Contracting for Construction
Sakai Instructions

This document contains:

- Instructions for previous Sakai users
- Instructions for new Sakai users
- How to log in when you revisit Sakai

For Previous Sakai Users

1. If you are new to Sakai, use the instructions in the next section below titled **New Users**. If you are not sure if you are a previous user or not, use the New User instructions first.
2. If you have taken classes at SOG that have utilized Sakai, you will receive a notification from Sakai that you have been added to the CCDS Sakai site.
3. This means you can now log in.
4. Navigate to Sakai at https://sakai.unc.edu/portal
5. Click on the NON-ONYEN log in at the top right of the Sakai site
6. **FORGET YOUR PASSWORD?** No problem: Simply click on the following link HERE and you will receive an email with a reset link.
7. If CCDS is not showing in the top bar of the site, follow directions in step 7 below.

For New Users
Creating your New Sakai Account

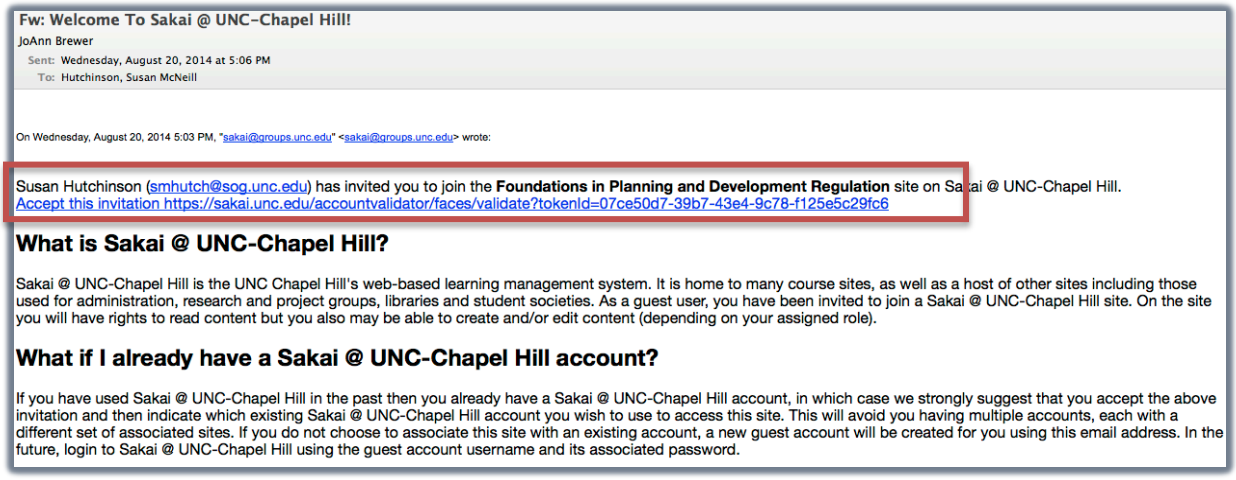
1. You will receive up to 2 emails from Sakai@groups.unc.edu and no_reply@sakai.unc.edu today by 5pm. One email is the invitation link to create your account and log in. The other is simply a welcome to Sakai email that contains the link to Sakai so you can bookmark for further reference.

2. Make sure you have added the above 2 emails to your contacts list so they come through. Please check your email spam and junk folders to make sure the important emails are not in your local spam filter if you have not received it by this evening.

3. Locate the emails from Sakai in your inbox or junk/spam filter.

4. To create your account, open the email that contains the below subject line: **Subject: Welcome to Sakai@UNC-Chapel Hill .** This email is where you will accept the invitation from to create your account in Sakai.

a. The email for first time users will look like the sample below. Click on the "accept the invitation" link in your email to begin creating your account



Fw: Welcome To Sakai @ UNC-Chapel Hill!

