## Step 1: Log In

Log in to ConnectCarolina using your UNC-Chapel Hill Onyen and password. ConnectCarolina login requires 2-step verification. If you have not signed up for UNC-Chapel Hill's Duo 2-step verification tool, visit the UNC-Chapel Hill ITS Knowledge Base for instructions.

Step 2: Access Self-Service

After you log in, you will see the Self Service page. (**Note:** Some users may first see the Admin WorkCenter page. In this case, click Admin WorkCenter at the top of the page and select Self Service in the dropdown menu.)
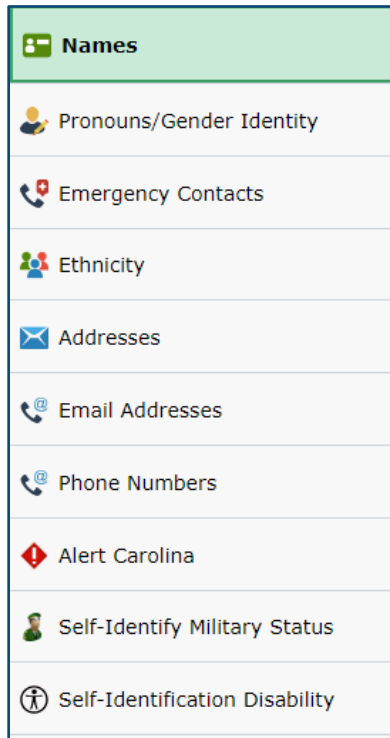
On the Self Service page, click the **Personal Information** tile.
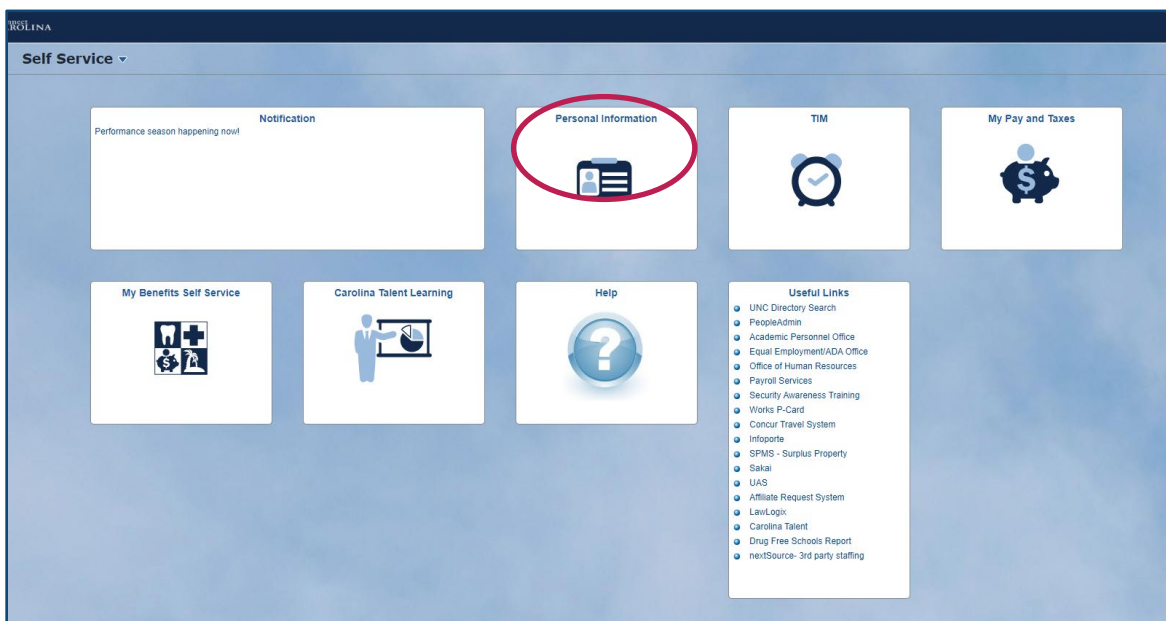
Step 3: Choose Personal Information to Update

