I. Getting started with MY.SC.EDU

MY.SC. EDU is a convenient, one-stop Web site that enables you to conduct the majority of your student transactions with a secure connection to your personal account.

Below is some information that will help you set up and start using your account right away.

Initial login:
1. Go to https://my.sc.edu/

2. On the right side under SUPPORT, click "Login and Password Help"

3. You will see the following choices:

UNIVERSITY OF SOUTH CAROLINA

Using your VIP ID and Password to Access Self Service Carolina

Which of the following best describes you:

▸ I am a new user who has never used my VIP ID and need to establish my password

▸ I can't remember my VIP ID password

▸ I know my VIP ID password, but I want to change it

▸ I have set up my VIP password, I need to access Self Service Carolina

4. Select "I am a new user who has never used my VIP ID and need to establish my password." You will see the following screen:

Set Your VIP ID Password

VIP ID	_____ *
Last Four Digits of **either** your SSN **or** USC ID	_____ *
Legal Last Name	_____ *
Date of Birth	10 ▾ March ▾ 2014 ▾ *
Please enter the letters below	_____ *

FKEBOT

Continue

5. Your VIP ID is an eight-digit, randomly assigned number that is used as an identifier within the USC system. Once you've been offered admission to the university, your VIP ID is provided in your acceptance letter. Grad students can check the Application Status Portal for this information, as well. If you're still having trouble locating your VIP ID, you can contact the University Technology Services Help Desk at 803-777-1800.

6. Enter your VIP ID, the last 4 digits of your SSN, your legal last name, your date of birth, and the letters as displayed on YOUR COMPUTER SCREEN (not the example above) and then click "Continue."

7. You will be prompted to set your VIP Password. Make sure the password you select meets the criteria listed. You will also have the opportunity to select security questions and answers that can be used to recover/verify your password at a later time.

Set Your VIP ID Password

Your VIP ID password must meet at least **three** of the following rules:

ⓘ One or more lowercase alphabetic characters (a-z)

ⓘ One or more uppercase alphabetic characters (A-Z)

ⓘ One or more numeric characters (0-9)

ⓘ One or more special characters (!@#$%%^&*-+= etc)

ⓘ Please keep track of this password. You will use this password and your VIP ID to access Self Service Carolina.

8. If you successfully complete the previous step, you should see this message:

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Your password has been set.

To log back into the system and access your account, use your VIPID and password to log into Self Service Carolina

II. Other USC identifiers

There are 3 important pieces of information that help make up your identity as a USC student:

1) your VIP ID and password
2) your Network Username and password
3) your USC ID

The previous steps took you through establishing your VIP ID and password. Now that you have this, you can view and manage the other information as well, through https://my.sc.edu. Under the PERSONAL menu, click "View my IDs and manage my passwords."

Students

If you need to conduct business for a term prior to Fall 2013, please visit VIP.

GENERAL

Sign in to Self Service Carolina (SSC)

ACADEMICS

View grades, transcripts, and holds

View class registration and schedule

FINANCIAL

View student account information and pay bill

View and pay bill (authorized users)

Manage financial aid information

Manage CarolinaCard account

PERSONAL

Vote for Student Government

View my IDs and manage my passwords ⬅

Login to AlcoholEdu (Columbia Only)

Purchase computer software

View mailbox assignment and box combination (Columbia Only)

View parking permits, citations, and appeals (Columbia Only)

Manage emergency notification information

View online directory information

If you are already logged in, you will see a screen similar to the one below. If you are not logged in, you'll be directed to a sign in screen and asked to enter your VIP ID and Password before you can see the requested information. The "Manage Password" button allows you to set or re-set your password(s) and the chart at the bottom is helpful to determine which identifier is used in what application.

VIP ID

Your VIP ID is an eight-digit number that has been assigned to you by USC, providing you access to multiple university sites including Self Service Carolina.

Your VIP ID is **18012001**	Manage Password

Network Username

Your Network Username is a combination of your first and last names, and it may also include your middle initial and/or numbers. You'll use it to access your university email, university wired and wireless networks, Blackboard, and some college or department systems.

