**Step 1: Log In**

Log in to [ConnectCarolina](https://connect.carolina.unc.edu) 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](https://its.unc.edu/duo.html).

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**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

To add a new name, enter the necessary information and save your changes.
Step 5: 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 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.

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**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?
   - Yes, I am Hispanic or Latino
   - No, I am not Hispanic or Latino

2) What is your race? Select one or more.
   - 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 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.

System Office address guidelines:

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

**NCSEAA**
City: Raleigh
Address Line 1: 3120 Poplarwood Court
Address Line 2: NCSEAA
Campus Box: [leave blank]
Zip/Postal Code: 27604

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

**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

*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.*
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.