The various information types you can update are listed in the left-side navigation menu.
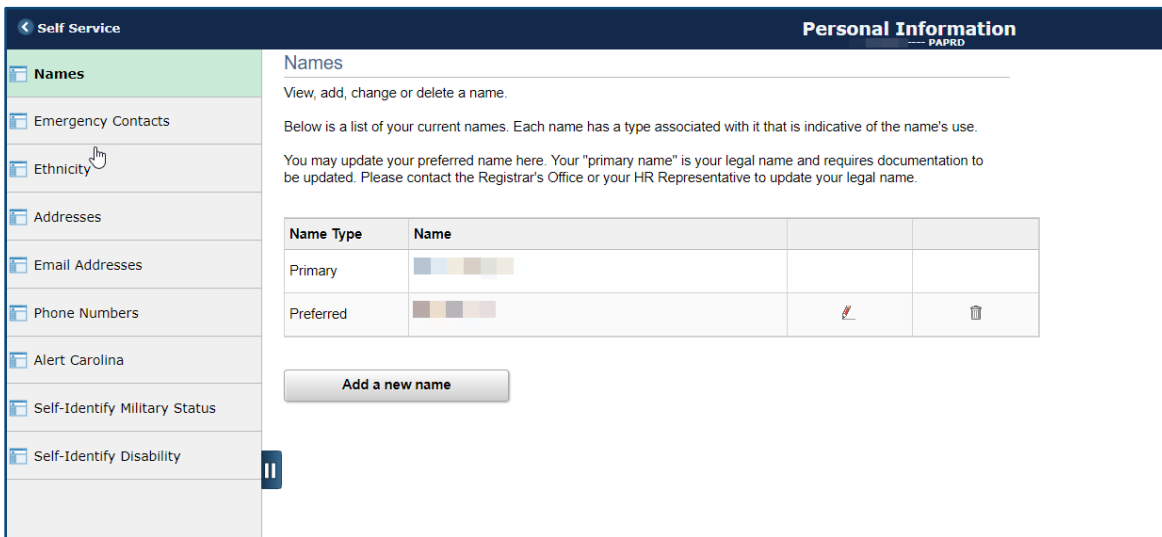

In the following pages, we'll walk through each of these entries with specific instructions.

Step 4: Names

The screen displays your Primary (legal) and Preferred name. The Preferred name can be a nickname or how you prefer to be known.

- Edit or delete your Preferred name.
- Click **Add a new name** to add another name
- Contact System Office HR to change your Primary name
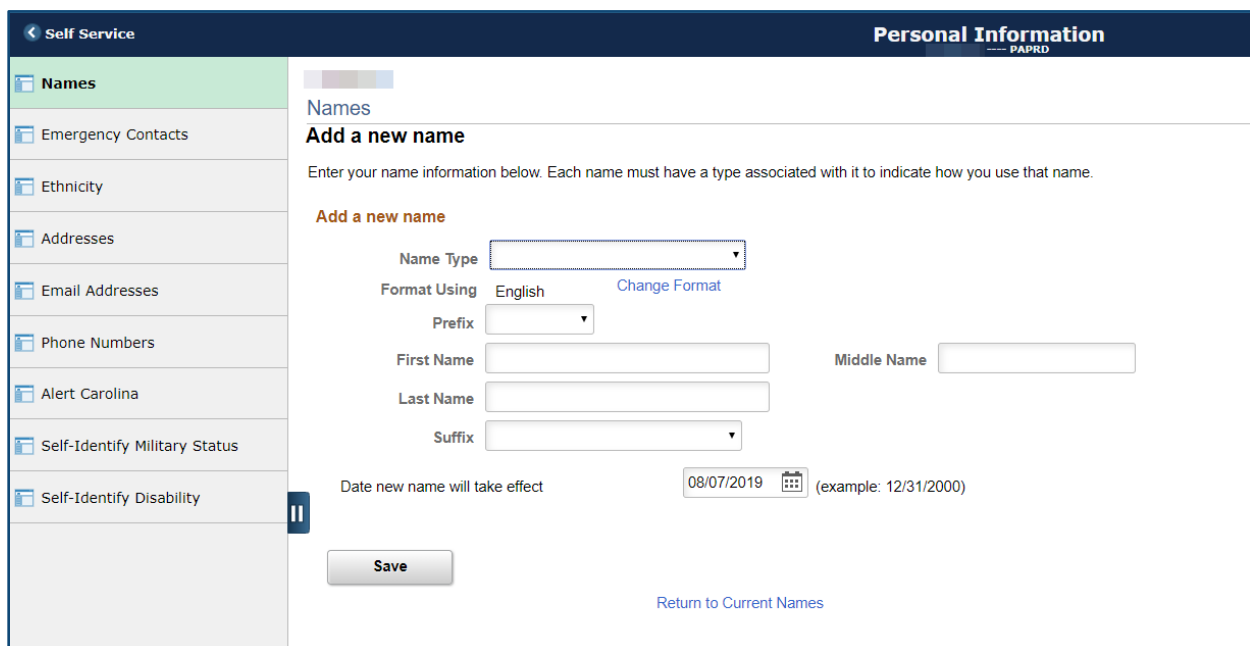
To add a new name, enter the necessary information and save your changes.

