1. Course Registration login: https://connectcarolina.unc.edu

2. Click arrow besides employee name and choose "Self Service"
3. Click on "My Training" tile

4. Click "Request Training Enrollment" to register
   - Select by Course Name (recommended)
   - Leave Course Name blank and click on the "Search" button instead
   - A list of courses will be displayed

Click on an available course by selecting "View Available Sessions"
5. View the selected session and click the **Session No.** to continue registration.

6. To cancel a course, go back to "**My Training**" and select "**Cancel Course Enrollment**" and click the Cancel button next to the Course you wish to cancel.
7. To view your training record, go back to “My Training” and select “Training Summary”

8. To log out of ConnectCarolina, click on the 3 dots located on the right top corner and choose “Sign Out”