

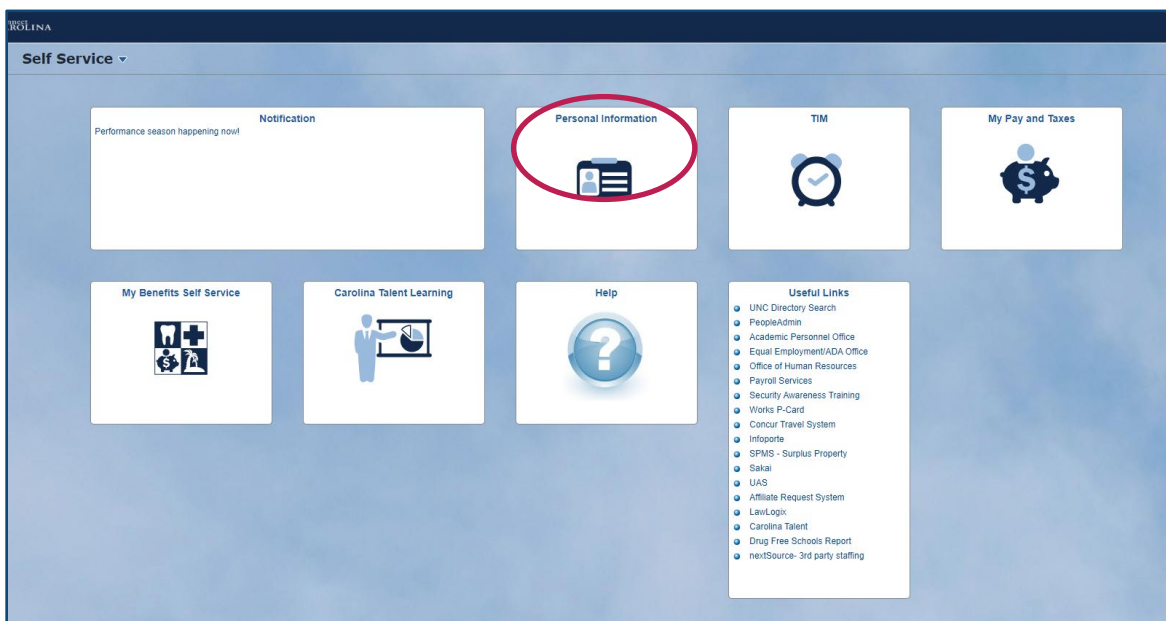
## Step 1: Log In

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.)

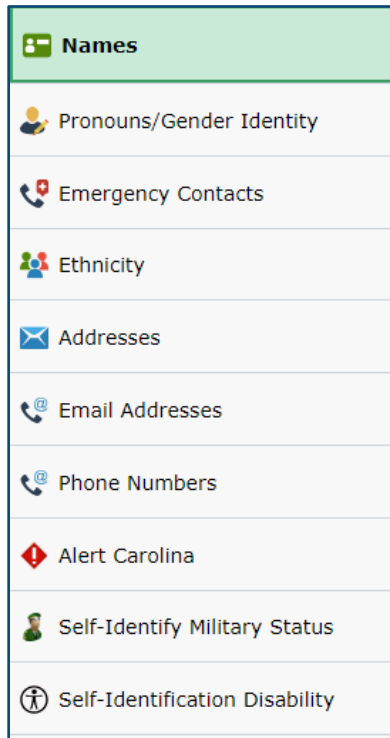
On the Self Service page, click the **Personal Information** tile.





