

ConnectCarolina/InfoPorte Newsletter | November 15, 2017

Easier-to-Recognize Email for Reimbursements

The automated email that alerts you that you've received a reimbursement has been revamped to address phishing and security concerns. When you receive a reimbursement, you will be able to easily identify that the message is from a friendly and recognizable source. The new reimbursement email started **Friday, November 3**.



What It Looks Like

The new email includes these features changes to help you recognize the message as official University business:

1. The email is now from "UNC-Chapel Hill Disbursement Services" instead of "Procurement Internal," a generic account that was formerly used to send such notifications.
2. The subject line of the email is now "Payment Notification" instead of "Payment Advice Notification."
3. The message includes clearer language regarding the payment and attached file.
4. The closing signature of the message includes more extensive information, including a contact email address for Disbursement Services.

Changes are Thanks to Community Input

The improvements to the email are a direct result of feedback from the University community. Continued partnership with and support from the community are critical as work continues to move automated messages more in line with security best practices.

InfoPorte Outage Thursday, November 16th

There will be a brief outage of InfoPorte this Thursday from 6:00 to 9:00 pm to install needed upgrades and improvements.

Summary of the Changes

Finance

- You can now **export the data** on the Grant Detail Report to Excel.
- The main **Transactions Report** (found under Finance > Dept Accounting) now displays more quickly if you need to display a large amount of data.

HR/Payroll

- The **Positions Report** has updates that make it easier to use.

Student Administration

- All of the Student reports now let you **search by a range of term codes**.

Cores

- The **Cores Report Dashboard** is a new report available under the Manage Cores tab. This report lets you filter in different ways, displays Cores data trends and lets you drill down into details about the Cores.
- You can now **change the images for Cores** by going to the Manage Cores tab.
- The process of **granting access to edit Cores** now matches the rest of InfoPorte in that users receive access the next business day.

InfoPorte Access

- Starting with this release, InfoPorte Administrators can now only grant access based on their level of access. In other words, an InfoPorte Administrator cannot grant a higher level of access to a user than they have themselves.

Read more



VPN Now Required When Off-Campus for Web Applications.

Starting November 3, if you are working off-campus, you'll need to sign in to a Virtual Private Network (VPN) before accessing Customer Billing Management (CBM), Bill Presentation, and most other Web applications. In early December, WebTravel and PCard will also require VPN when working off-campus. These changes are part of an ongoing effort to increase the security of Carolina's information technology resources.

Installing VPN

If you work in ConnectCarolina from off-campus, then you already use VPN. If you need to install it, go to <https://help.unc.edu/help/vpn-installation-and-clients/>. You'll also need to use [2-Step Verification](#) (Duo) to access VPN. If you have any questions about how to get up and running with the VPN software or with 2-Step Verification, contact the Service Desk by calling 919-962-HELP or online at help@unc.edu. You can also contact your local IT support for assistance.

Applications That Will Require VPN

The following applications will require VPN: CBM, Bill Presentation, UAS, Finan\$eer, Laundry, PIM, SAI, BAA, Energy applications, EHS applications, Carolina Managed Print Services (only available outside of ConnectCarolina), Web Travel (Dec) and PCard (Dec).



Update Your Bookmarks - New Links for CBM and Other Web Applications

In an ongoing effort to strengthen the security of the University's data and systems, ITS is moving web applications to a new platform. This means that the links that lead to applications like Customer Billing Management (CBM) and Bill Presentation are changing. You won't notice a change if you use the menus or the links under the blue Finance button on the home page of ConnectCarolina.

Keep in Mind: If you bookmarked some of the pages outside of ConnectCarolina, you need to delete those bookmarks and recreate them. You can use these new links:

- **CBM** - <https://billing.itsapps.unc.edu/cbm>
 - **Bill Presentation** - <https://billing.itsapps.unc.edu/bp>
 - **Carolina Managed Print Services** (*only available outside of ConnectCarolina*)
- <https://cmps.itsapps.unc.edu/CCInvoice/userLogin.jsp>
 - **Request a job from PrintStop** - <https://cmps.itsapps.unc.edu/PrintStop>
 - **Order business cards, letterhead, or envelopes from PrintStop**
- <https://cmps.itsapps.unc.edu/Printing>
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By The Numbers

300,000 ePARs

It took less than 3 years to reach 300,000 executed electronic personnel action requests (ePAR).

Kelly Armstrong, an HR Consultant in Medical Administration, successfully submitted an ePAR to process a faculty reappointment. That ePAR was executed as ePAR number 300,000 on August 17, 2017.

Megan Keefe, Business Systems Manager for WSEE-HR Information Management presented a



gift bag to Kelly Armstrong at the October HR User Group Meeting held at Dey Hall.

We'll be looking for other milestones to commemorate. Who knows, maybe you'll be the next gift bag winner.

Know someone who needs to know more about ConnectCarolina?
Forward this newsletter and encourage them to subscribe. Thanks!

