USC Student Account Set-Up

Read this document slowly & completely & keep a copy for your records!

This is the first and most crucial step to your entire process at the University of South Carolina (USC). Similar to most universities, USC uses a variety of platforms and identifications. Please locate and keep record of all your IDs and passwords for the entirety of your time at USC.

STEP 1: KEEP RECORD OF YOUR IDS

1. The University of South Carolina utilizes 3 different IDs for different log-ins across campus.
   a. VIP ID: numeric ID starting with 00
   b. USC ID: alpha-numeric ID (A#######)
   c. USC Network Username: the first part of your UofSC email address, for instance ashlan@mailbox.sc.edu 's username is "ashlan"
2. My USC IDs:
   a. VIP ID: _____
   b. USC ID: _____
   c. USC Network Username/Email: _____@email.sc.edu

STEP 2: SETTING YOUR VIP ID PASSWORD

3. Set up your VIP password here: my.sc.edu/vipid
   a. Click on "**I am a new user who has never used my VIP ID and need to establish my password.**"
   b. Go to https://my.sc.edu/vipid/claim.
   c. Enter your VIP ID (in your email)
   d. Enter the last 4 digits of your USC ID (in your email)
   e. Enter your legal last name (typically as it reads on your passport—if you have issues with this, let us know).
   f. Enter your date of birth
   g. Enter the letters on the screen
   h. Follow the prompts to set your security questions

The University of South Carolina utilizes DUO Mobile as a multi-factor authentication method of all USC online systems. It is strongly suggested you download the DUO Mobile app.

4. Videos and step-by-step guidance can be found here.
    a. **NOTE** You will likely set this up with your local phone number. If you change to a U.S. number, you can go through this process again and add another phone line to your account.**

STEP 4: SET UP YOUR USERNAME AND PASSWORD
1. Go to my.sc.edu
2. Scroll to the bottom and click on "**View my IDs and manage my passwords"**
3. Log in with your VIP and password (set in Step 2)
4. Go through the Multifactor Authentication process of your choice to finish logging in
5. Under "**Your USC Identifiers"**, go to "**Network Username"**
6. Click "**Manage Password"**
7. Create a password you will remember following the rules laid out in the description
8. Click "**Set Password"**
    a) This password can be, and is suggested to be, the same as the password set for your VIP ID.

COMMON UOFSC ONLINE PLATFORMS

Here is a list of some of the most used online platforms you will use while studying at the University of South Carolina.

PLATFORMS AND COMMON USES

1. Self Service Carolina (SSC)
    a. Link: http://my.sc.edu/
    b. Course Registration
    c. Academic transcript
    d. Bill payment
2. Blackboard
    a. Link: blackboard.sc.edu
    b. Online course management
    c. Submit course assignments
    d. View grades
    e. Community information (International Student Resources)
3. Microsoft Outlook 365
    a. Link: https://outlook.office365.com/
    b. Access to the whole Microsoft Suite
    c. Email access