change your Onyen password, select [Change Password](#). This should work with either a current or expired password.

If you forget your password, select [Reset Lost or Forgotten Password](#) with your previously registered security questions.

If you have trouble using the system, please contact [ITS Response Center Help Desk](#).

5. On the Do you have a UNC Guest ID? Page, click the **No** button.

here.'" data-bbox="180 353 853 570"/>

Do you have a UNC Guest ID?

Yes

No

A **UNC Guest ID** is a temporary guest account provided by UNC-Chapel Hill to visitors or persons of interest at the University who do not meet the qualifications to have an Onyen. See [more information here](#).

6. Enter the following information in the fields:
- PID
 - First name
 - Last name
 - Gender
 - Date of Birth

Self Identification

PID (Forgot?)	<input type="text"/>
Legal First Name	<input type="text"/>
Legal Middle Name	<input type="text" value="Optional"/>
Legal Last Name	<input type="text"/>
Gender	<input type="text" value="Please Select"/> ▼
Date of Birth (mm/dd/yyyy)	<input type="text"/>
<input type="button" value="Submit"/>	

7. Click the **Submit** button.
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.
8. Do one of the following:
 - a. If you got the error message, continue to step 9.
 - 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 15.
9. On the Onyen Services TEST page, click the **Reset Lost or Forgotten Password** link.



Onyen Services

Create an Onyen
(Or claim one that has been created for you)

Lookup My Onyen

Subscribe to Service

Onyen Password Management

Change Password

Reset Lost or Forgotten Password

Check Password Status

Welcome

Welcome to the **TEST Onyen Service** site. This site is the home of useful tools to work with Onyen. Please choose [Create an Onyen](#) to claim your Onyen.

To change your Onyen password, select [Change Password](#). This should work with either a current or expired password.

If you forget your password, select [Reset Lost or Forgotten Password](#) with your previously registered security questions.

If you have trouble using the system, please contact [ITS Response Center Help Desk](#).

10. Enter your Onyen.

Enter username

Please enter your Onyen or UNC Guest ID

[Continue](#)

11. Click the **Continue** button.

Enter username

Please enter your Onyen or UNC Guest ID

[Continue](#)

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

Security Questions for user

What is your father's middle name?

Where did you first meet your spouse?

What are the last four digits of your driver's license number?

13. Click the **Continue** button.

Security Questions for user

Where did you first meet your spouse?

 ×

What is your date of birth?

What are the last four digits of your driver's license number?

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

For Testers Only

These buttons are only for use during ConnectCarolina Testing Sessions.

TST

Login to TST

Claim Your Onyen in TST

Change Your Onyen Password in TST

SPT

Login to SPT

Claim Your Onyen in SPT

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

Change Your Onyen Password in SPT

17. Enter the Onyen and password that you setup for the TST environment.



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Single Sign-On TEST

Username and/or password incorrect. Please try again.

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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18. Click the **Sign in** button to confirm you have access to TST.



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Single Sign-On TEST

Username and/or password incorrect. Please try again.

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.

Connect CAROLINA TST Home | Worklist Add To Favorites | Sign out

Favorites Main Menu

SelfService Student Administration Finance HR/Payroll

Announcements

DAILY STATUS

My Worklist
Transaction Approved (146)

ConnectCarolina InfoPorte

Last Month Close - September