To begin registering for an Opportunity Manager (OM) account, click ‘Log In’ in the upper right corner of the OM landing page.

All USC staff should log in with your USC account information (used for Blackboard, email, and other University services). Your username is the first part of your email address. (For example, if your email address is jsmith@email.sc.edu, your username is jsmith.) Only mailbox.sc.edu and email.sc.edu address can log in using USC credentials. All other addresses should register for non-USC accounts.

For non-USC account holders:
Click on ‘Don’t have an account’ link to set up your username and password. Begin registering for your profile by answering the registration questions on the right side of the form. Make sure to select, ‘Yes’ for OM registration.

Once logged in, select ‘Edit Profile’ from the dropdown menu on your USC username.
The ‘Account Settings,’ ‘Profile,’ and ‘Opportunity Manager’ tabs must be completed to finish OM registration. A red tab means the account is not complete.

If you are certain your organization is not listed in the dropdown box, select ‘**Organization Not Listed**’
Click blue ‘Add your organization’ button.

Fill out ‘Add My Organization’ form and click ‘submit’. New organization will automatically be selected.

If your department is not listed, click blue ‘Add a Department’ button’ and submit new department name.

After completing all red tabs and boxes, move cursor out of last field and select ‘Save.’

Congratulations! You are ready to use OM.