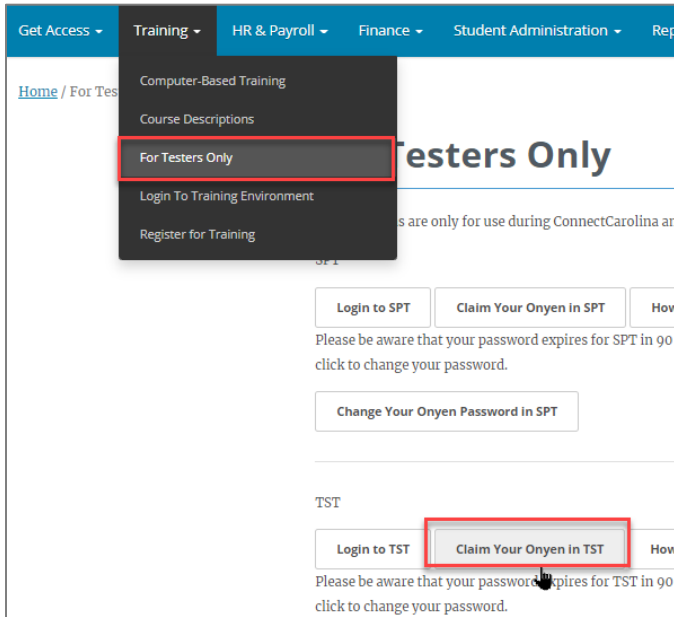


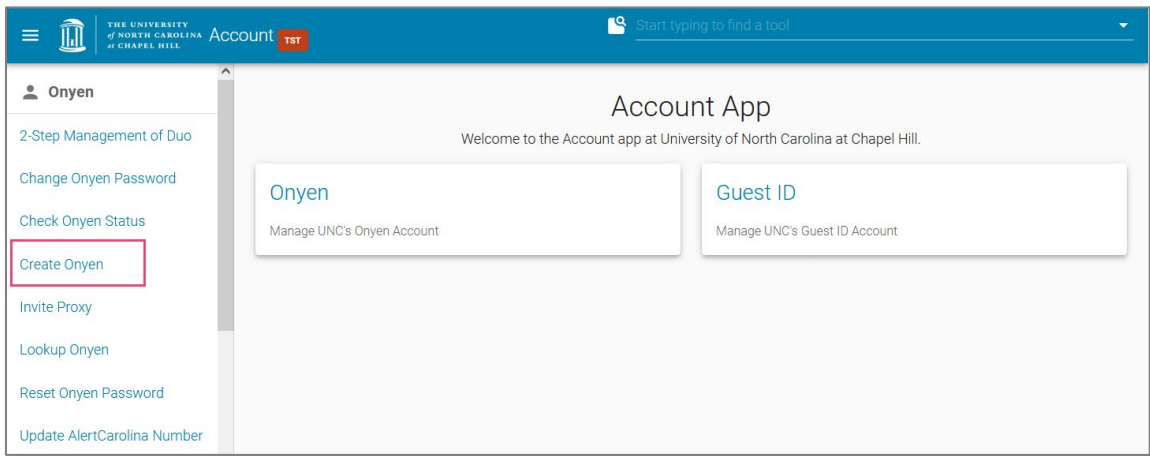
Claiming your Onyen in TST

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 the 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 will be the same as the Onyen you use every day at Carolina.

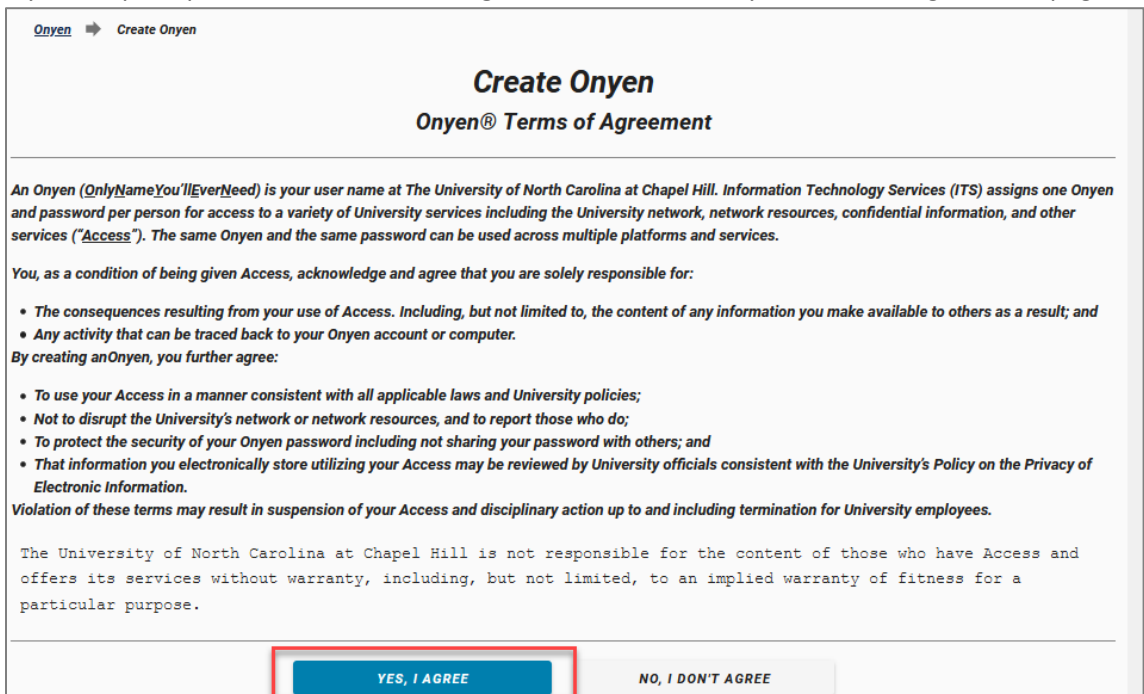
1. Go to ccinfo.unc.edu.
2. Click **Training** in the blue menu bar and then click the **For Testers Only** link.
3. Click the **Claim Your Onyen in TST** tab.



