

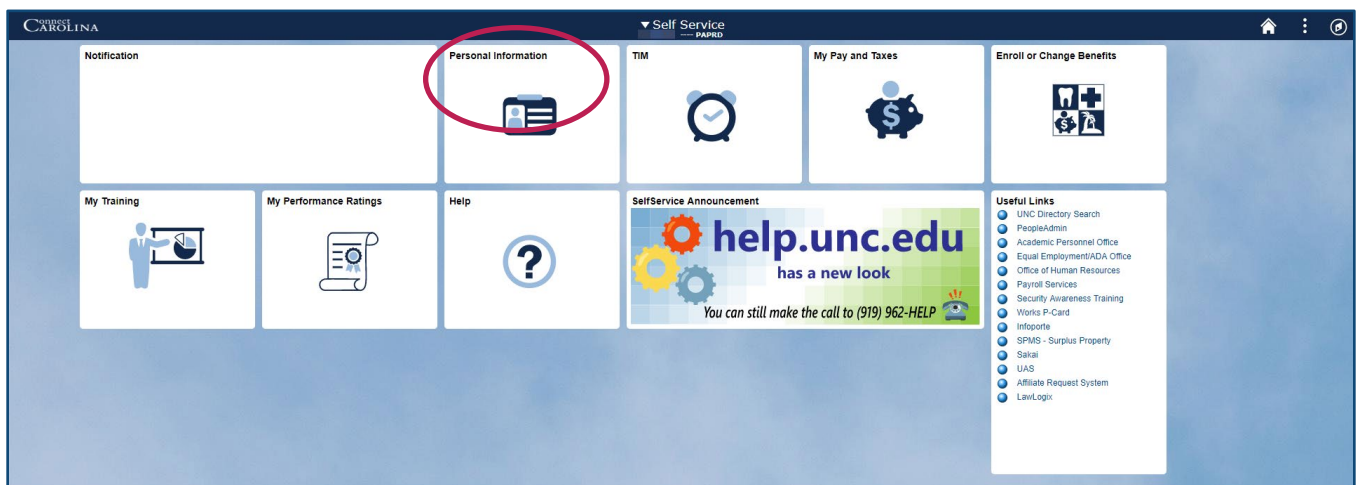
## Step 1: Log In

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

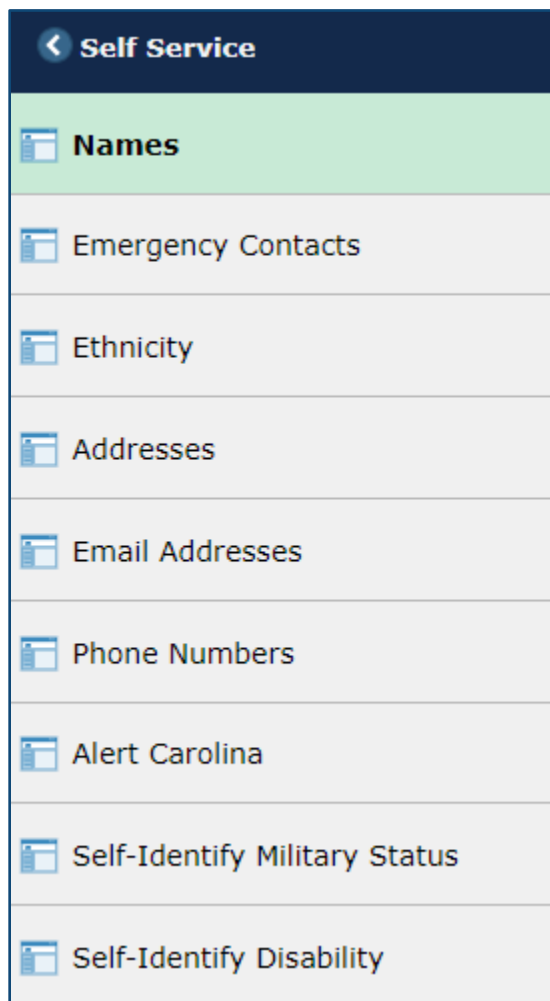
After you log in, you will see the Self Service page. (**Note:** Some users may first see the Admin WorkCenter page. In this case, click Admin WorkCenter at the top of the page and select Self Service in the dropdown menu.)

