GUIDE TO OBTAINING YOUR VIP ID AND ESTABLISHING A PASSWORD: FACULTY AND STAFF

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Self-Service Carolina

In order to log in to Self-Service Carolina, you must know your VIP ID and claim your account to establish a password and security questions.

Obtain your VIP ID
If you do not know your VIP ID, please contact the Service Desk at 803-777-1800.

Set your VIP ID password
If you know your VIP ID, you can claim your account by establishing a password and setting security questions at my.sc.edu/vipid/claim.

Claim your VIP ID Account
If you know your VIP ID, you can claim your account by establishing a password and setting security questions at my.sc.edu/vipid/claim.

Reset your VIP ID Password
If you know your VIP ID password and want to change it, you can reset it.
   1. Go to my.sc.edu.
   2. On the Faculty/Staff tab, select View My IDs and manage my passwords. You will be prompted to log in to my.sc.edu and approve multifactor authentication.
   3. Select Manage Password in the VIP ID section.
   4. Select “I Know my VIP ID password, but I want to change it” from the list.
   5. Complete the Change Your VIP ID Password form.

Reset your VIP ID Security Questions
If you have forgotten your VIP ID security questions, contact the Service Desk to have your VIP ID account reset. After your account has been reset, you can reclaim it at my.sc.edu/vipid/claim.