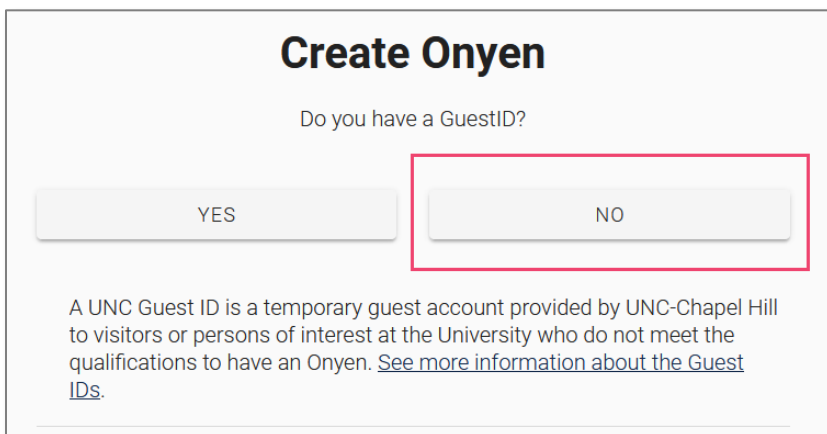
4. Do one of the following.
 - If you have ever been in TST, you have an Onyen which has been claimed, but the password has expired. Skip to step 9.
 - If you have never been in TST, you need to create your TST Onyen. Go to step 5.
5. On the Account App TST page, click the **Create an Onyen** link.



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. On the Create Onyen Services TEST page, enter the following information in the fields:
 - PID
 - First name
 - Last name
 - Gender
 - Date of Birth
9. Click the **Submit** button.

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 *

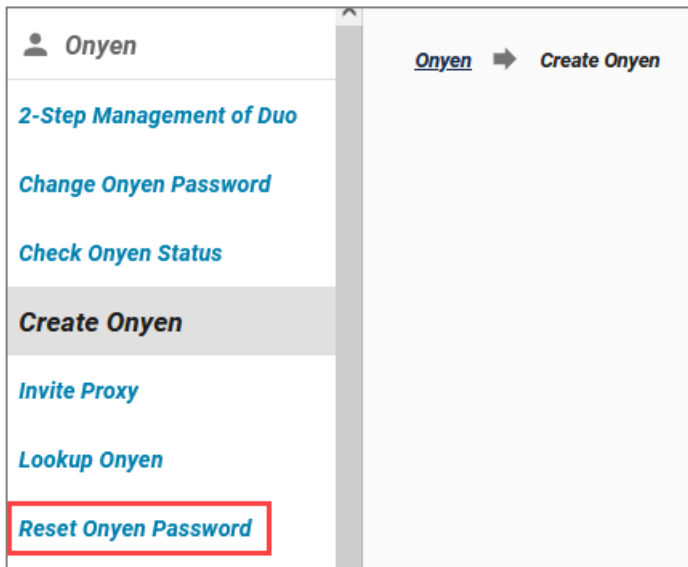
Female Male Unknown

*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.
10. Do one of the following:
 - If you got the error message, continue to step 10.
 - 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.
 11. On the Onyen Services TEST page, click the **Reset Onyen Password** link.



12. Enter your Onyen and click **Continue**.

13. Answer the security questions that you set up and click the **Submit Answers** button. Your questions may differ.

Security Questions for user

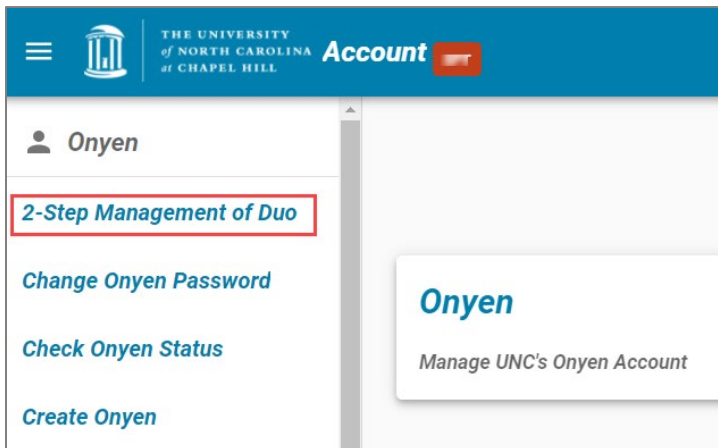
Where did you first meet your spouse?

What was your High School mascot?

Who was your first love?

SUBMIT ANSWERS

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 TST page, click the **2-Step Management of Duo** link and follow the instructions on the screen to setup your TST Duo account before going to step 16.



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


TST

[Login to TST](#) [Claim Your Onyen in TST](#) [How to Claim Your Onyen in TST](#)

Please be aware that your password expires for TST in 90 days, but there will not be a relogin with your Onyen, then click to change your password.

[Change Your Onyen Password in TST](#)

18. Enter the Onyen and password that you setup for the TST environment, then click the **Sign in** button.

 THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Single Sign-On TEST

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 pink banner at the top.