

UNC School of Government
Sakai Instructions

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

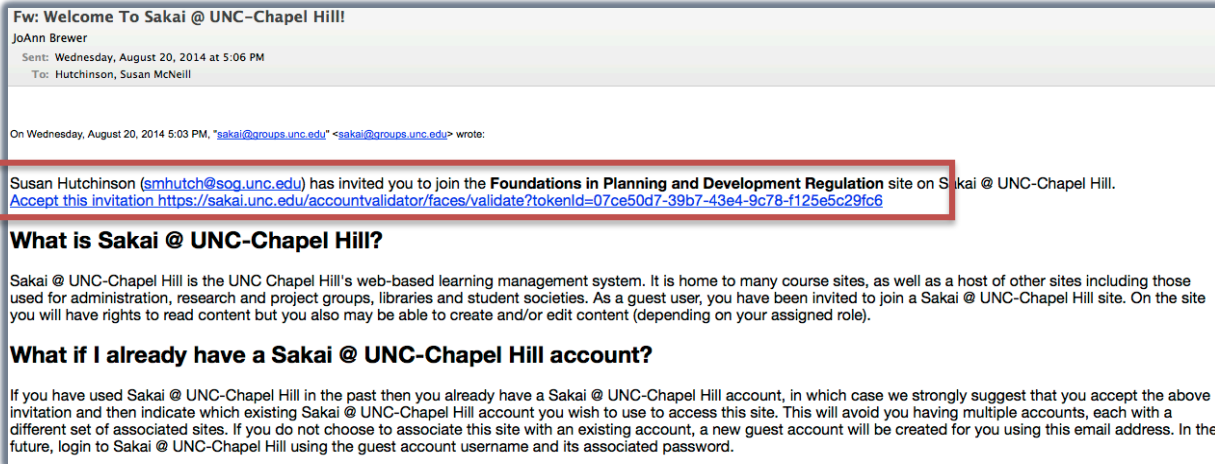
- Sakai site web address is: <https://sakai.unc.edu/portal>. If you are having issues logging in, close your browser and access Sakai from this link above.
- Always, Always use the NON-ONYEN log-in
- SESSION TIMEOUT: Sometimes your session may timeout if you don't log out of Sakai. When this happens, 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 this link and you will receive an email with a reset link: <https://sakai.unc.edu/portal/site/PasswordReset/tool/9561a6a3-0ed9-4f77-b530-8f2dcef0bc84>
- Don't see "YOUR CLASS" 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 *your class* which will turn yellow. X out of the box and then refresh your webpage, and *your class* will appear in the top black bar from now on when you log-in.
- If you have issues creating your account, let your Program Manager know via email.

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.
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:

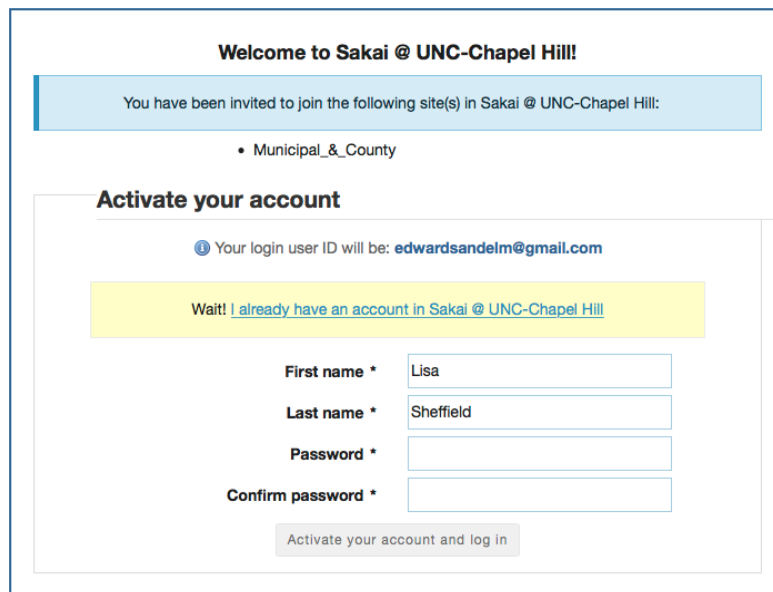
Subject: Welcome to Sakai@UNC-Chapel Hill This email is where you will accept the invitation from me to create your account in Sakai. If you are previous user, reference the box above titled **Do You Already Have a Sakai Account** for instructions.

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

① Your login user ID will be: edwardsandelm@gmail.com

Wait! I [already have an account in Sakai @ UNC-Chapel Hill](#)

