Your USC Account:
Setting Up
and Getting Started
# Table of Contents

First-time User Login..................................................................................................................2
Setting My VIP Password...........................................................................................................7
Forgotten PIN...............................................................................................................................8
Academics Menu.........................................................................................................................9
Financial Menu............................................................................................................................10
Personal Menu............................................................................................................................12
Technology Menu.......................................................................................................................13
Miscellaneous............................................................................................................................15
First-time User Login

1. To access VIP, visit https://vip.sc.edu/ Or click on VIP link from Salk website
   - If you are logging in for the first time, click on “New Student User”
   - If you have previously logged in to VIP, click “Login to VIP” and skip to step #11

2. For first-time VIP users, click the button labeled “Set Your PIN”. This is where you go if you have never before logged in to VIP.
   - NOTE: you will be required to immediately change your PIN to a four-digit number of your choosing.
- Follow the steps to set your PIN.

- **NOTE**: Your USC identification number is the same as your social security number.

- Your temporary PIN has now been sent to the e-mail address(es) listed*. Check your e-mail to retrieve the PIN.

- After retrieving your PIN from your e-mail, click “Login” in the top right corner.

  - OR -

- Return to [https://vip.sc.edu/](https://vip.sc.edu/) and click on “Login to VIP”

- **NOTE**: Once you successfully log on to VIP, you will be prompted to immediately change the PIN to a four-digit number of your choosing.

*If you no longer have access to this e-mail address, please call 803-584-3446 x. 118.
To log in using your temporary PIN, click the tab labeled “USC ID/PIN Login & First Time Users”

- Step 1: your USC ID number is the same as your social security number.
- Step 2: use the temporary PIN that was sent to your e-mail address.
- Step 4: click “Login” (you can ignore Step 3)

Click “Change PIN” to proceed.

You will now be required to change your PIN to a four digit number of your choice. Do NOT share your VIP PIN with anyone!

Click “Change” when finished.

Click “Logout” in the upper right-hand corner to complete the change.
10

Logout

Thank you for using VIP!

If you are using a publicly accessible computer, we recommend that you also clear your web browser’s cache and quit the browser application.

- Click “Login” in the upper right-hand corner to get back to the main VIP login screen.

- **OR** -

- Return to https://vip.sc.edu/ and click on “Login to VIP”

11

**Be Secure, use your **MY VIPID** to access your data**

**100% FIPS 140-2 compliant**

- Enter your My VIP ID:
  - Help, I don’t know my My VIP ID.
- Enter your My VIP Password:
  - Help, I don’t know my My Password.
- Login or Clear:
  - Display my name on the pages

12

**Login**

- Enter your USC identification number:
  - (no spaces or hyphens)
- Are you a current or former USC student? If so, enter your student PIN:
  - Help, I don’t know my Student PIN
- Are you USC faculty, staff, or a student employee? If so, enter your employee PIN:
  - Help, I don’t know my Faculty/Staff PIN
- Login or Clear:
  - Display my name on the pages

- Complete steps 1 & 2 using your **new student PIN** and then click “Login”

- **NOTE**: Your USC ID number is the same as your social security number.
Once you successfully log in, you will be prompted to update your University records.

- Answer the two questions on the screen and then click “Continue to VIP”

- Click “Continue to VIP”

Congratulations! You have successfully reset your PIN and logged in to VIP.

- This is the main menu of VIP.
### Setting My VIP Password

1. **Login**

   There is a new alternative method to access VIP. You have been assigned a **My VIP ID**. More information about My VIP ID is available. You may use this ID in addition to using your SSN and PIN combination. This Unique ID will be your personal identifier in all future dealings with VIP.

   **Your My VIP ID is:**

   To find out more information and to set your My VIP ID, please select one of the links below.

   **NOTE:** After setting your password, you may still access VIP with **EITHER** your SSN and PIN OR with your My VIP ID and Password. My VIP ID is an alternative access method.

   - **Set My VIP ID Password**
   - **I'll do this later, take me to VIP**

2. **My VIP ID**

   **Your My VIP ID is:**

   To set your My VIP ID to a unique value only you will know, to access VIP, please carefully type in your password of choice below, click on the "SET PASSWORD" button, and follow the prompts.

   **NOTE:** After setting your password, you may still access VIP with **EITHER** your SSN and PIN OR with your My VIP ID and Password. My VIP ID is an alternative access method.

   - **Set password**

3. **My VIP Password**

   Your password has been updated.

   - The next time you log in to VIP, you will see this screen prompting you to set your My VIP ID password. My VIP allows you to log in without using your social security number (though that option will still be available to you if you prefer).

   - You can set your My VIP ID password at any time.

   - To set your My VIP ID password at this time, click **"Set My VIP ID Password"**

   - Your My VIP ID is shown on this screen. You will want to memorize this number if you choose to log in using My VIP ID in the future (if you forget it, you can always retrieve your ID through VIP by logging in with your social security number).

   - When setting your My VIP ID password, make sure to follow the password restrictions.

   - Click **"Set password"** when finished.

   - Congratulations! You have successfully set your My VIP ID password.
Forgotten PIN

1

- If you have previously logged in to VIP and do not remember your login information; or if you have taken a course at or through any USC campus (dual enrollment, teacher cadet, etc.), you will need to reset your PIN.

- If this applies to you, click on “Forgot Student PIN?”

2

- Follow the instructions on how to get your PIN reset.

Forget VIP PIN?

NOTE: Inactive students who no longer have a USC network user name and password must reset the PIN using methods 1 or 2 below.

1. In-Person
   a. You may go to your University campus records office and present a photo ID to a USC registration official.
   b. Your provisional PIN will be forwarded to the email address you provide on the request form.

2. Mail-In-Fax-In
   a. You may download and complete the Request to Set/Reset VIP PIN (you must include a copy of a picture ID) and either fax it to (803) 777-8345 or mail it to USC Office of the University Registrar, Third Floor Petigru College, Columbia, SC 29208.

For your security, you will be required to immediately change the provisional PIN. Be prepared to choose another four-digit PIN that you will be able to recall, but no one else can guess.
To view the Academics Menu, click "Academics" in the left-hand navigation menu.

This is the main screen for the Academics Menu.

On this menu you will be able to register for courses and view your academic schedules, grades, and progress report.
To view the Financial Menu, click “Financial” in the left-hand navigation menu.

This is the main screen for the Financial Menu.

On this menu you will be able to view your tuition and fees, and financial aid application status and awards, as well as pay your tuition and fees.
- Under the Fees & Payment section, you will be able to see & pay your bill (once posted).
- To pay your fees & tuition, click "Show Me" next to Fees, Tuition and Payment. Remember to change the drop-down box to the appropriate semester & year.

- To view your financial aid status (if you submitted the FAFSA), click "Show Me" next to Financial Aid Application Status for 2011-2012.
- To see if a financial aid award has posted to your account, click "Show Me" next to Financial Aid Awards for 2011-2012.
- Tuition and fees will be posted in July; at that time you will need to log in to VIP and apply your awards.
- NOTE: Any scholarships awarded will not appear in the Financial Aid Award section until this summer.
- For questions, call the Office of Financial Aid at 803-777-8134.
1. To view the Personal Menu, click “Personal” in the left-hand navigation menu.

2. This is the main screen for the Personal Menu.

- On this menu, you will be able to change your My VIP ID password and other personal data.

3. Click “Show Me” to view and complete your Housing application. You will be able to list your top choices for on-campus housing, search for and select a roommate, and pay the $150 application fee/housing deposit.
1. To view the Technology Menu, click “Technology” in the left-hand navigation menu.

2. This is the main screen for the Technology Menu.

3. On this menu, you will be able to retrieve your network username and set your password (for Blackboard, e-mail, etc.).

4. To retrieve your network username and set your password, click “Show Me” next to Network Username.
Your USC Network Username is shown on this screen. You will want to memorize this username and password to access Blackboard, your University e-mail, and other network systems.

- When setting your password, be sure to follow the restrictions.

- Please allow 24 hours for your password to be reset.

- For questions, contact Admissions at 803-584-3446 x. 118.

- For Frequently Asked Questions regarding your USC e-mail account, go to the following website: https://www.sc.edu/studentemail/faq.shtml
- To access Blackboard, click on “Blackboard” in the bottom left-hand navigation menu.

- Blackboard is a tool used by professors to enhance the learning experience.

- To access your University student e-mail account, click on “Student E-mail” in the bottom left-hand navigation menu.

- Click on “USC Columbia & 2 Year Campuses” to proceed.