

Greetings from the University of North Carolina at Chapel Hill. In reviewing your personal information, we have found that you have not submitted your social security number to the University. This information is necessary so that we are able to verify your identity and to enable the University to comply with federal tax reporting requirements. Please provide your SSN as soon as possible to prevent restrictions on your enrollment for the upcoming term.

To protect your privacy, we have established a secure system which you may use to report this information. The instructions below provide step-by-step directions.

If you would prefer to provide this information in person, please bring your SSN Card and a photo ID to the Office of the University Registrar. The Registrar's Office is located on the third floor of the Student and Academic Services Building on South Campus. The Office is open from 8 A.M. to 5 P.M., Monday through Friday.

### **Instructions for submitting your SSN using ConnectCarolina**

**Step 1:** Visit the webpage [my.unc.edu](http://my.unc.edu).

**Step 2:** Authenticate with your UNC ONYEN. If you do not already have your UNC ONYEN, visit [onyen.unc.edu](http://onyen.unc.edu) to register for one.

The screenshot shows the 'Single Sign-On' login page for The University of North Carolina at Chapel Hill. The page has a blue header with the university logo and name on the left, and 'Single Sign-On' in yellow text on the right. The main content area is white and contains a login form with two input fields: 'Onyen -or- UNC Guest ID:' and 'Password:'. To the right of each field are links for 'Forgot Username: Onyen | UNC Guest ID' and 'Forgot Password: Onyen | UNC Guest ID'. Below the password field is a blue 'Sign in' button. To the right of the button is a link for 'Learn more about: Onyen | UNC Guest ID'. Below the form is a red warning icon and text: 'IMPORTANT: To protect your personal information, you must close every instance of this browser that is open on your computer when you log out.' At the bottom of the page, there is a footer with contact information: 'For assistance please call (919) 962-HELD or (919) 962-4357. Toll-free from US and Puerto Rico: (866) 962-4457'.

**Step 3:** From your MyUNC homepage, click the link to the *ConnectCarolina Student Center*. Note the 'No SSN' Hold and the 'Student Records Items' To Do List. These items relate to the Validation of your Social Security Number.

The screenshot shows the 'Student Center' header. Below it are two main navigation bars: 'Academics' and 'Finances'. Under 'Academics', there are links for 'Search', 'Plan', and 'Enroll', along with a search box containing 'other academic...' and an 'enrollment shopping cart' link. A message box states 'You are not enrolled in classes.' To the right, there is a 'SEARCH FOR CLASSES' button. Below the 'Academics' bar, there is a 'Holds' section with a 'No SSN' entry and a 'details' link. Below the 'Finances' bar, there is a 'To Do List' section with a 'Student Records Items' link. A red arrow points to the 'Student Records Items' link.

**Step 4:** Click the 'Student Records Items' hyperlink in the To Do List.

The screenshot shows the 'To Do Items' header. Below it is a table titled 'My Student Records To Do Items'. The table has three columns: 'Category', 'To Do Item', and 'Academic Career'. The first row contains the text 'Social Security Number Needed' under the 'To Do Item' column. A red arrow points to this text. Below the table is a 'Return to Student Center' button.

Category	To Do Item	Academic Career
	<a href="#">Social Security Number Needed</a>	

**Step 5:** Enter your Social Security Number into both fields.

### Social Security Number Needed

If you apply for financial aid then your social security number is required on your Free Application For Federal Student Aid (FAFSA). To ensure prompt and efficient processing of your financial aid application we strongly encourage you to also provide your Social Security number to the University. Also, please note that all students must submit a valid Social Security number in order to register for classes, regardless of financial aid application status.

### Social Security Number Information

<b>*Enter Your Social Security Number without dashes</b>	<input type="text"/>
<b>*Re-Enter Your Social Security Number without dashes</b>	<input type="text"/>

Save Changes/Return

Do Not Save/Return

**Step 6:** Click the 'Save Changes/Return' Button to view the message below:

#### Social Security Number Confirmation

The restriction preventing you from enrolling in courses because you had not submitted your social security number has been updated. Click 'OK' to return to Student Center.

OK

**Step 7:** When you return to the Student Center, you will notice that the hold and the To Do List items no longer display.

### Student Center

Academics

[Search](#)  
[Plan](#)  
[Enroll](#)

other academic...

enrollment shopping cart ▶

**You are not enrolled in classes.**

SEARCH FOR CLASSES

Holds  
No Holds.

To Do List  
No To Do's.