Using ConnectCarolina for Your Training Records

What You Can Do in ConnectCarolina

ConnectCarolina lets faculty and staff enroll classes offered by the Office of Human Resources (OHR). When you register for or cancel a class, you and your supervisor receive an email notification. If a class is full, you'll be placed on a waiting list if the class allows a waitlist.

You can also see a list of the OHR classes you have completed, including any training you completed before the University started using ConnectCarolina to manage training in 2014. A few other types of training records are also being loaded into ConnectCarolina, and if any of those apply to you, you can see those too.

Getting to Your Training Information

To enroll in a training class, cancel your enrollment or see your training records, follow these steps:

1. Log in to connectcarolina.unc.edu with your Onyen and password.

2. From the Self Service home page, click the **My Training** tile.

3. Click one of the following links:

   - **Training Summary**
   - **Request Training Enrollment**
   - **Cancel Course Enrollment**

Seeing Your Training Summary

The **Training Summary** shows in the center of the UNC My Training page. This list includes the date of the class and your status. Your status can be one of the following:

- Enrolled
- Waitlisted
- Completed
- No Show
- EE Cancel (This means that you canceled the class.)

You can click the name of the class to see more information about the class.

Training Summary

Select the Internal Training Course Name to view Details.

Internal Training

Course Name	Course Start Date	Course End Date	Status
EHRA IT Conversion: Empl. Info	03/08/2019	03/08/2019	Completed
Managing Projects Successfully	08/27/2018	08/28/2018	Incomplete
PeopleAdmin - Permanent SHRA	06/28/2018	06/28/2018	Completed
Chartfields 101	04/10/2018	04/10/2018	Completed
Presentations with Pizzazz	05/23/2017	05/23/2017	EE Cancel
It Takes All types: MBTI Intro	02/01/2017	02/01/2017	Completed

Other Professional Training

Course Name	Course Start Date	Course End Date	Status	Facility/School

If your school or division uses ConnectCarolina Learning to upload training that your school or division teaches, those training sessions will show in the Other Professional Training table.

Self Service

- Training Summary
- Request Training Enrollment
- Cancel Course Enrollment

Enrolling in Training

From the **Request Training Enrollment** link, you can search for available training classes by name, course number, location, or the date the class will be taught. When you search, ConnectCarolina shows all sessions with information about the date, time, and location. You can see the number of people registered and immediately know if there is space available.

Request Training Enrollment

Please choose one of the search methods below to find a course session.

Search by Course Name
Search by Course Number
Search by Location
Search by Date

Go To
Self Service
Learning and Development
Training Summary
Professional Training

Request Training Enrollment
Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name: [   ] **Search**

Return to Request Training Enrollment

Receiving Notifications

When you submit a request for a training enrollment, ConnectCarolina sends an email notification to you and your supervisor. If space is available in the class, the request is approved and you are registered. If the maximum number of participants, as defined in the class description, has been met, you have the option to be added to the waitlist. If space becomes available and you're the first person on the waitlist, you'll automatically be registered for the class, and you and your supervisor will receive an email letting you know.

Similarly, if you cancel your enrollment in a class, you and your supervisor receive an email notification.

Canceling Your Enrollment in a Class

If you aren't able to attend a class you registered for, you can cancel your registration. The **Cancel Course Enrollment** link shows a complete list of classes you've enrolled in and your status for each class. If you need to cancel, click the **Cancel** button in the row of the class and your name will be removed from the class roster. You and your supervisor will receive an email confirming your cancellation.

Cancel Course Enrollment

You are currently not Enrolled or on Waitlist for any course.

Internal Training

Course Name	Course Start Date	Course End Date	Status	
EHRA IT Conversion: Empl. Info	03/08/2019	03/08/2019	Completed	Cancel
Managing Projects Successfully	08/27/2018	08/28/2018	Incomplete	Cancel
PeopleAdmin - Permanent SHRA	06/28/2018	06/28/2018	Completed	Cancel