Step 5: Pronouns/Gender Identity

If desired, enter the information requested and click Save. Providing this information is **voluntary**; the information will be stored only in ConnectCarolina and will not be visible to others.

Pronouns/Gender Identity

▾ **Instructions**

If you choose, you can select your pronouns and gender identity below. Updating personal data in these fields is entirely optional.

Currently, this information will display only in the following areas: Student Center; Student Center (Administrative view); Class Roster and Class Roster with pictures; Advisor Center; Student Affairs Offices such as Housing and Student Health; Sakai and Canvas. Pronouns and gender identity are not considered directory information and will not be released to unauthorized third-party contacts. Parents or guardians of students granted proxy access in ConnectCarolina, as well as peer students, will not be able to view this information via their individual system access. This information will be included in your personal data transmitted to the HR system.

Identifying your pronouns and gender identity in ConnectCarolina is a first step in an ongoing effort to further integrate these fields with others in ConnectCarolina and other campus resources. For now, however, updating your pronouns here will not cascade beyond these areas to other pages or tools and this is not intended to be a mechanism by which members of the Carolina community learn your pronouns. If you choose, you are encouraged to communicate your pronouns directly with individuals who need to know. More information about further integration will be provided as updates are made.

Select your pronouns ⌄

Select your gender identity ⌄

Save

Step 6: Emergency Contacts

View your Emergency Contacts. Edit or delete names and contact information as needed.

You can only have two emergency contacts in the system. If you have one contact listed, you will see the **Add an Emergency Contact** button.

To add an emergency contact, complete the required information.

Step 7: Ethnicity

View your reported ethnicity information.

Note: Identifying your ethnicity is **voluntary**; however, the UNC System must report aggregate information to federal and state officials, so correct information is important.

Step 8: Addresses

Add or update your home and/or business address. Click **Add a new address** to add an address. Use the address guidelines below to update your business address/location correctly.

Note: It is essential that we have your current home address so we can provide it to our benefits and retirement providers.

System Office address guidelines:

The Dillon
City: Raleigh
Address Line 1: 223 S. West St.
Address Line 2: Suite 1800
Zip/Postal Code: 27603

Working Remotely*
Use The Dillon address
*Use The Dillon's address; the directory is public so **do not** use your home address.

NCSEAA
City: Raleigh
Address Line 1: 3120 Poplarwood Court
Address Line 2: NCSEAA
Zip/Postal Code: 27604

PBS North Carolina
City: Research Triangle Park
Address Line 1: 10 UNC-TV Drive
Address Line 2: PBS NC
Zip/Postal Code: 27709

Other Office Location
City: [city]
Address Line 1: [street address]
Address Line 2: [building name]
Zip/Postal Code: [zip code]

Step 9: Email Addresses

Add or update your email address. Click **Add an Email Address** to add a new email.

Step 10: Phone Numbers

Add or update your business and personal phone numbers. We also strongly recommend that you complete the following fields:
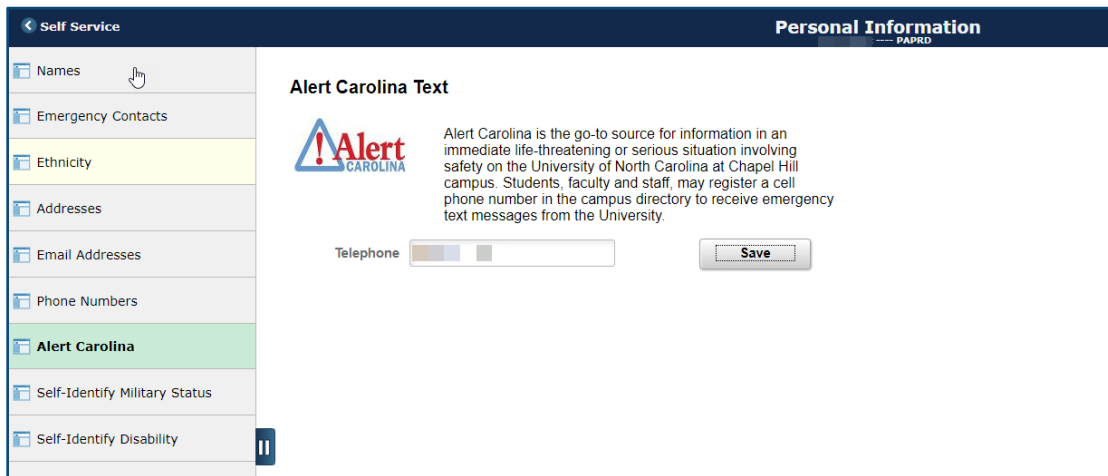
- **Cellular** – this is the phone type that allows you to receive important and timely text alerts specifically from the System Office.
- **Alert** – this is the phone type that allows you to receive important and timely text alerts from WolfAlert, NC State's emergency message system.