First name *

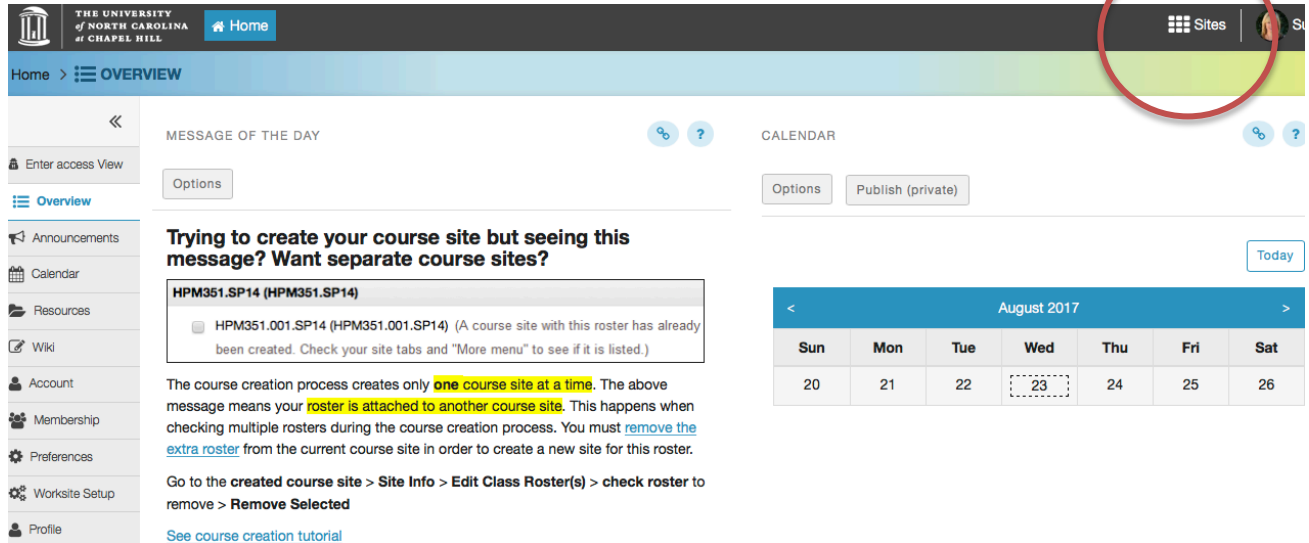
Last name *

Password *

Confirm password *

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 **YOUR CLASS** 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 **YOUR CLASS** in the top bar once you are logged in and you will then use the tabs to the left to access your Exam.



Home > OVERVIEW

MESSAGE OF THE DAY

Options

CALENDAR

Options Publish (private)

Today

Trying to create your course site but seeing this message? Want separate course sites?

HPM351.SP14 (HPM351.SP14)

☐ 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.)

The course creation process creates only **one course site at a time**. The above 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 extra roster](#) from the current course site in order to create a new site for this roster.

Go to the **created course site** > **Site Info** > **Edit Class Roster(s)** > check roster to remove > **Remove Selected**

[See course creation tutorial](#)

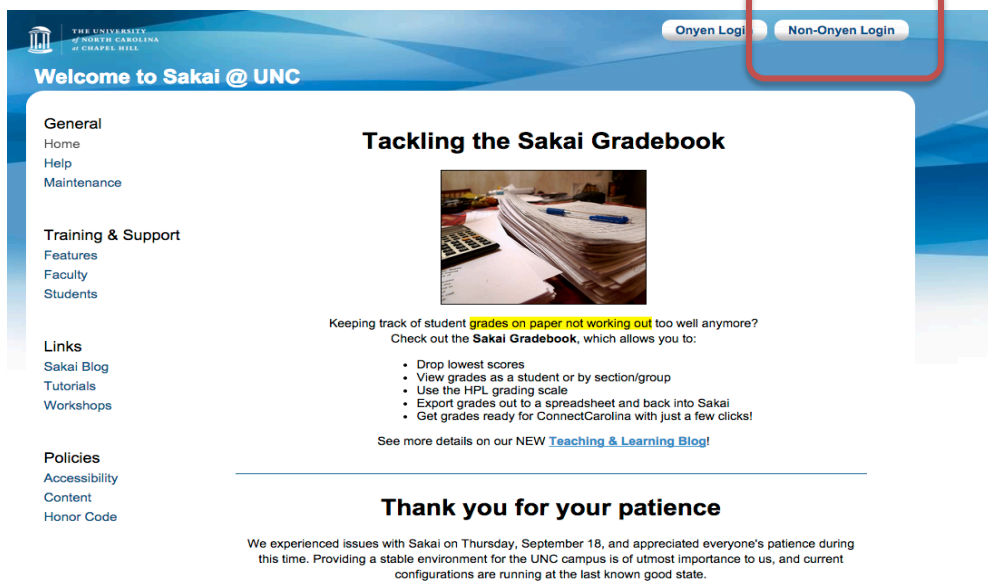
Sun	Mon	Tue	Wed	Thu	Fri	Sat
20	21	22	23	24	25	26

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 *Your Class* 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 *YOUR CLASS* is not showing in the top bar of the site, follow directions in step 7 above.



Onyen Login Non-Onyen Login

Welcome to Sakai @ UNC

General

- Home
- Help
- Maintenance

Training & Support

- Features
- Faculty
- Students


Links

- Sakai Blog
- Tutorials
- Workshops

Policies

- Accessibility
- Content
- Honor Code

Tackling the Sakai Gradebook



Keeping track of student **grades on paper not working out** too well anymore? Check out the **Sakai Gradebook**, which allows you to:

- Drop lowest scores
- View grades as a student or by section/group
- Use the HPL grading scale
- Export grades out to a spreadsheet and back into Sakai
- Get grades ready for ConnectCarolina with just a few clicks!

See more details on our NEW [Teaching & Learning Blog!](#)

Thank you for your patience

We experienced issues with Sakai on Thursday, September 18, and appreciated everyone's patience during this time. Providing a stable environment for the UNC campus is of utmost importance to us, and current configurations are running at the last known good state.