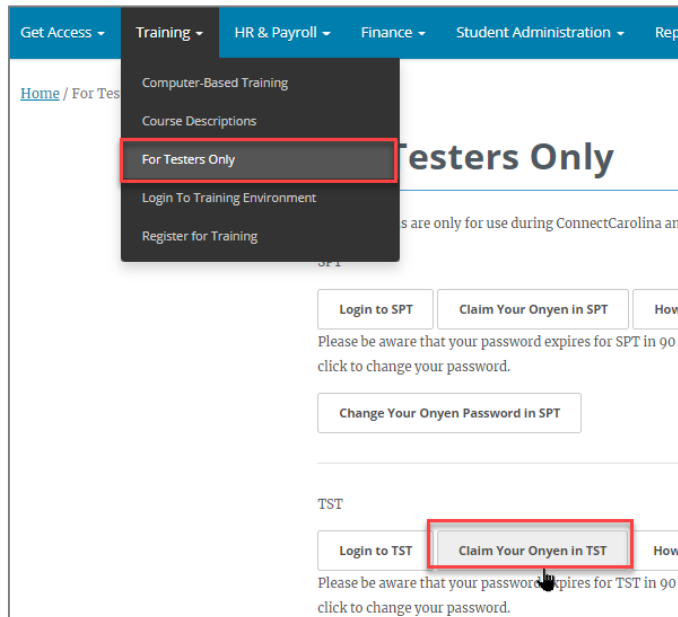


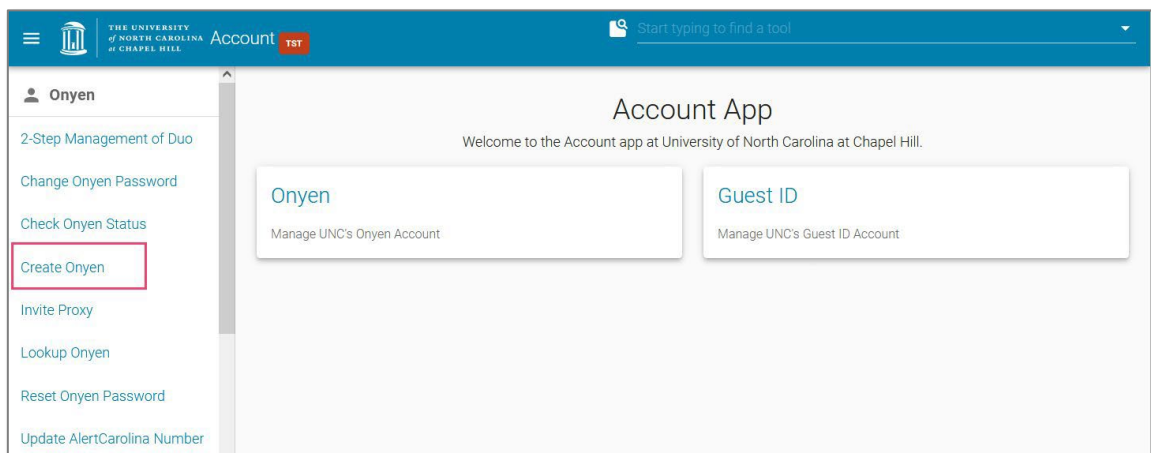
Claiming your Onyen in TST

If you are logging into ConnectCarolina's non-production environment for testing, you will need to claim your Onyen and create a password specifically for the testing environment. If you are logging in from an off-campus location, you must be connected to the Campus VPN.

