Setting up Your VIP (Visual Information Processing) and USC-email

When you become an employee or get an affiliate appointment with USCSOM-Greenville you will need your own secure and personal access to University Data. **The 8-digit My VIP ID** can be used at the University of South Carolina as an alternative to the USC Identification number (your Social Security Number). This new ID number is **automatically generated** for active students, staff, and faculty members and is a unique and permanent number that identifies each member of the University community.

To find out your **8-digit My VIP ID**, you must initially log on to VIP https://vip.sc.edu/pin.html and use **the first time user login.** You will enter your Social Security Number and PIN (the 4-digit number). Initially, your PIN should be the numeric representation of your month and day of birth. For example, if you were born on April 27, your PIN would be 0427. For your security, when using VIP for the first time, you will be required to immediately change your PIN. Be prepared to choose another four-digit PIN that you will be able to recall.

After you create your PIN, logout and log back in using your new PIN. You will be able to find your network username under the **Tab Technology**. select *network username* option. You can enter a password according to the rules that are mentioned. This will be helpful to get into your USC e-mail account.

Forgot your PIN:

If you forget your PIN or if your PIN is revoked, please contact your Human Resources departmental representative to reset your PIN. If you do not know your HR contact, see the information at the bottom of this document. When your PIN is reset, it is imperative that you immediately change your PIN from the reset value to a secure PIN of your choosing.

Human Resources Contacts

If you need help contact your Departmental Human Resource contact for USCSOM Greenville: Claire Gregg 864-455-8209 or e-mail her at cgregg@ghs.org. If for whatever reason you get no response contact 803-777-3111 or contact University Technology Services at 803-777-1800.