

Websites and Numbers to Remember

❖ **UNC GA websites and numbers of interest**

- Administrative and Campus Directories
<http://www.northcarolina.edu/directories/index.htm>
- Review of Divisional Staff pages
<http://www.northcarolina.edu/leadership/ga.htm>
- Website for videoconferencing information
<http://www.northcarolina.edu/helpdesk/index.php>
- Website for email use and questions
<http://www.northcarolina.edu/helpdesk/index.php>
- To request Information Resources assistance (962-HELP or <https://www.unc.edu/ar-bin/websub/index.pl>)
- Website for telephone conferences
<http://www.telecom.unc.edu/services/teleconference.php>
- For help with telephone dial 962-6245 or voicemail dial 962-6200 (<http://www.telecom.unc.edu>). This website provides instructions on how to record your name into your voicemail, how to access the voicemail system from home, and how to set up an extended-absence greeting.
- To set up an “**Out of Office**” email message, follow these steps (<http://www.northcarolina.edu/helpdesk/index.php>):

1) Log in to webmail at <https://webmail.northcarolina.edu>

2) Enter your username and password

3) Click On the options menu on the left sidebar.

4) Click "Filters"

5) On the top of the screen click "Vacation"

6) Set the day you are leaving and the day before you return. The dates set are inclusive, meaning the message will send starting at 12:01am on the start date and ending at 11:59pm on the end date. This means that if you set it for the day you return, people will continue getting messages that day.

7) Enter your Vacation subject and Vacation Message. These are what people emailing you will receive in response to their emails to you.

8) Click "Save and Activate"

Thats it. The message will auto-disable upon your return, so you don't have to worry about turning it off.

- For Facilities problems or special cleaning needs: John Neville, 962-4561.

❖ **UNC CH websites of interest**

- **To Obtain a One Card:** Call the UNC One Card office at 962-1385 after receiving your first paycheck to confirm that your PID (Personal Identification Number) has been activated, then go to the One Card office (located in the basement of the Daniels Building, UNC Student Stores, on UNC Chapel Hill's campus) to obtain a card. You should take with

you some form of employment verification (e.g., employment acceptance letter)

<http://www.onecard.unc.edu>

- Create an UNC Chapel Hill ONYEN (Only Name You'll Ever Need) Account
 - These email accounts allow UNC GA employees to register for training classes at UNC-CH. (<https://onyen.unc.edu/>)
 - Once you have been assigned a PID, you can log onto the above website to obtain your email account.
- Website for training opportunities with UNC Chapel Hill's Information Technology Services. (<http://learnit.unc.edu/>)

Copier Password_____

Email

Username_____

Voicemail Password_____

Password_____

Computer

Meeting Maker

Username_____

Username_____

Password _____

Password_____