

## VIP.SC.EDU/University Email Information

VIP.SC.EDU is the student information system that you use to register for classes, view and pay your tuition and fees, view your grades, send transcripts and check your Financial Aid status. Your provisional vip.sc.edu pin was sent to the email address listed on your application for admissions.

If you do not know your vip.sc.edu pin (or if you have forgotten your pin), follow the instructions below.

1. Double Click on your preferred web browser.
2. Obtain your provisional pin number:
  - a. Visit <http://registrar.sc.edu/html/faq/newPIN.stm> and click 'Set Your Pin'  
After you successfully complete this online process, you will receive the provisional PIN at the email address provided on your application for admission. If the University cannot verify your identity, or if no email address is on file, you must obtain a new provisional PIN by presenting positive ID (see below).

## USC Network Username/Password combination

A USC network username and password is required in order to access your University email. <http://www.sc.edu/studentemail/>. Your email address will be your "username"@email.sc.edu. All University correspondences will be sent to this email address. Please be sure that you check this email often so you don't miss important information such as Financial Aid Notifications.

Type in address: <http://vip.sc.edu> (no WWW).

1. Click on **Login**.
2. Select **USC ID/PIN Login & First Time Users**
3. Type in social security number (no dashes). This is your USC Identification number.
4. Tab: Type in pin number (the number obtained from step number 2 at the top of the page). If you are using VIP for the first time, you must change this number and log back in. If you previously changed your PIN and have forgotten it, students should contact the Admissions, Records and Financial Aid Office.
5. Click on **Login**.
6. You are now on the main menu page.
7. Click on the **Technology** link
8. Click on **Show Me Network Username**. Your USC Network Username will be displayed and you will be prompted to choose your password. You must type in the password twice to verify your choice.
9. Click on the **SET PASSWORD** button to set your new password

## Password Rules

Legal passwords must be at least eight characters, cannot contain your user id, and must meet at least **three** of the following:

- 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)

Your password will expire every six months, or six months from the last time you re-set or change it.

## Help

If you receive errors from VIP (either when looking up your username or setting the password), please carefully record the error message and code and contact the Computer Services HelpDesk, 777-1800 or <https://cshelpdesk.csd.sc.edu> to place a support ticket for problem resolution. Please supply your username and USC ID (SSN) when placing the ticket.

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