Your Network Username is **COCKY1**	Manage Password

USC ID

Your USC ID is a unique combination of letters and numbers used by faculty and staff to securely manage student information and records. You may be asked to provide your USC ID to verify your identity.

Your USC ID is **H12345678**	*example*
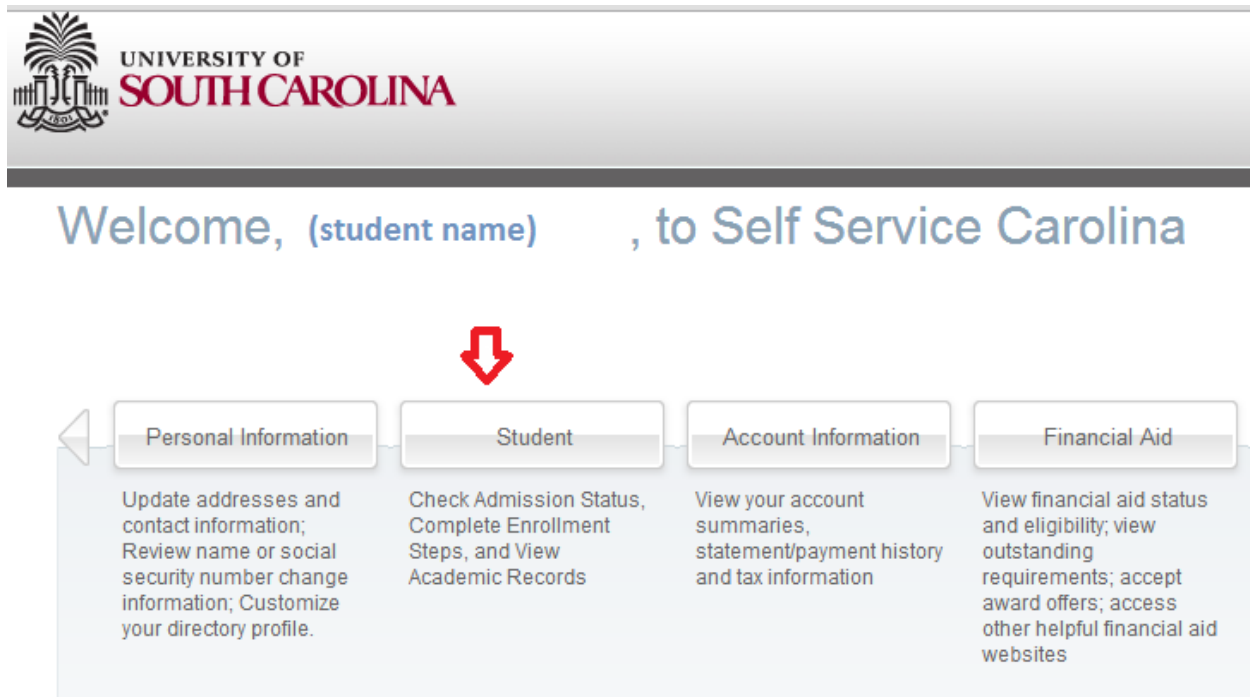
Which ID do I need?

Use the following chart as to determine which ID you need to access different USC systems:

	VIP ID	Network Username	USC ID
Self Service Carolina	✔		
VIP	✔		
Orientation and testing services	✔		
University email		✔	
Blackboard		✔	
Option to verify identity			✔
Option to establish VIP ID for new students			✔

III. Searching and Registering for classes

To register for classes, sign in to Self Service Carolina and click on the "Student" menu.

Next, select "Registration." This menu allows you to check your registration eligibility and appointment times, view past semester registration activity, add or drop classes, view all available courses, and view your current schedule in various formats (Week at a Glance, Student Detail Schedule, or Concise Student Schedule).

To Add or Drop Classes Using CRN:

You can choose to "Add or Drop Classes" if you already know the CRN (Course Reference Number) of the section(s) you wish to enroll in.

1. Select "Add or Drop Classes"
2. Select the Term for which you wish to register and hit "Submit."
3. Enter a 5-digit CRN into the first box on the Add Classes Worksheet. You may enter CRNs for multiple classes if you wish. When you are finished, click "Submit Changes."

