



### **Self Service Carolina and University Email Instructions**

Congratulations on your acceptance to the University of South Carolina Beaufort! As a USCB student, Self Service Carolina is a website where you will manage your business with the University: complete enrollment steps, apply for residency, view transfer work, register for classes, view grades, review financial aid information and pay your bill. To set up access to Self Service Carolina, you'll need two pieces of information: your VIP ID and the last four digits of your USC ID. All new students must claim your VIP ID and set-up your password. Below are steps to help you claim your VIP ID or for additional assistance visit [my.sc.edu](http://my.sc.edu) and click on [Self Service Carolina Help](#) on the left side. Then click on [Students](#), then click on [General Registration](#).

#### **Claiming your VIP ID and Logging in to Self Service Carolina**

Step 1: Go to [my.sc.edu](http://my.sc.edu)

Step 2: Select Sign in to Self-Service (SSC)

Step 2: Select [Login and Password Help](#) on the left side.

Step 3: Select, [I am a new user who has never used my VIP ID and need to establish my password](#)

Step 4: Enter VIP ID (see bottom of your acceptance letter)

Step 5: Enter last four digits of USC ID (see bottom of your acceptance letter)

Step 6: Enter your last name

Step 7: Enter Date of Birth

Step 8: Enter verification code provided

Step 9: Click [Continue](#)

Step 10: Follow instruction to set your password

Step 11: Login in to Self Service Carolina

#### **Login to your University email account**

Step 1: Login in to Self Service Carolina

Step 2: Select [Personal Information](#)

Step 3: Click on View Email Address (write down your new USCB email address)

Step 3: Click [my.sc.edu](http://my.sc.edu) link

Step 4: Follow the instructions for creating the password for your email and Blackboard accounts. Your user name will be the characters before the @ in your USCB email. Make sure to check your USCB email often.