

Sakai Exam 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

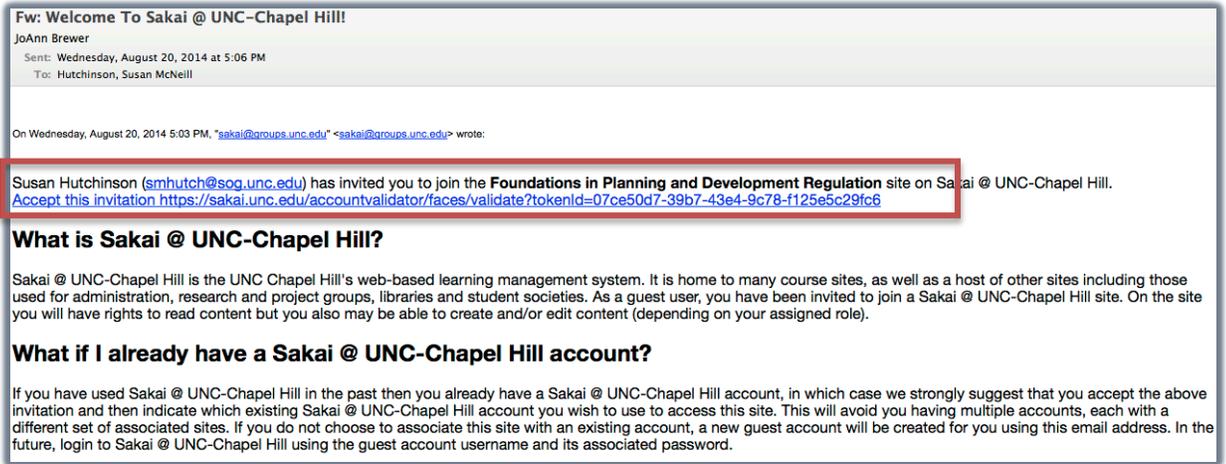
1. If you are new to Sakai, use the instructions in the next section below titled **New Users**. If you are not sure if you are a previous user or not, use the New User instructions.
2. If you have taken classes at SOG that have utilized Sakai, you will receive a notification from Sakai that you have been added to your Sakai exam 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 our site is not showing in the top bar of the site, follow directions in step 7 below.

For New Users

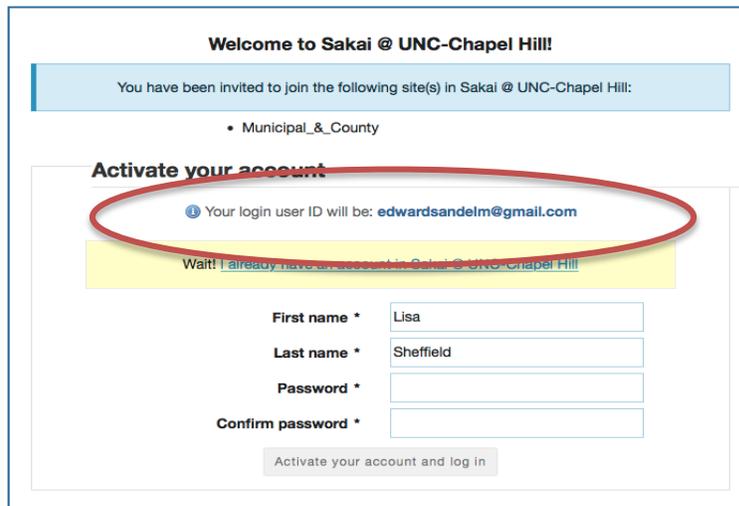
Creating your New Sakai Account

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.

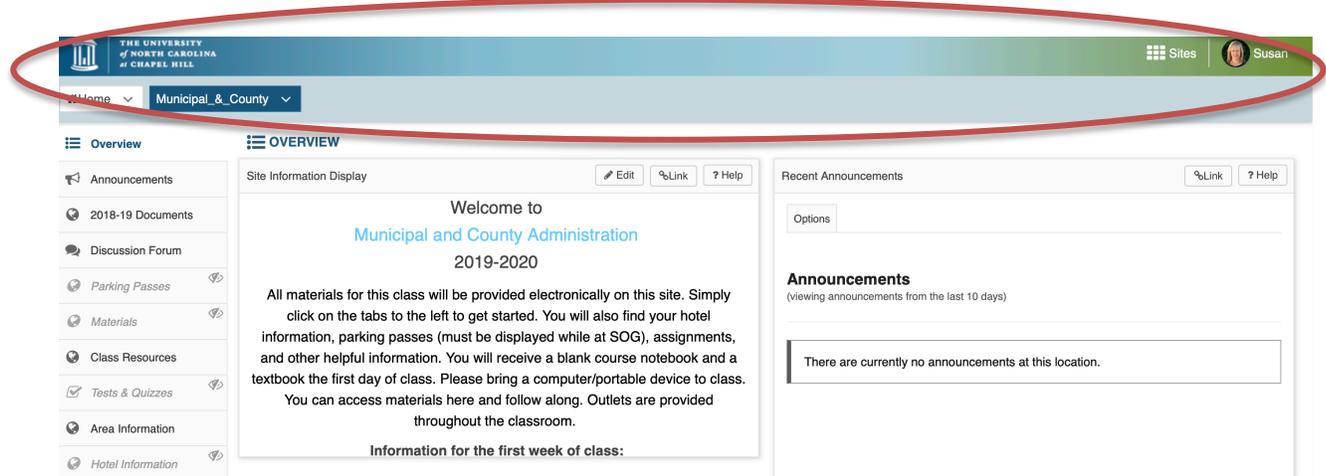
- a. The email for first time users will look like the sample below. Click on the “accept the invitation” link in your email to begin creating your account



5. Once you click on the “accept this invitation “link you will then see a page like the one below: 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.



6. After you log in to Sakai, you’ll need to enter our class site; See the sample page below. Click on your class 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 exam (s).
7. If your class 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 your class which will add it as a favorite. X out of the projects box and then refresh your browser, and your class will appear in the top next to “home” from now on when you log in.



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 your class at the top to enter our class site.