Once a class has been successfully added, it will be listed as your "Current Schedule" within this menu. You will have the option to drop or delete any course by selecting that Action.

To Look Up Classes:

You may wish to "Look Up Classes" if you aren't sure of the CRN or just want to look at your options.

Admissions Apply for admission to another campus, return to complete an application, or check your status.	**Registration** ▲ Check your registration status, class schedule and add or drop classes. Select the appropriate term before proceeding.	**Student Records** ▼ View your holds, grades and transcripts	**South Carolina Residency Certification** Complete this process to certify that you are a legal resident of South Carolina. This determines your tuition fee assessment.

- Select Term
- Change Variable Credits
- Concise Student Schedule
- Registration History

- Add or Drop Classes
- Week at a Glance
- Registration Status

- Look Up Classes ⇐
- Student Detail Schedule
- Active Registration

1. From the Registration menu, click "Look Up Classes."
2. Select the appropriate term and submit.

3. Choose USC Columbia campus and one or more subjects (CTRL+click to select multiple subjects or SHIFT+click to select all), then click "Course Search."

4. To enter more detailed parameters (specific course numbers, part of term, etc.), you may instead click "Advanced Search."

5. You will get a list of courses that meet the criteria you selected:

					Term						Watkins (P)	04/28	
C	25200	HPEB	553	J10	COL	3.000	30 - Columbia Full Term	Community Health Problems	TBA	100	100	0	Kenneth W. Watkins (P)	01/13- 04/28
NR	25201	HPEB	553	J50	COL	3.000	30 - Columbia Full Term	Community Health Problems	TBA	10	2	8	Kenneth W. Watkins (P)	01/13- 04/28
☐	26420	HPEB	710	J50	COL	3.000	3B - Columbia Second Half Term	Evaluation of Health Promotion Programs	TBA	10	0	10	Andrew W Pope (P)	03/17- 04/28

[Register] [Add to WorkSheet] [New Search]

Courses with a "C" in front are full.
Courses with "NR" are past the registration deadline
Courses with a check box are open and available to registrants. Click on the box and hit "Register" to add it to your schedule immediately, or "Add to Worksheet" if you want to search for other classes.

Searching for classes without signing in to Self Service:

If you just want to browse through course offering without signing in to SSC, you may do so. Just browse to https://ssb.onecarolina.sc.edu and select "Class Schedule."
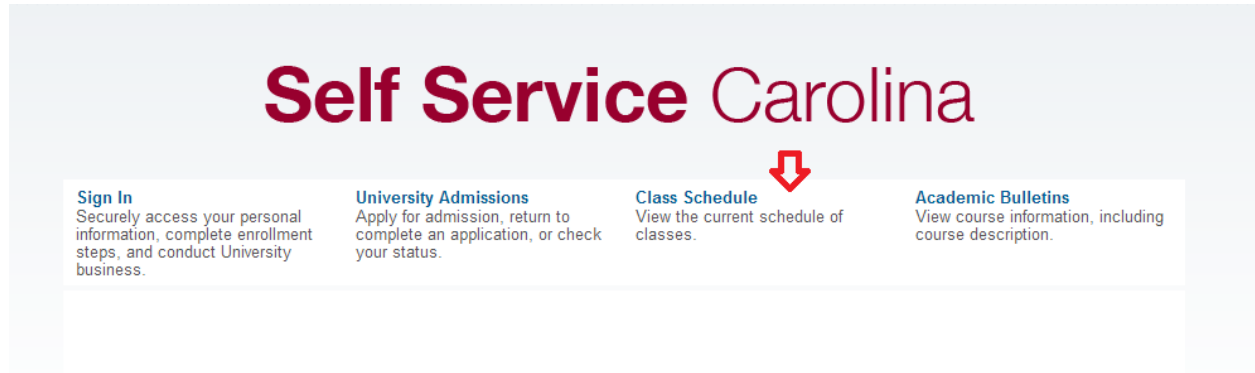
From there, you follow the same steps as listed for looking up classes above, but you would not be able to add any courses to your schedule without logging in.