Click **Add a Phone Number** to add a new phone number.

Step 11: Alert Carolina
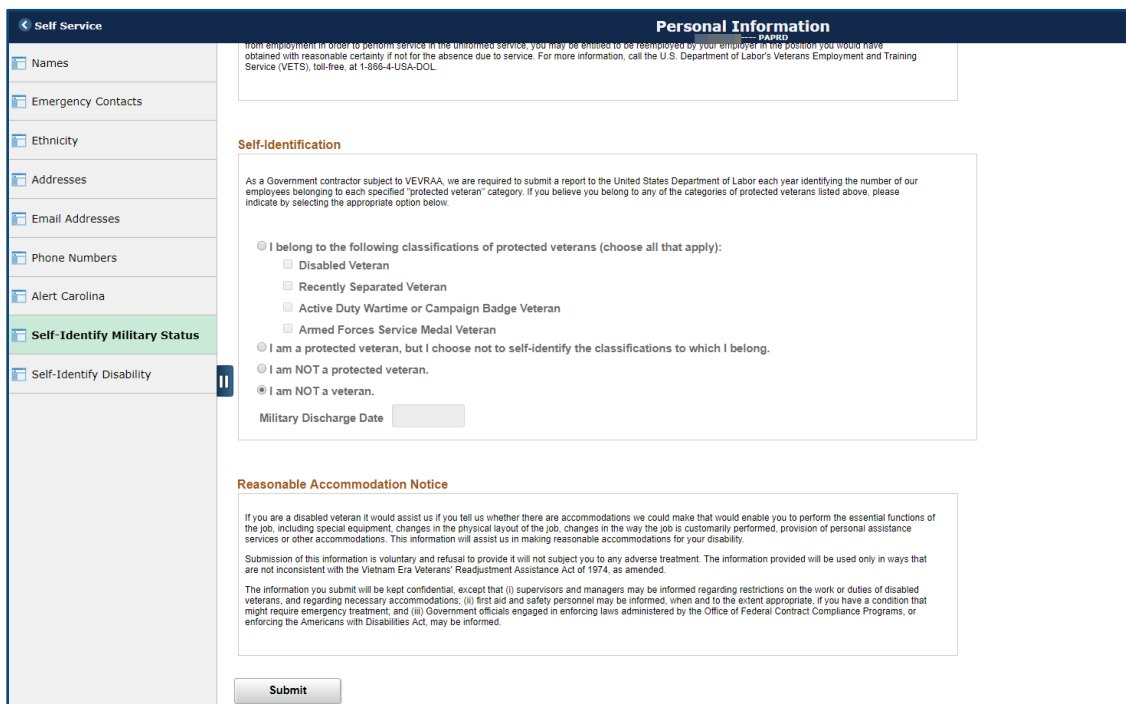
System Office staff are not automatically enrolled in Alert Carolina, the emergency message system at UNC-Chapel Hill. If desired, you can **opt in** to receive notifications from Alert Carolina by adding your cell phone number on the screen shown below.

Step 12: Self-Identify Military Status

Add or update your military status. Reporting your military status is **voluntary**; however, it is important for accurate Federal, State and System-wide reporting.

Step 13: Self-Identify Disability

Add or update your disability status. You do not have to provide specifics regarding any disability. Reporting your disability status is **voluntary**; however, it is important for accurate Federal, State and System-wide reporting.

Note: After you click Submit, your information is saved to the system, but you will only see your name and the current date. If you return to this page later, your submission will not be displayed due to Federal regulations, although your responses will be saved in ConnectCarolina.

‹ Self Service	Personal Information
Names	**How do I know if I have a disability?**
Emergency Contacts	
Ethnicity	You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.
Addresses	Disabilities include, but are not limited to:
Email Addresses	
Phone Numbers	• Blindness • Autism • Bipolar disorder • Post-traumatic stress disorder (PTSD)
Alert Carolina	• Deafness • Cerebral palsy • Major depression • Obsessive compulsive disorder
Self-Identify Military Status	• Cancer • HIV/AIDS • Multiple sclerosis (MS) • Impairments requiring the use of a wheelchair
Self-Identify Disability	• Diabetes • Schizophrenia • Missing limbs or partially missing limbs • Intellectual disability (previously called mental retardation)
	• Epilepsy • Muscular dystrophy

Please select one of the options below:

◉ YES, I HAVE A DISABILITY (or previously had a disability)

○ NO, I DON'T HAVE A DISABILITY

○ I DON'T WISH TO ANSWER

Your Name ▓▓▓▓   Today's Date   08/07/2019

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

[1]Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit