



VIP INSTRUCTIONS

WELCOME TO VISUAL INFORMATION PROCESSING (VIP)! This Intranet provides members of the USC community -- students, faculty, staff, and alumni -- secure, personal access to University data.

Step 1 Set your PIN for VIP

- **As a First Time User, you must set your PIN for VIP**
<https://vip.sc.edu/pinreset.html>
 - ✧ **The last five digits of your userid are the last five digits of your social security number**
 - ✧ **Be sure and use your full, legal first and last name**
- 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).
- **VIP Pin Information-** For help with your VIP PIN visit-
<http://registrar.sc.edu/html/faq/newPIN.stm#forgotPIN>

Step 2 Login to VIP

- Go to **vip.sc.edu**
- Login
- Enter your USC identification number/SS#
- Enter your new PIN
- Click login

The system will then prompt you to change your pin. Once you have changed the pin, you will need to logout and login again before being able to register classes.

Step 3 Register for Classes

Students should register for classes using VIP once they have met with an advisor and been "cleared" for registration. Once you have logged into VIP:

- Left side click ACADEMICS
- Click SHOW ME button next to Course Registration (be sure the correct term is selected)
- At bottom of page it will say ADD: (put in schedule code) and click GO
- Repeat until all classes are added