INTERNET REQUIREMENTS

Internet: Faculty and Staff will be able to complete the UNC System Engagement Survey from any computer, tablet or mobile device connected to the Internet. Survey takers will access the survey through the following websites.

URLs:	Each employee will receive an email link to their personal copy of the survey. Links cannot be shared and should not be forwarded.
IP Addresses:	**149.72.139.47, 54.240.46.220**

EMAIL REQUIREMENTS

Email: Please **white-list** the following email addresses and domains to ensure all survey takers receive the survey invitation/reminders:

From:	surveys@modernthink.net
Return Path:	surveys@modernthink.net
Email Servers:	mail.modernthink.com and mail.modernthink.net and servers.modernthink.net
Rate Delimiters:	Many institutions frequently use rate delimiters to screen emails that are sent in large batches from one email address. When ModernThink sends the email invitations, each institution's emails will be sent as a batch. Therefore, in addition to being white-listed, please be sure your spam filters and security settings allow **multiple email messages** from the previous addresses. ***This is especially important when the survey launches on March 28, when all permanent faculty and staff at your institution will receive an invitation email.***
Spam Filters:	Similarly, please configure your filters to allow the phrases **"Click Here to Take the Survey."** The subject line of the emails will be **"2022 UNC System Employee Engagement Survey"**

CONNECTIVITY TESTING

Connectivity testing is scheduled for UNC during the **week of March 7**. During this period, we will conduct individual testing at each institution. Selected representatives at each campus (primary and secondary contacts, as well as IT liaisons) will receive a test email survey invitation. This email message will include a link to the online survey so that you can ensure receipt of, and access to, the survey website. We also ask that you use this opportunity to ensure that the customization of both the survey invitation and the survey itself meet your specifications.

RESPONSE RATE

During the survey period, each institution can monitor its response rate through an online portal. Access information for that portal will be sent once the survey opens on March 28. We will be in contact with you when the survey launches to provide access to the response rate portal.