

Information for accessing the UNC School of Medicine one45 online scheduling and evaluation system

Beginning the 2008-2009 academic year, the UNC School of Medicine began using a new web-based scheduling and evaluation system (called one45) for UNC School of Medicine students. **This system will be used to collect all evaluation information from UNC and community-based faculty and residents about the UNC medical students.** Students will also use this system to complete their evaluations. In the future, we will be implementing additional features of this system.

Access to the system falls into several categories. Depending on your category of user, you will use one of two IDS – either the UNC ONYEN and ONYEN password or a one45 ID username and password as follows:

UNC Students, faculty and staff	UNC ONYEN and ONYEN password
UNC residents	one45 ID username & password
Community-based support staff; site coordinators, etc.	one45 ID username & password (some may still have and use ONYENs if they have been appropriately maintained)
Community-based physicians & faculty	Most will use one45 ID username and password
Community-based residents	one45 ID username & password

Using the UNC ONYEN and ONYEN password

In compliance with HIPAA and FERPA regulations, all passwords for UNC systems expire every 90 days. If you have forgotten your password, please follow the directions below.

---Changing your ONYEN password---

If you need to change your password:

1. Using a browser (Internet Explorer or Firefox), go to <http://onyen.unc.edu>
Bookmark this page or add to your Favorites
2. Click on Manage Password
3. Enter your ONYEN username
4. Enter the password provided
5. Enter your New password (be sure to read the password requirements)
6. Enter your new password again (to make sure you did not make a typo)
7. Click on Change Password (bypass or enter information for Alert Carolina as you choose)

Please read the message returned by the system to ensure your password was successfully changed.

NOTE: Further down that same web page is a feature to set up a challenge response in case you forget your password (this system allows you to reset a forgotten password). To use the challenge response system, you will need to use your UNC PID number.

---If your ONYEN password has expired, or you are unsure---

1. Using a browser (Internet Explorer or Firefox), go to <http://onyen.unc.edu>
Bookmark this page or add to your Favorites
2. Click on Manage Password

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3. Enter your ONYEN username
4. Enter your current password (or what you think is your current password)
5. Click "Check Expiration" (bypass or enter information for Alert Carolina as you choose)
6. Please read the message returned by the system.

---If your ONYEN password is correct, but has expired---

1. On that same page, reenter your current password
2. Enter your New Password (be sure to read the password requirements)
3. Re-enter your New Password to verify (to make sure you did not make a typo)
4. Click on Change Password (bypass or enter information for Alert Carolina as you choose).

---If you do not know your ONYEN password---

If you are on campus, please take photo ID to OIS user services between 9am and 4pm. They can reset your password for you. OIS user services is located in MacNider 63

If you are off-campus, please download the following form, and fax it with two photo IDs to: (919) 966-6528. A consultant will contact you as soon as possible during business hours.

[http://help.med.unc.edu/faq/accounts/Password Reset Form.pdf](http://help.med.unc.edu/faq/accounts/Password%20Reset%20Form.pdf)

Using the one45 ID and password

Your one45 username and password (as opposed to the UNC ONYEN) is strictly used to access the one45 system (it can not be used for any other UNC campus services.)

If you can not recall your one45 ID username or password:

1. Go to <http://www.one45.com/webeval/unc-ch>
2. Click "forgot my password"
3. Type in the email address you use for the one45 system. This should be the same email address where you notifications of tasks to complete in the on45 system. The system will respond:
"Your login information has been emailed to emailaddr@domain.com"
Using an email address different than what is recorded in the one45 system will yield the following message:
"We couldn't find the email address alt_emailaddr@domain.com in the system. Please contact your administrator."
4. Your one45 ID username and a new password can be sent to you if you forget it or do not recall the email address the system has on file for you.
Email one45-support@listserv.med.unc.edu for assistance.

----Logging on to one45----

To log into the UNC web-based scheduling and evaluation system (one45):

1. Use Internet Explorer. Point your browser to: <http://www.one45.com/webeval/unc-ch/>
2. Enter your ONYEN username or your one45username.
3. Enter your ONYEN password or your one45 password.
4. Click Login.

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You are now logged into the system. If you have any tasks or evaluations to complete, you will see them in your To Do list.

----Getting Help----

- Additional information about using the UNC one45 system is found at:
<http://www.med.unc.edu/one45>
- For questions or issues related to using your ONYEN, please contact the UNC School of Medicine help desk or email the one45 support team:
 - ONYEN password resets **only**: 919 966-1325 or email help@med.unc.edu
 - Contact the one45 support team: one45-support@listserv.med.unc.edu
- If you know you use a one45 ID username and password, you can try to retrieve your username and password by clicking the “forgot my password” link here:
<http://www.one45.com/webeval/unc-ch/>
- For questions about using one45, please email one45-support@listserv.med.unc.edu

As this system grows, it will become an invaluable tool and source of information for our UNC School of Medicine students and those who teach them. Thank you for doing your part to improve our students’ educational experience.