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LOGIN

To log in to the Tar Heel Tracker website:

1. Navigate to: https://share.unc.edu/sites/registrar/psda/tarheeltracker
2. Enter your ONYEN credentials:
   a. **Username**: AD\ONYEN
   b. **Password**: Your ONYEN password

The home page features the News, THT Issues, THT Links, Reference Library lists for your convenience as well as the new Tar Heel Tracker Configuration Finder.

GETTING AROUND

You can navigate to different lists via the menu on the left, the menu on the top, or by clicking on the list title.
You can get emails sent to you anytime a list changes. Follow these steps to subscribe to a list.

1) Navigate to the list.
2) Click on the List menu up top.
3) Click on the Alert Me option in the ribbon.
4) Select the **Set alert on this list** option.
5) Configure the alert:

**Alert Title:** Give the alert a meaningful title to you: News, THT News and Announcements...etc.

**Delivery Method:** Select Email

**Change Type:** Select whether you want *All changes, New items, Changes to existing items,* or when *Items are deleted.* If you only want an alert when something new is added select the *New items are added* option.

**Send Alerts for These Changes:** The best option here is the first option. Select *Anything changes.*

**When to Send Alerts:** This sets when you will receive the email. You can get an email immediately when something is added or changed, a daily summary, or a weekly summary.

If you select daily summary, you will need to set a time. You will receive an email every day at that time indicating any changes. *If there are no changes, then no email will be sent.*

If you select weekly summary, you will need to set a day and time. You will receive an email on the weekday/time you indicate. *If there are no changes then you will not receive an email.*

6) Click **OK** to save your settings.

### THT Issues List

The Tar Heel Tracker website features an issues list. The list is available on the home page. Just roll over the issue title to see details related to the issue.
You can view a single issue by clicking on its title.

If you click on the **Alert Me** link, you can set an alert to let you know if and when the status of a specific issue changes.
The default settings will set the alert to send you an email immediately anytime the issue changes. Click OK to save the alert.

THT CALENDAR

The THT Calendar shows information regarding testing, release dates, maintenance outages, and other important dates. Clicking on the Calendar menu gives you view options:
You can change the view to see a single day, week, or month at a time. You can also set alerts for the calendar or subscribe to the calendar in Outlook.

**If you subscribe to the calendar in Outlook you will need to login:**

Username: AD\onyen  
Password: Onyen password

*Note*: You can only subscribe to the calendar in Outlook when running Outlook in the Windows operating system. You cannot subscribe to the calendar in Outlook on the Mac operating system.

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**TAR HEEL TRACKER CONFIGURATION FINDER**

The Tar Heel Tracker website homepage also features a new tool to help you find configuration numbers. This configuration finder uses the same information available in adjustment forms. Just use the drop down menus to find the proper configuration.

Here we have found the proper configuration numbers for the Global Economics, Trade, and Development requirement:

**RG: 1660 RQ: 0507 LN: 0030**

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