UNC School of Government
Contracting for Construction and Design Services
Introduction to Sakai

To help conserve fiscal and environmental resources, the School of Government uses the campus-wide course management system, Sakai, for all purchasing courses, including this year’s Contracting for Construction and Design Services Course (CCDS). Through this system we provide you with electronic versions of all class materials, agendas, rosters, and other course information, and notify you of important announcements.

You are welcome to bring laptops, tablets, or other similar devices to class to access course materials electronically. If you prefer to have paper copies with you in class, please print them out prior to arriving for the course.

Please carefully review the instructions below to enroll in the CCDS Sakai course site and access course materials and other course information.

2 Ways to Create Your Guest Account in the CCDS Sakai Site

1. If you have never used Sakai in an SOG course, use the instructions below:

By Thursday, September 25th, you will receive 2 emails from Sakai@groups.unc.edu. The first provides instruction on creating your account and the second contains a link to the Sakai website to use when you log back in when revisiting the site (this second email simply contains a link to the Sakai site, which is https://www.unc.edu/sakai/). Please check your email spam and junk folders to make sure the 2 important emails do not get caught in your local filter.

To create your guest account in the CCDS Sakai site, open the email that contains this subject line: Subject line: Welcome to Sakai@UNC-Chapel Hill.

In this email you will accept the invitation from Jo Ann Brewer to create your guest account in Sakai. You must complete the steps outlined in the
email order to access the site. The email will look like the one below. Click on the “accept the invitation” link in the email to begin creating your guest account.

Once you click on the “accept this invitation” link, you will then see a page that looks like this:

On this page you will see options for a UNC Account and a Guest Account. You will choose the **Guest Account** option. To complete your account setup, you must create a password. Choose a password that is easy to
remember when you revisit the site (also, you will use this same account in future SOG Purchasing Courses). Activate your account by clicking on the “Activate account” tab.

Congratulations! You have now created your SOG Sakai account. You may now access the CCDS Sakai site for further information about the course and course materials. For instructions on navigating the site, skip to the instructions below titled **Navigating the CCDS Sakai Site and Accessing Course Materials.**

2. **If you have previously used Sakai for an SOG course, use the instructions below:**

By Thursday, September 25th, you will receive an email from **Sakai@UNC-Chapel Hill Site Notification**. Please check your email spam and junk folders to make sure this important email does not get caught in your local filter.

You will see an email that looks like the one below:

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Since you already have a Sakai account from a previous SOG course (for example, if you took Basic Purchasing earlier this year), you do not have to create an account. You can go ahead and click on the Sakai link in the email to log in. You will then see a page that looks like the one below:
Click on “Non-Onyen Login” at the top right corner of the page. You will then see a page that looks like the one below:

Enter your user ID (this should be your email) and password in the Non-onyen login on the bottom half of the page. If you have forgotten your password from your last course, click on the following link to request a password reset: https://sakai.unc.ed...ai.unc.edu/portal/site/resetpw
Once you enter your password and click log in, you will then see a page that looks like the one below:

At the top of the page in the blue banner, you will see the CCDS course listed. Click on that course tab. You will then use the Navigating the CDS Sakai Site instructions in the next section to access the course information and materials.

**Navigating the CCDS Sakai site and Accessing Course Materials:**

1. **Access Sakai and Go to the CCDS Home Page**
   When you log in to the Sakai site (following the instructions you will receive in the Sakai email described above), the webpage will look similar to this:
If there are more than one tab across the top of your page, choose the “SOG CCDS” tab. You will then see the CCDS home page:

2. Navigate the CCDS Course Site
To navigate the CCDS course site, follow the instructions in the welcome message on the main page and click on the menu items on the left-hand side of the page to access the corresponding information.

3. Access and Save Course Materials
To access and save course materials:
   1. Double check to see that the SOG CCDS "tab" at the top of the page is selected.
2. On the left hand side of the page, choose "Course Materials" from the menu.
3. Click the links for each day of the course and then click the class session links to view the materials for each class.
4. All course materials are in PDF format; when you click on the document link, the PDF will open in a new tab/browser window; the tab for the Sakai site will remain in your browser.
5. You may then save this document to your computer to either print or view in class (laptops and other similar devices are permissible in class).

Example:

**Steps 1 & 2:**

![Screenshot of the Sakai interface with Course Materials selected from the menu.]

**Step 3:**

![Screenshot of the course materials page with links for each day of the course highlighted.]

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Step 4:

NOTE: If you log out and want to access your account again, simply go to
https://www.unc.edu/sakai/, click on “non-onyen login” in the right corner of the webpage and log in with the same email address that you received all this information from and choose your course at the top of the page.

**Forget your password?** No problem! Simply click on the following link to reset it: https://sakai.unc.edu/portal/site/resetpw

We look forward to seeing you in Chapel Hill!