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 UNC System HR to change your Primary name

**Self Service** **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			
Preferred			

**Add a new name**

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

**Self Service** **Personal Information** — PAPERD

**Names**

**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: Emergency Contacts

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

**Self Service** **Personal Information** — PAPRD

**Emergency Contacts**

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.

**Emergency contacts**

To ensure that the University would be able to contact an appropriate friend or relative for each student, faculty member or staff member in the event of an emergency, all students and employees must provide contact information for at least one person below. You can include information for up to 2 people, and the University will attempt to contact them in the order listed. This information is not accessible through the online directory and is only available in the event of an emergency to the Department of Public Safety as well as the Office of Human Resources for employees and the Dean of Students Office for students. For questions or concerns, employees should contact the Office of Human Resources at 919-843-2300 and students should contact the Dean of Students at 919.966.4042.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>							

**Add an Emergency Contact**

**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.

**Self Service** **Personal Information** — PAPRD

**Emergency Contacts**

**Emergency Contact Detail**

\*Contact Name

\*Relationship

**Contact's Address**

☐ Same Address as Individual

Country

Address

[Edit Address](#)

**Contact's Phone**

☐ Same Phone as Individual

Phone

Extension

Country

**Other Telephone Numbers**

*Phone Type	Phone Number	Extension	Country	

**Add a Phone Number**

**Save** [Return to Emergency Contacts Summary](#)

## Step 6: 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

Names

Emergency Contacts

**Ethnicity**

Addresses

Email Addresses

Phone Numbers

Alert Carolina

Self-Identify Military Status

Self-Identify Disability

Personal Information

PAPRD

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.

Submit

## Step 7: 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 correct home address to provide to benefits and retirement vendors.

**Self Service** **Personal Information**

**Addresses**

View, add, change or delete an address.

Address Type	Address	
Home	[Redacted]	
Business	[Redacted]	

**Add a new address**

System Office address guidelines:

### CSLD

**City:** Chapel Hill  
**Address Line 1:** 140 Friday Center Drive  
**Address Line 2:** CSLD  
**Campus Box:** 9000  
**Zip/Postal Code:** 27517

### Working Remotely\*

**City:** [home department city]  
**Address Line 1:** [home department address]  
**Address Line 2:** Off Site  
**Campus Box:** 9000  
**Zip/Postal Code:** [home department zip code]  
 \*Use the home department 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  
**Campus Box:** [leave blank]  
**Zip/Postal Code:** 27604

### PBS North Carolina

**City:** Research Triangle Park  
**Address Line 1:** 10 UNC-TV Drive  
**Address Line 2:** UNCTV  
**Campus Box:** 9000  
**Zip/Postal Code:** 27709

### Other Office Location

**City:** [city]  
**Address Line 1:** [street address]  
**Address Line 2:** [building name]  
**Campus Box:** 9000  
**Zip/Postal Code:** [zip code]

## Step 8: Email Addresses

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

## Step 9: Phone Numbers

Add or update your business and personal phone numbers. See phone type explanations below:

- **Cellular** is the phone type that allows you to receive important and timely text alerts from the System Office. **(Note: We strongly recommend all System Office employees complete this field.)**
- **Alert** is the phone type that allows you to receive alerts from the Alert Carolina service at UNC-Chapel Hill.

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

## Step 10: Alert Carolina

Add or update your phone number to receive notifications from the Alert Carolina service at UNC-Chapel Hill. This is the same as the Alert phone type on the Phone Numbers page.

## Step 11: Self-Identify Military Status

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



## Step 12: Self-Identify Disability

Add or update your disability status. You do not have to provide specifics regarding any disability. Reporting your military status is **voluntary**; however, it is essential 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 at a later time, your submission will not be displayed due to Federal regulations, although your responses will be saved in ConnectCarolina.

Self Service

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

Personal Information

PAPRD

### 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).

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