

What You Can Do in ConnectCarolina

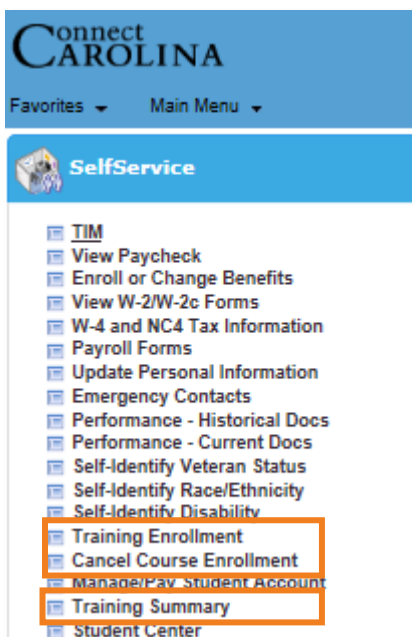
ConnectCarolina lets faculty and staff enroll classes offered by the Office of Human Resources (OHR). When you register for or cancel a class, you and your supervisor receive an email notification. If a class is full, you'll be placed on a waiting list if the class allows a waitlist.

You can also see a list of the OHR classes you have completed, including any training you completed before the University started using ConnectCarolina to manage training in 2014. A few other types of training records are also being loaded into ConnectCarolina, and if any of those apply to you, you can see those too.

Getting to Your Training Information

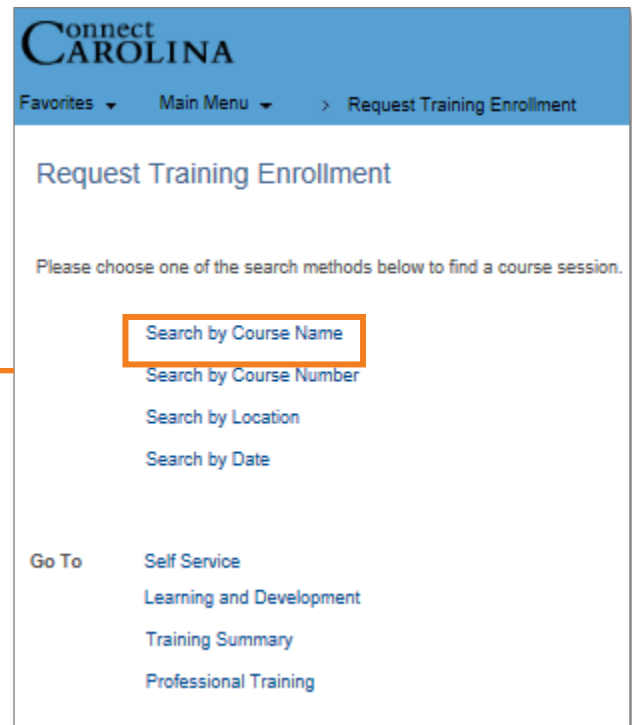
To enroll in a training class, cancel your enrollment or see your training records, follow these steps:

1. Log in to connectcarolina.unc.edu with your Onyen and password.
2. Click the blue **SelfService** button.
3. Click one of the following links:
 - **Training Enrollment**
 - **Cancel Course Enrollment**
 - **Training Summary**



Enrolling in Training

From the **Training Enrollment** link, you can search for available training classes by name, course number, location, or the date the class will be taught. When you search, ConnectCarolina shows all sessions with information about the date, time, and location. You can see the number of people registered and immediately know if there is space available.



Request Training Enrollment

Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name:

Course Details			
Descr	Course Detail	Course Number	Session Availability
Americans With Disabilities		HR2800	View Available Sessions
Bring Out the Best in Others		PD0017	No Sessions Available

Canceling Your Enrollment in a Class

If you aren't able to attend a class you registered for, you can cancel your registration. The **Cancel Enrollment** link shows a complete list of classes you've enrolled in and your status for each class. If you need to cancel, click the

Cancel button in the row of the class and your name will be removed from the class roster. You and your supervisor will receive an email confirming your cancellation.

Cancel Course Enrollment				
Internal Training				
Course Name	Course Start Date	Course End Date	Status	
Overcoming Procrastination	03/29/2018	03/29/2018	Enrolled	Cancel
Emotional Intelligence	03/06/2018	03/06/2018	Completed	Cancel
Becoming a Team Player	08/21/2017	08/21/2017	EE Cancel	Cancel

Receiving Notifications

When you submit a request for a training enrollment, ConnectCarolina sends an email notification to you and your supervisor. If space is available in the class, the request is approved and you are registered. If the maximum number of participants, as defined in the class description, has been met, you have the option to be added

to the waitlist. If space becomes available and you're the first person on the waitlist, you'll automatically be registered for the class, and you and your supervisor will receive an email letting you know.

Similarly, if you cancel your enrollment in a class, you and your supervisor receive an email notification.

Seeing Your Training Summary

You can click the **Training Summary** link to see a complete list of classes you've signed up for. This list includes the date of the class and your status. Your status can be one of the following:

- Enrolled
- Waitlisted
- Completed
- No Show
- EE Cancel (This means that you canceled the class.)

You can click the name of the class to see more information about the class.

Training Summary

Select the Internal Training Course Name to view Details.

Internal Training			
Course Name	Course Start Date	Course End Date	Status
Overcoming Procrastination	03/29/2018	03/29/2018	Enrolled
Emotional Intelligence	03/06/2018	03/06/2018	Completed
Becoming a Team Player	08/21/2017	08/21/2017	EE Cancel
It Takes All types: MBTI Intro	02/01/2017	02/01/2017	Completed

Other Professional Training				
Course Name	Course Start Date	Course End Date	Status	Facility/ School

If your school or division uses ConnectCarolina Learning to upload training that your school or division teaches, those training sessions will show in the Other Professional Training table.