

UNC School of Government PROPERTY TAX LISTING AND ASSESSING <u>Sakai Instructions</u>

Please print these instructions and read carefully.

PROBLEMS? The information below should solve 99% of log-in issues:

- Sakai site web address is: <u>https://sakai.unc.edu/portal</u>. If you are having issues logging in, close your browser and access Sakai from this link above.
- Always, Always use the **<u>NON-ONYEN</u>** log-in
- SESSION TIMEOUT: Sometimes your session may timeout if you don't log out of Sakai. When this happens, a weird log-in page with a "single sign on" will appear. In this case, please close your browser, reopen it, access Sakai and log-in from a fresh link.
- **FORGET YOUR PASSWORD?** No problem: Simply click on the following link <u>HERE</u> and you will receive an email with a reset link.
- Don't see "Listing and Assessing" in the top bar of the Sakai site? Once you log in, you will need to go to the top right corner, open "sites" then look under Projects and click the star beside *Listing and Assessing* which will turn yellow. X out of the box and then refresh your webpage, and *Listing and Assessing* will appear in the top black bar from now on when you log-in.
- If you have issues creating your account, let me know via email at <u>aginserra@sog.unc.edu</u>. This way, if I am out of the office, I can still assist you.

<u>Creating your New Sakai</u> <u>Account</u>

 You will receive up to 2 emails from <u>Sakai@groups.unc.edu</u> and <u>no_reply@sakai.unc.edu</u>. One email is the invitation link to create your account ****Do You Already Have A Sakai Account?** If you have taken classes at SOG that have utilized Sakai, and you already have had access, you will receive a different email. It will be a notification from Sakai that you have been added to the *Listing and Assessing* Sakai site and you do not need to create an account.

 If you have forgotten your password, see the password reset link in the Quick Reference section above.

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 filter if you have not received it by this evening.



- **3.** Locate the emails from Sakai in your inbox or junk/spam filter. The most important email has as the subject: Welcome to Sakai@UNC-Chapel Hill.
- **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 me to create your account in Sakai. If you are previous user, reference the box above titled **Do You Already Have a Sakai Account** for instructions.

4a The email for first time users will look like the one below. **You have to do this step** <u>*first.*</u> Click on the "accept the invitation" link in the email to begin creating your account.

	Fw: Welcome To Sakai @ UNC-Chapel Hill!					
	JoAnn Brewer					
Sent: Wednesday, August 20, 2014 at 5:06 PM Te: Huchinson, Susan McNeill						
10: Tutchinson, susan McNeill						
	On Wednesday, August 20, 2014 5:03 PM, " <u>sakai@aroups.unc.edu</u> " < <u>sakai@aroups.unc.edu</u> > wrote:					
	Susan Hutchinson (<u>smhutch@sog.unc.edu</u>) has invited you to join the Foundations in Planning and Development Regulation site on S Accept this invitation https://sakai.unc.edu/accountvalidator/faces/validate?tokenId=07ce50d7-39b7-43e4-9c78-f125e5c29fc6					
1	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. <u>For first time users</u>: Once you click on the "accept this invitation "link or for those previous users, access Sakai to log in, you will then see a page like the following:



Note your log in email address, then choose a password (one you can remember easily). Then click activate 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. Then you will see a page like the one below: At the top right corner open "sites" then look under Projects and click the star by *Listing and Assessing* which will add it to your top bar. X out of the box and then refresh your webpage, and *Listing and Assessing* will appear in the top black border next to "home" from now on when you log in.

Click on *Listing and Assessing* in the top bar once you are logged in and you will then use the tabs to the left to access your Exam.

I of NORTH CA	AROLINA 🛛 🖀 Home						Sites	1 10 50	
	VIEW							-	
*	MESSAGE OF THE DAY	CALENDAR						% ?	
nter access View	Options								
Overview	options	Options	Publish (pr	ivate)					
Announcements	Trying to create your course site but seeing this								
🛗 Calendar	message? Want separate course sites?						Today		
Resources	HPM351.SP14 (HPM351.SP14)	<	< August 2017						
Wiki	HPM351.001.SP14 (HPM351.001.SP14) (A course site with this roster has already been created. Check your site tabs and "More menu" to see if it is listed.)	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Account	The course creation process creates only one course site at a time. The above	20	21	22	23	24	25	26	
Membership	message means your roster is attached to another course site. This happens when checking multiple rosters during the course creation process. You must remove the								
Preferences	extra roster from the current course site in order to create a new site for this roster.								
Worksite Setup	Go to the created course site > Site Info > Edit Class Roster(s) > check roster to remove > Remove Selected								
Profile	See course creation tutorial								



Logging in Next Time

Website: <u>https://sakai.unc.edu/portal</u> You will see a page like the one below. You will click on the **NON-ONYEN** log in button. Then enter your email address and your password to log in. Then click on *Listing and Assessing* at the top and your tabs will be on the left.

Logging In For Previous Users Of Sakai-

Navigate to Sakai from the link to the left. Click on the **NON-ONYEN** log in at the top right of the Sakai site. (see below) If *Listing and Assessing* is not showing in the top bar of the site, follow directions in step 7 above.

