The **ConnectCarolina Faculty Center** enables faculty members to manage class and student-related activities from one centralized location.

Faculty members have access to the rosters of the classes that they are assigned to teach.

Having access gives the ability to:

- Review the class details
- Student information
- Notify selected students or the entire class

**How do you get access?**

Go to [https://registrar.unc.edu](https://registrar.unc.edu) and complete FERPA training.

Go to [https://www.unc.edu/bin/websub/index.pl](https://www.unc.edu/bin/websub/index.pl) put in a HELP TICKET Request to be put in the instructor database and have access to faculty central

Once access has been granted contact the Student Services Program Assistant for your Division:

Send an email with your name and PID, course you teach and the semester you teach it. In the subject line – New Faculty/Instructor- Your first and last name.

Once you receive access:

1. Login at my.unc.edu.
2. Locate the Faculty/Staff ConnectCarolina link.
3. Go to your Self Service Portal
4. Go to Faculty Center

You should then see a list of your classes for the current semester. You can access your class roster by clicking on the “**class roster**” ICON. If you click on the course name you will not see the roster. If you click on the picture you will.

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For information about how to use the Connect Carolina Faculty Center, please refer to the following website:

http://registrar.unc.edu/files/2012/03/CCM3_035290.pdf

When you have been entered into the system as an instructor for a course, you should automatically have access to Sakai. For instructions on how to use Sakai, please see the following website:

https://www.unc.edu/sakai/

If you have problems accessing your courses in Sakai after you have been entered as the instructor of your course, please call 919-962-HELP or go online and enter a HELP ticket.