UNC School of Government
PROPERTY TAX LISTING AND ASSESSING
Sakai Instructions
Please print these instructions and read carefully.

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

- Sakai site web address is: https://sakai.unc.edu/portal. If you are having issues logging in, close your browser and access Sakai from this link above.
- Always, Always use the **NON-ONYEN** 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 **HERE** 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 aginserra@sog.unc.edu. This way, if I am out of the office, I can still assist you.

Creating your New Sakai Account

1. **You will receive up to 2 emails from Sakai@groups.unc.edu and no_reply@sakai.unc.edu. 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.**

**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.

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 _first._** Click on the "accept the invitation" link in the email to begin creating your account.
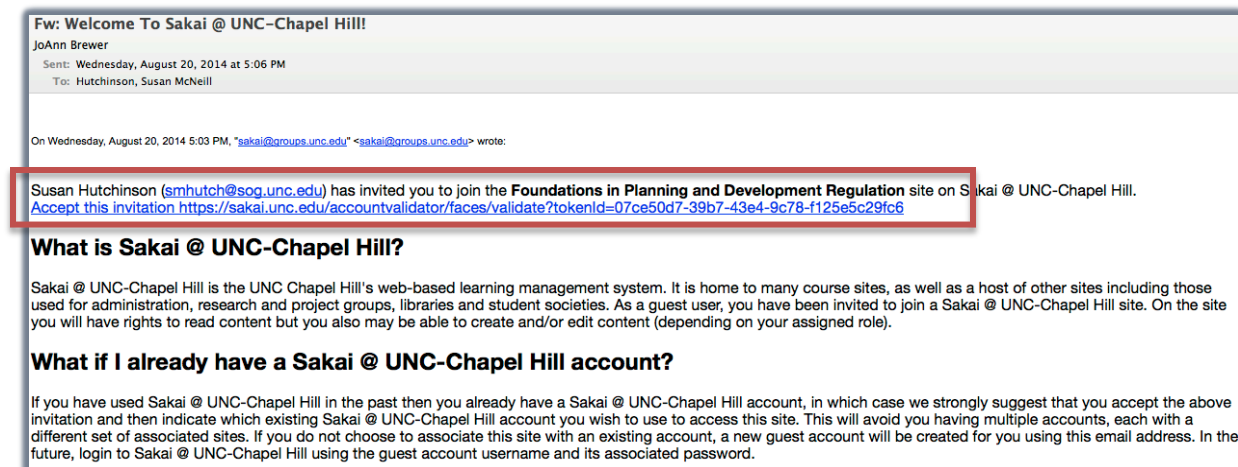
5. **For first time users:** Once you click on the "accept this invitation "link or for those previous users, access Sakai to log in, you will then see a page like the following:

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

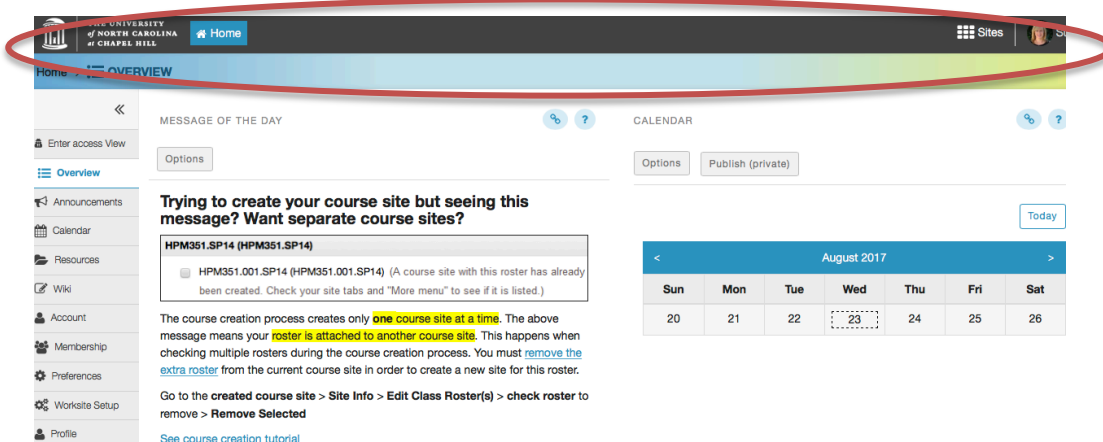|	
First name *	Lisa
Last name *	Sheffield
Password *	
Confirm password *	

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.

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 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.