ConnectCarolina

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 https://registrar.unc.edu and complete FERPA training.

Go to https://www.unc.edu/arbin/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.

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.