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Campus Feedback is Guiding Design for ConnectCarolina's New Look

Last month we promised you more information about a new tile-based design for ConnectCarolina. Here's the latest information we can share. First of all, it's important to know you will still have access to everything you have now, your favorites will still be there and the updated look reduces accessibility barriers that make it difficult for many people with disabilities to use ConnectCarolina. For students, it also means it will be easier on the eyes when they're using ConnectCarolina on their phones. Want to know more? The design is evolving, but we'll give you info as decisions are made and work in ConnectCarolina progresses.

How Do You Use ConnectCarolina?

The reason we can't paint a complete picture is that we're still out there talking to ConnectCarolina users across campus. We're talking to students who use ConnectCarolina to register for classes and check grades. We're meeting with employees who work in ConnectCarolina everyday and those who only go into ConnectCarolina to check their pay stub. What we hear from them guides us in making the updated ConnectCarolina work better for you.

"I think that the icon-based navigation in ConnectCarolina will make it easier to find important resources that are currently buried in large navigation menus."

Matt Hawkins, HR Data and Reporting Manager, Medical Administration

A few weeks ago, we met with students and student administration staff and what we learned actually changed the design direction for the ConnectCarolina student pages. We've had similar experiences with campus representatives who work in Finance and Human Resources. A big thank you to all of you who've participated in the design process.

We know that we will be able to draw a direct line from your input to what you'll see in the new ConnectCarolina look. We'll have more information on the new ConnectCarolina look and functionality in the March edition of the ConnectCarolina Newsletter, so stay tuned.

What's in an Icon?

Have you ever looked at an icon and said, "What's that supposed to mean?" Here's a chance for you to influence what icon images you will see when we unveil the new ConnectCarolina look.



We'd like to hear your thoughts and ideas about icon images to best represent things like **TIM** (Time Information Management) **or Help** and a few more. Thank you in advance for your feedback. Click [here](#) to share your ideas. *(The actual style and colors of icons are still to be determined.)*

Check Out the Updated ePro Supplier Catalog Guide

There's an updated **ePro Supplier Catalog Guide** on the **CCInfo** website. The ConnectCarolina team sat down with Ammar Yameen, Director of eProcurement and Materials Management, to learn some tips and tricks for ordering from the ePro Supplier Catalog. If it's been a while since you've looked at the guide, it's worth a re-visit.

The revamped guide includes information about new tools and features that we gained with the recent upgrade and updated information about the ePro features used most often. Click the page links below to see a few of the updates.

- **New Mass Change tool** – You can change multiple requisition lines at one time.
 - **PO number formatting that suppliers can understand** – Adding UNCCH to the beginning of PO numbers helps suppliers identify your order and assist you more quickly.
 - **Cancellation Requests** – The guide now has email addresses for each supplier.
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Tips for Requesting Independent Contractors

Each year, the ConnectCarolina team sends a survey to everyone who uses ConnectCarolina and InfoPorte.

We heard from many of you that you'd like more information on independent contractors, so we talked with Yamaris Fontanez, an Independent Contractor Reviewer in Accounts Payable, to get some tips.

We'll include additional tips in future newsletters, but to get you started, the next time you need to request an Independent Contractor, ask yourself these three questions:

1. **Is the request for a domestic or foreign vendor?** If the vendor is domestic, submit the request through ConnectCarolina. For foreign vendors, submit your documents to the independent contractor approver at ic_review@unc.edu.

2. **Is a background check required?** Typically, a background check is required and it's valid for six months. However, the requirement is waived under certain circumstances. You can find policy information and answers to frequently asked questions here: <https://unc.policystat.com/policy/5175523/latest/>.



3. **Does the service fee exceed \$10,000?** If so, you'll need to submit these additional documents:

- **Independent Contractor Services Agreement and Statement of Work** form found here: <https://unc.policystat.com/policy/5567201/latest/>.
- **Customer Request for a Brand/Vendor-Specific Waiver of Competition** form found here: <https://unc.policystat.com/policy/5379428/latest/>.
- **Sole Source Justification** letter. There isn't a form for this, but it's necessary to include a justification for why the proposed independent contractor is the best choice or a unique fit for the job.

Academic Term Codes Decoded

When you see term codes used across ConnectCarolina and InfoPorte, have you ever wondered what the four-digit code associated with each semester is or how it's determined? For example, did you know that the last number in the term code **1959** refers to the Term (9=Fall)? Check out this [new one-pager](#) to create and decode term codes quickly and accurately. Thank you to Beth Tanner, Business Systems Analyst in the Registrar's Office for sharing this information!



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