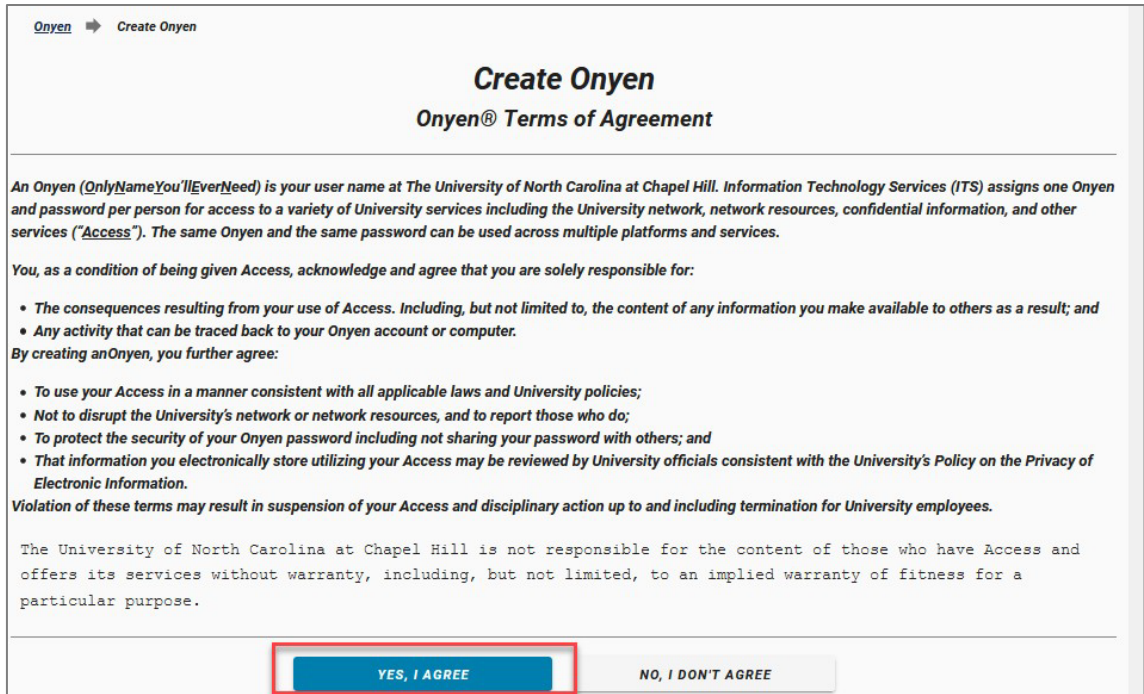
1. Go to ccinfo.unc.edu.
2. Click **Training** in the blue menu bar and then click the **For Testers Only** link.
3. Click the **Claim Your Onyen in TST** tab.



4. On the Account App TST page, click the **Create Onyen** link.



5. When prompted, click the **Yes, I Agree** button on the Onyen Terms of Agreement page.



[Onyen](#) ➔ Create Onyen

Create Onyen

Onyen® Terms of Agreement

An Onyen (OnlyNameYou'llEverNeed) is your user name at The University of North Carolina at Chapel Hill. Information Technology Services (ITS) assigns one Onyen and password per person for access to a variety of University services including the University network, network resources, confidential information, and other services ("Access"). The same Onyen and the same password can be used across multiple platforms and services.

You, as a condition of being given Access, acknowledge and agree that you are solely responsible for:

- The consequences resulting from your use of Access. Including, but not limited to, the content of any information you make available to others as a result; and
- Any activity that can be traced back to your Onyen account or computer.

By creating anOnyen, you further agree:

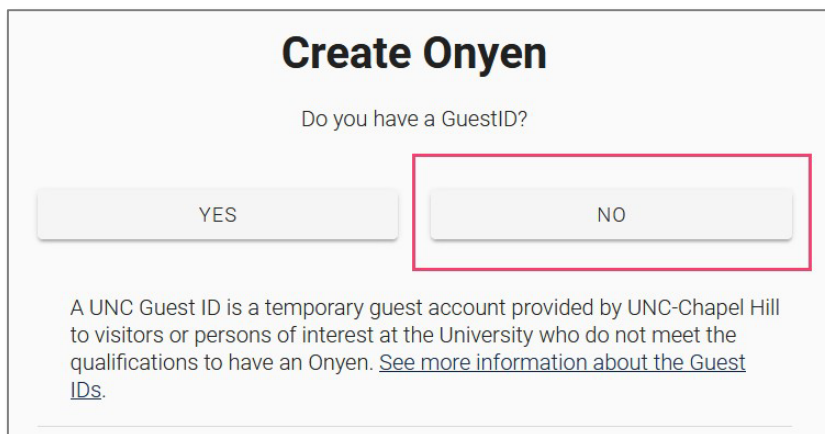
- To use your Access in a manner consistent with all applicable laws and University policies;
- Not to disrupt the University's network or network resources, and to report those who do;
- To protect the security of your Onyen password including not sharing your password with others; and
- That information you electronically store utilizing your Access may be reviewed by University officials consistent with the University's Policy on the Privacy of Electronic Information.