### Step 3: Choose Personal Information to Update

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

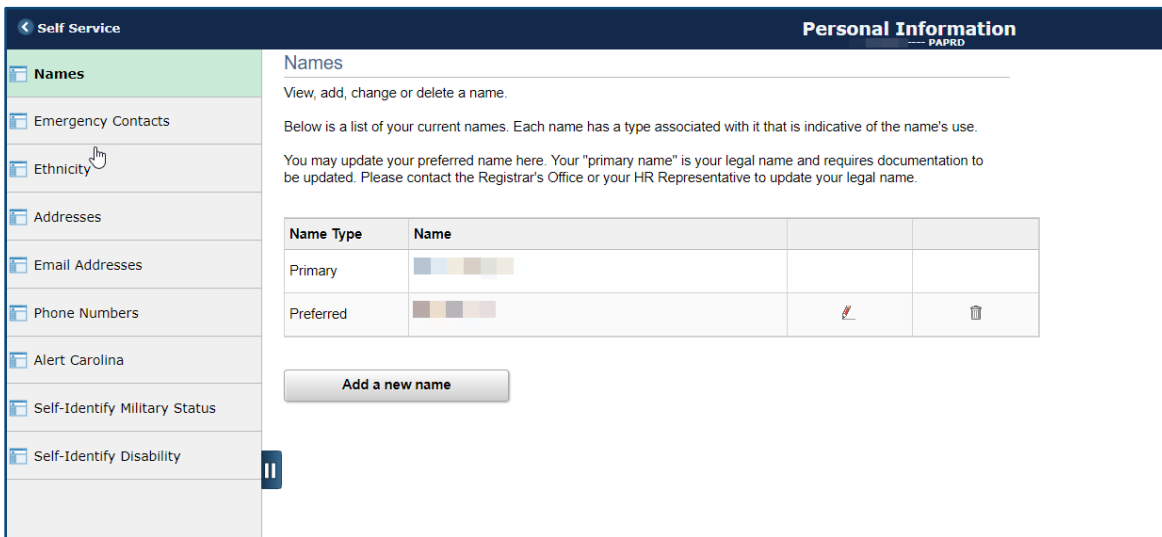


In the following pages, we'll walk through each of these entries with specific instructions.

## 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



**Personal Information** — PAPERD

**Names**

View, add, change or delete a name.

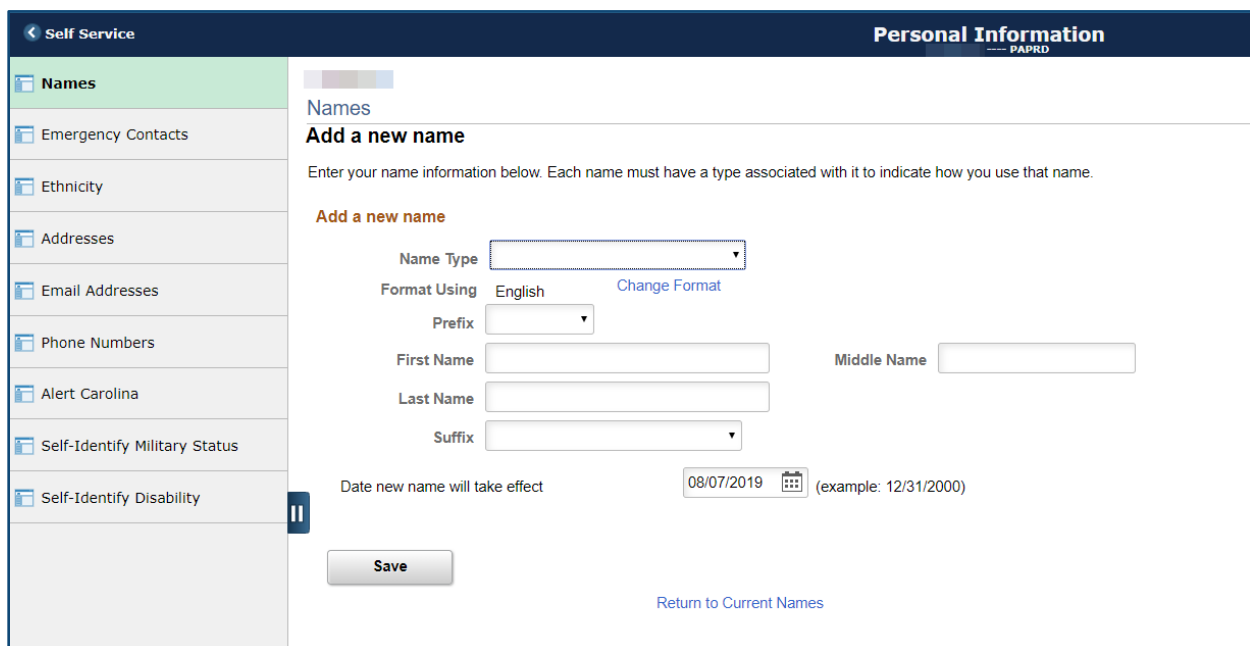
Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

You may update your preferred name here. Your "primary name" is your legal name and requires documentation to be updated. Please contact the Registrar's Office or your HR Representative to update your legal name.

Name Type	Name		
Primary	[Redacted]		
Preferred	[Redacted]		

**Add a new name**

To add a new name, enter the necessary information and save your changes.



