

Important Information from the School of Social Work Computer and Information Technology Unit (CITU) For Distance Education Advanced Standing Students

- The Computer Information and Technology Unit (CITU) is located in the School of Social Work next to the computer lab in suite 503 of the Tate-Turner-Kuralt building. There are staff here who can help you when you are having computer problems. There is usually someone available between 8:00 am and 5:00 pm, Monday-Friday.
- In order to assign your UNC email account and access it, you need to get your user ID (what UNC calls an **ONYEN**) and a **password**. You will also use both of these whenever you log on to a computer anywhere on campus and when you log on to other important programs like blackboard and student central. To get your ONYEN and password, go to the UNC home page (www.unc.edu), click on "For Students" link. This is a very useful site, where you can access information on services which the university offers (ex: free legal services, career services, and health services) When the new screen appears, on the right column scroll down to the "Student Services" section and click on "email accounts." It will bring you to the ONYEN services page (https://onyen.unc.edu/cgi-bin/unc_id/services). Everything you need to create your ONYEN, and change your password is on this page. **Once you get your ONYEN, be sure to let Student Services Manager Linda Wilson know what your ONYEN is (not the password). Her email is ltw2517@email.unc.edu.**

You can also forward the email that is sent to your personal email account to your UNC account by clicking on the "Forward Email" button and following the directions. (You should write down your ONYEN and your password in a safe place. It may also be a good idea to write down the original ONYEN and password that they give you – even if you decide to change it – because sometimes computers around campus may require that original information). You will be required to change your ONYEN password every 90 days. An email will be sent to you notifying you how to change it when it is time (again, keep the old one written in a safe place in case you need it at certain computers).

- You will be able to access space on the campus drive by using your ONYEN. By saving to this drive, you can access the saved information at any computer on campus.
- Two important websites that you will be using during your time at UNC are the **Blackboard and Student Central** websites. Many professors use blackboard as a way to provide information to you about their classes. Usually they will post their syllabus and any important assignments, relevant websites and other useful documents on this page. To access blackboard, go to <http://blackboard.unc.edu> (do not type www or it will not work). It will ask you for your user name and password (your ONYEN and password). On the next screen, all of the classes you are enrolled in that have a blackboard website will appear. Student central is another important website which you will use to register for classes on line and to check your grades. To access student central, go to studentcentral.unc.edu (once again, do not type www). It will ask you for your ONYEN and password (this is the easiest way to log on).
- In order to down load **free software** that is available to students, go to <http://shareware.unc.edu>.