JoAnn Brewer

Sent: Wednesday, August 20, 2014 at 5:06 PM

To: Hutchinson, Susan McNeill

On Wednesday, August 20, 2014 5:03 PM, "sakai@groups.unc.edu" <sakai@groups.unc.edu> wrote:

Susan Hutchinson (smhutch@sog.unc.edu) has invited you to join the **Foundations in Planning and Development Regulation** site on Sakai @ UNC-Chapel Hill.
Accept this invitation https://sakai.unc.edu/accountvalidator/faces/validate?tokenId=07ce50d7-39b7-43e4-9c78-f125e5c29fc6

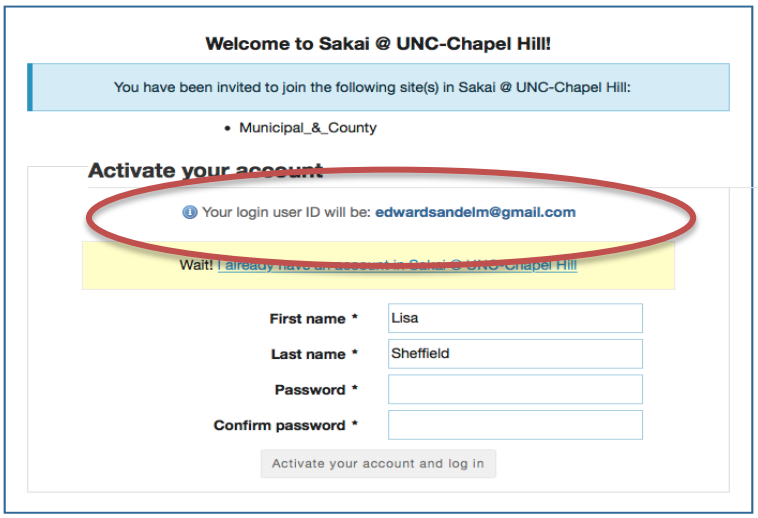
What is Sakai @ UNC-Chapel Hill?

Sakai @ UNC-Chapel Hill is the UNC Chapel Hill's web-based learning management system. It is home to many course sites, as well as a host of other sites including those used for administration, research and project groups, libraries and student societies. As a guest user, you have been invited to join a Sakai @ UNC-Chapel Hill site. On the site you will have rights to read content but you also may be able to create and/or edit content (depending on your assigned role).

What if I already have a Sakai @ UNC-Chapel Hill account?

If you have used Sakai @ UNC-Chapel Hill in the past then you already have a Sakai @ UNC-Chapel Hill account, in which case we strongly suggest that you accept the above invitation and then indicate which existing Sakai @ UNC-Chapel Hill account you wish to use to access this site. This will avoid you having multiple accounts, each with a different set of associated sites. If you do not choose to associate this site with an existing account, a new guest account will be created for you using this email address. In the future, login to Sakai @ UNC-Chapel Hill using the guest account username and its associated password.

5. Once you click on the "accept this invitation "link you will then see a page like the one below with your LOG IN ID which is your email address: Note your pre-populated username and first/last name, then choose a password (one you can remember easily). Then click activate your account and log in.



Welcome to Sakai @ UNC-Chapel Hill!

You have been invited to join the following site(s) in Sakai @ UNC-Chapel Hill:

- Municipal_&_County

Activate your account

Your login user ID will be: **edwardsandelm@gmail.com**

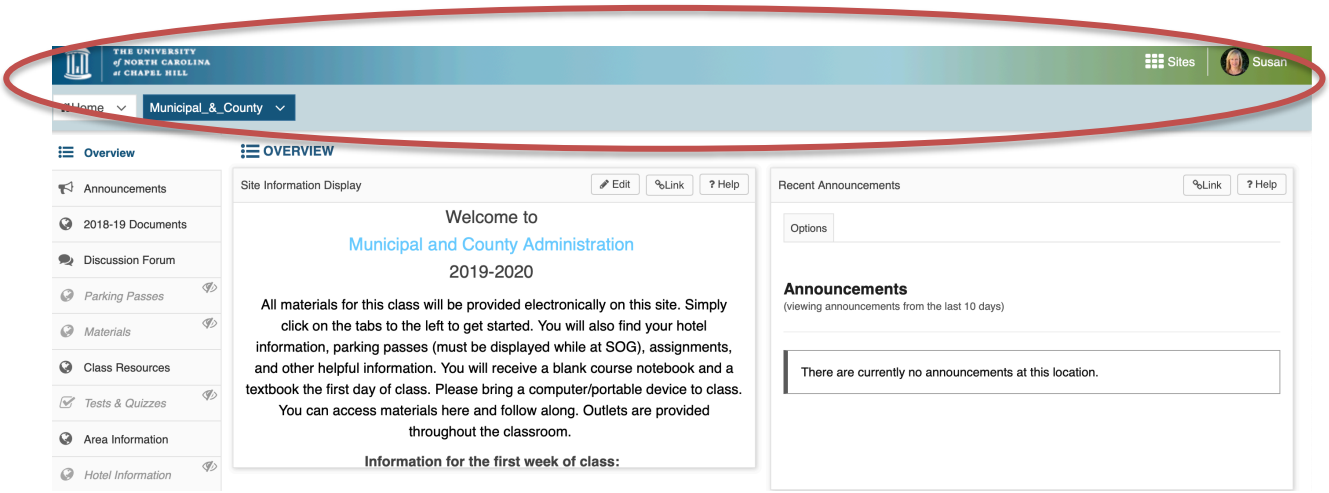
Wait! I already have an account in Sakai @ UNC-Chapel Hill

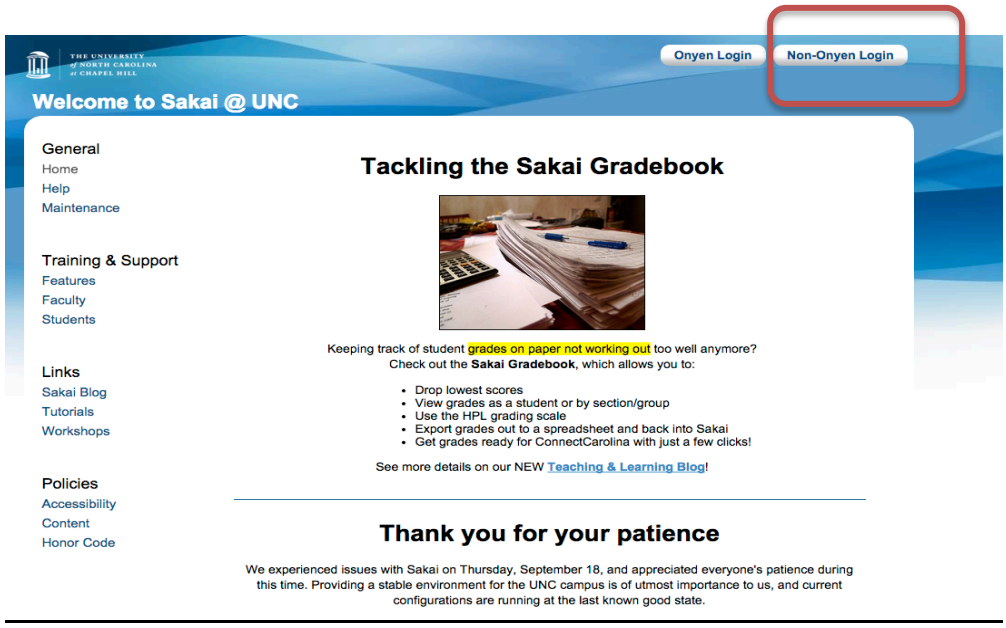
First name *	Lisa
Last name *	Sheffield
Password *	
Confirm password *	

Activate your account and log in

6. After you log in to Sakai, you'll need to then enter our class site; See the sample page below. Click on *CCDS* at the top to enter our site once you are logged in and you will then use the tabs to the left to access your Agendas, Parking Pass, Course Materials, Pre work, etc…

7. If CCDS is not showing at the top, do the following: At the top right corner open "sites" then look under Projects and click the star by CCDS which will add it as a favorite. X out of the projects box and then refresh your browser, and CCDS will appear in the top next to "home" from now on when you log in. See the below sample.



Logging in Next Time

Website: https://sakai.unc.edu/portal You will see a page like the one below. You will click on the NON-ONYEN log in button. Then enter your email address/username and password to log in. Then click on *CCDS* at the top to enter our class site.