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 a 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.
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.

**Canceling Your Enrollment in a Class**

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.

**Receiving Notifications**

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.

**Seeing Your Training Summary**

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.