**Personal Information** — PAPERD

**Add a new name**

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

**Add a new name**

Name Type

Format Using English [Change Format](#)

Prefix

First Name  Middle Name

Last Name

Suffix

Date new name will take effect  (example: 12/31/2000)

**Save**

[Return to Current Names](#)



## 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

## Step 6: Emergency Contacts

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

The screenshot shows the 'Emergency Contacts' section of the 'Personal Information' page. On the left is a navigation menu with options like Names, Emergency Contacts (highlighted), Ethnicity, Addresses, Email Addresses, Phone Numbers, Alert Carolina, Self-Identify Military Status, and Self-Identify Disability. The main content area is titled 'Emergency Contacts' and includes a brief instruction: 'Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.' Below this is a text box explaining the importance of emergency contacts. A table lists existing contacts with columns for Primary Contact, Contact Name, Relationship, Phone, Extension, and Country. The first row has a checked 'Primary Contact' box, a blurred name, a blurred relationship, and a blurred phone number. To the right of the table are edit and delete icons. Below the table are buttons for 'Add an Emergency Contact' and 'Save'.

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.

The screenshot shows the 'Emergency Contact Detail' form. It includes fields for '\*Contact Name' and '\*Relationship' (with a dropdown menu). Under 'Contact's Address', there is a checkbox for 'Same Address as Individual', a 'Country' dropdown set to 'United States', and an 'Address' field with an 'Edit Address' link. Under 'Contact's Phone', there is a checkbox for 'Same Phone as Individual', and fields for 'Phone', 'Extension', and 'Country'. At the bottom, there is a table for 'Other Telephone Numbers' with columns for 'Phone Type', 'Phone Number', 'Extension', and 'Country'. Below the table are buttons for 'Add a Phone Number' and 'Save', along with a 'Return to Emergency Contacts Summary' link.

## 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.

Self Service
Personal Information

- Names
- Emergency Contacts
- Ethnicity
- Addresses
- Email Addresses
- Phone Numbers
- Alert Carolina
- Self-Identify Military Status
- Self-Identify Disability

### Ethnicity

There are certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, you are invited to voluntarily self identify your race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

1) Are you Hispanic or Latino? [Explain](#)

Yes, I am Hispanic or Latino  
 No, I am not Hispanic or Latino

2) What is your race? Select one or more. [Explain](#)

American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

The Information is correct as entered.

**Voluntary Self-Identification**

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

## 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.

The screenshot shows the 'Personal Information' section of the 'Self Service' portal. The 'Addresses' page is active, displaying a table with two rows: 'Home' and 'Business'. Each row has a red pencil icon for editing. Below the table is a button labeled 'Add a new address'. The left sidebar contains various menu items, with 'Addresses' highlighted in green.

Address Type	Address	
Home	[Redacted]	
Business	[Redacted]	

**Add a new address**

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.

**NCSEEA**

**City:** Raleigh  
**Address Line 1:** 3120 Poplarwood Court  
**Address Line 2:** NCSEEA  
**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:

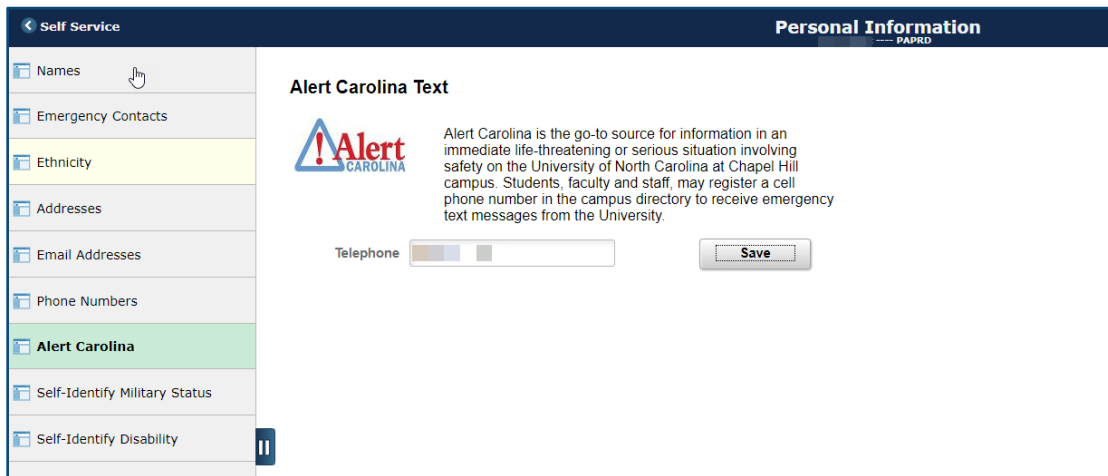
- **Cellular** – this is the phone type that allows you to receive important and timely text alerts specifically from the System Office.
- **Alert** – this is the phone type that allows you to receive important and timely text alerts from WolfAlert, NC State’s emergency message system.