Violation of these terms may result in suspension of your Access and disciplinary action up to and including termination for University employees.

The University of North Carolina at Chapel Hill is not responsible for the content of those who have Access and offers its services without warranty, including, but not limited, to an implied warranty of fitness for a particular purpose.

YES, I AGREE **NO, I DON'T AGREE**

6. On the Create Onyen page click the **No** button to answer, "Do you have a UNC Guest ID?"



Create Onyen

Do you have a GuestID?

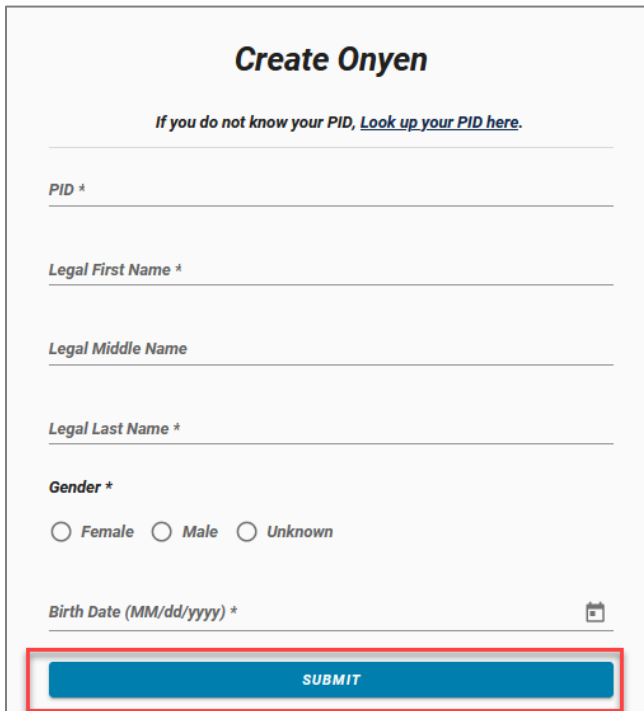
YES **NO**

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 about the Guest IDs.](#)

7. On the Create Onyen Services TEST page, enter the following information in the fields:

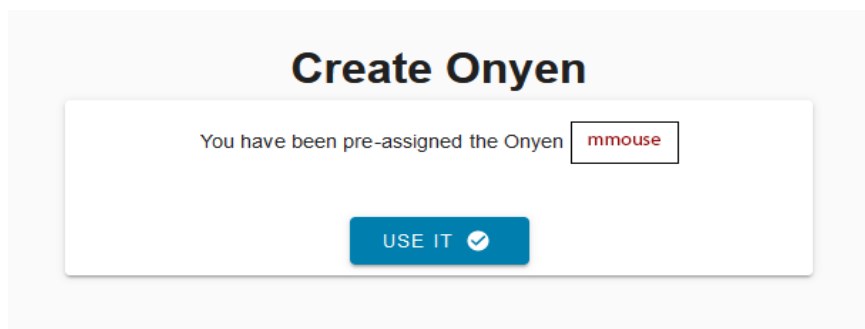
- PID
- First name
- Last name
- Gender
- Date of Birth

8. Click the **Submit** button.



The screenshot shows a web form titled "Create Onyen". Below the title is a link: "If you do not know your PID, [Look up your PID here.](#)". The form contains several input fields: "PID *", "Legal First Name *", "Legal Middle Name", and "Legal Last Name *". Below these is a "Gender *" section with three radio buttons labeled "Female", "Male", and "Unknown". At the bottom is a "Birth Date (MM/dd/yyyy) *" field with a calendar icon. A blue "SUBMIT" button is at the bottom of the form, highlighted with a red rectangular border.

9. The system may have already reserved an Onyen for you that is the same as your production Onyen. If so, Use the reserved Onyen. Click “**Use It.**”



The screenshot shows a web form titled "Create Onyen". Below the title is a message: "You have been pre-assigned the Onyen" followed by a text box containing "mmouse". Below this is a blue button labeled "USE IT" with a checkmark icon.

10. If the system did not reserve an Onyen, you will be directed to Create Onyen.

Onyen → Create Onyen

Create Onyen

An **Onyen** (**Only Name You'll Ever Need**) will be your public username and serve as part of your initial email address at UNC. Your Onyen will be visible to many other people at the University, including staff, faculty, and students. Please do not choose a word that you would find embarrassing, or use any part of your password as your Onyen.

An Onyen is comprised of three to eight alphanumeric characters. The first character must be an alphabetic letter and it should be in all lowercase.

Select an Onyen

Choose your Onyen USE IT ✓

The following is a list of suggested Onyens based on your name. Entry that has been greyed out indicates that it has already taken.

| | | | | | | | | | | | | | | | | |
|-------|------|-------|--------|---------|----------|--------|---------|----------|--------|---------|----------|------|-------|--------|--------|---------|
| ren | reny | renya | renyan | renyanh | renyanhu | rey | reya | reyan | reyanh | reyanhu | reyanhui | rya | ryan | ryanh | ryanhu | ryanhui |
| yan | yanh | yanhr | yanhre | yanhren | yanhu | yanhui | yanhuir | yanhuire | yanhur | yanhure | yanhuren | yanr | yanre | yanren | yar | yare |
| yaren | yre | yren | | | | | | | | | | | | | | |

On the **Create Onyen** page, select the **exact same Onyen** you use in Production. The system may suggest a different Onyen based on your name, but type in the **exact same Onyen** that you use in production. Click **“Use It.”**

11. Continue to follow the instructions on the screen including setup of Alert Carolina, Emergency contact information and challenge-response questions.
12. Finally, you will be asked to set your password. This is the password you will use to log in to the ConnectCarolina TST environment and it does not impact your production Onyen account or password.
13. On the Account TST page, click the 2-Step Management of Duo link and follow the instructions on the screen to set up your Non-Production Duo account the first time before you log in.

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL Account

Onyen

2-Step Management of Duo

Change Onyen Password

Check Onyen Status

Create Onyen

Onyen

Manage UNC's Onyen Account

14. After setting your new password and DUO, return to <https://ccinfo.unc.edu/test-2/>.

15. Click the **Login to TST** button.

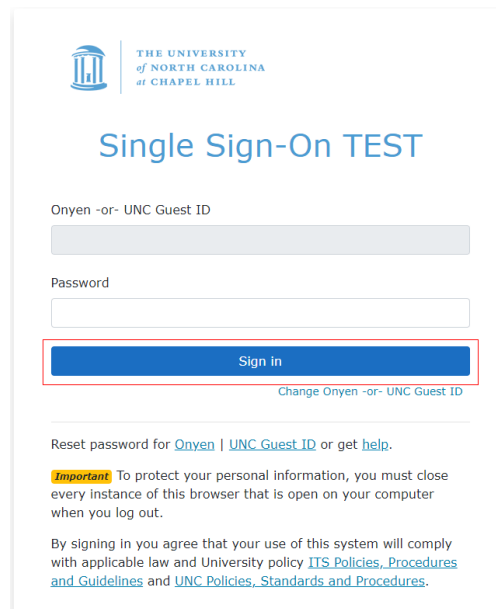
TST

| | | |
|---------------------|-------------------------|--------------------------------|
| 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 one year. There will not be a reminder sent. Please login with your Onyen, then click to change your password.

[Change Your Onyen Password in TST](#)

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



The image shows the 'Single Sign-On TEST' login page for The University of North Carolina at Chapel Hill. It features a header with the university logo and name. Below the header, there are two input fields: 'Onyen -or- UNC Guest ID' and 'Password'. A blue 'Sign in' button is highlighted with a red box. Below the button is a link to 'Change Onyen -or- UNC Guest ID'. At the bottom, there is a section for password reset with links for 'Onyen', 'UNC Guest ID', and 'help'. An 'Important' notice states that users must close the browser when logging out. A final statement mentions that signing in implies agreement with applicable law and university policy, with links to 'ITS Policies, Procedures and Guidelines' and 'UNC Policies, Standards and Procedures'.

THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Single Sign-On TEST

Onyen -or- UNC Guest ID

Password

Sign in

[Change Onyen -or- UNC Guest ID](#)

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.

By signing in you agree that your use of this system will comply with applicable law and University policy [ITS Policies, Procedures and Guidelines](#) and [UNC Policies, Standards and Procedures](#).

Result: The system displays the ConnectCarolina home page with a pink banner at the top.