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



## Step 11: Alert Carolina

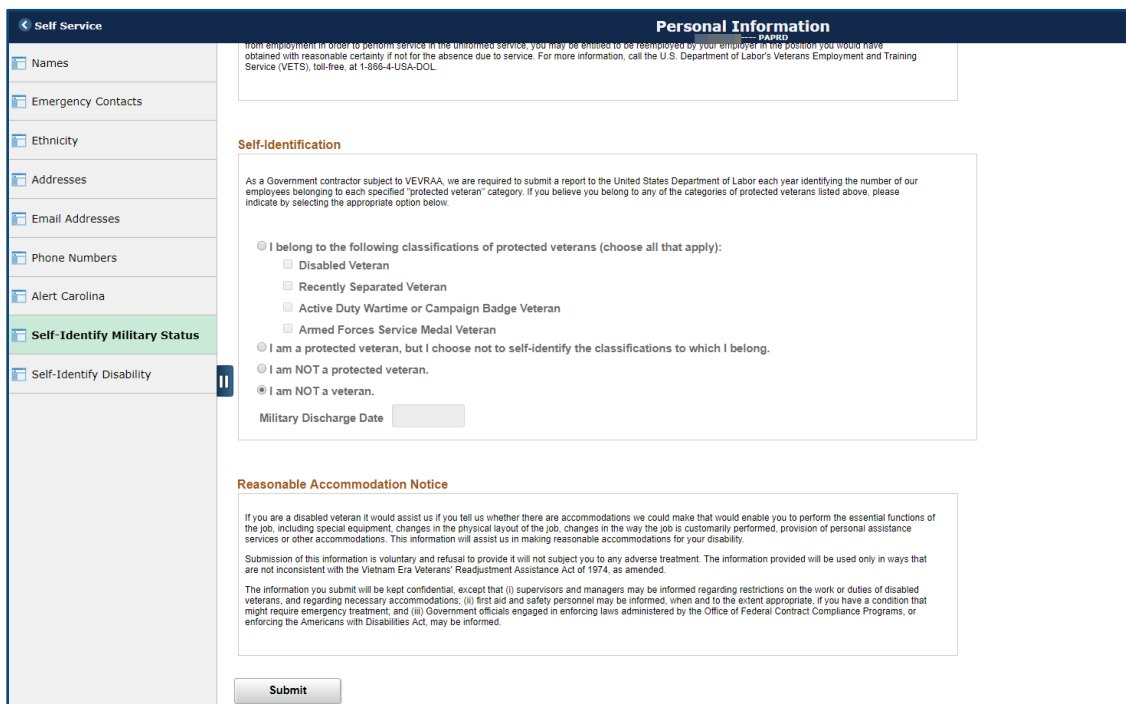
System Office staff are not automatically enrolled in Alert Carolina, the emergency message system at UNC-Chapel Hill. If desired, you can **opt in** to receive notifications from Alert Carolina by adding your cell phone number on the screen shown below.



The screenshot shows the 'Self Service' interface with a sidebar menu on the left containing options like Names, Emergency Contacts, Ethnicity, Addresses, Email Addresses, Phone Numbers, Alert Carolina, Self-Identify Military Status, and Self-Identify Disability. The 'Alert Carolina' option is highlighted in green. The main content area is titled 'Alert Carolina Text' and features the 'Alert CAROLINA' logo. Below the logo is a text box explaining that Alert Carolina is the go-to source for emergency information and that users can register a cell phone number to receive text messages. A 'Telephone' input field and a 'Save' button are located at the bottom of the form.

## 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.



The screenshot shows the 'Self-Identify Military Status' form. The sidebar menu on the left has 'Self-Identify Military Status' highlighted in green. The main content area is titled 'Self-Identification' and includes a paragraph explaining the reporting requirements for Government contractors. Below this is a section with radio buttons for selecting military status: 'I belong to the following classifications of protected veterans (choose all that apply):', 'I am a protected veteran, but I choose not to self-identify the classifications to which I belong.', 'I am NOT a protected veteran.', and 'I am NOT a veteran.'. There is also a 'Military Discharge Date' input field. At the bottom, there is a 'Reasonable Accommodation Notice' section with a 'Submit' button.

## 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
- Emergency Contacts
- Ethnicity
- Addresses
- Email Addresses
- Phone Numbers
- Alert Carolina
- Self-Identify Military Status
- Self-Identify Disability

### How do I know if I have a disability?

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.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

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.

<sup>1</sup>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](http://www.dol.gov/ofccp).

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