



## 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 will need two pieces of information: your VIP ID and the last four digits of your USC ID. As a new student, you must claim your VIP ID and set up your password. Below are steps to help you claim your VIP ID, enroll in Multifactor Authentication, set up your Network ID/password, and log in to your University Email.

### Claiming your VIP ID

1. On your computer, go to <https://my.sc.edu/vipid/claim>
2. Enter your VIP ID (See the bottom of your acceptance letter)
3. Enter the last four digits of your USC ID or SSN (See the bottom of your acceptance letter)
4. Enter your legal last name
5. Enter your date of birth
6. Enter the verification code located at the bottom of the web form
7. Click *Continue*
8. Create your VIP password
9. Confirm your VIP password
10. Choose a security question (1)
11. Create an answer to the security question (1)
12. Choose a security question (2)
13. Create an answer to the security question (2)
14. Click *Continue*

\*\*You will use the answers to these security questions in the next section.

### Enroll in DUO Multifactor Authentication

Prerequisite – You will need to download the DUO Mobile Security app from the Apple App Store or Google Play Store on your smartphone. (If this is not an option, please visit <http://www.uscb.edu/multifactor> for alternate methods.)

1. On your computer, go to <https://my.sc.edu/multifactor>
2. Enter your VIP ID and password
3. Click *Login*
4. Provide the answer to your security question set in the previous step

5. Click *Enroll*
6. Under *Phones*, enter your 10 digit mobile phone number
7. Open the DUO app on your Android or iOS device before clicking submit on this webpage
8. Click *Submit*
9. In the DUO mobile app on your mobile device, select *Add Account* or the + at the top of the app to activate your device's camera. Point the phone's camera at the QR code on the browser page to import the account settings.

If successful, you will see "Secure Carolina, University of South Carolina" in the Duo Mobile Security app on your mobile device.

10. Click on *Return to Overview*

\*\* For further directions (See <http://www.uscb.edu/multifactor>)

### **Set your Network ID Password**

1. On your computer, go to <https://my.sc.edu>
2. Scroll down the page to the *Personal* heading
3. Click on the link *View my IDs and Manage my Passwords*
4. Enter your VIP ID and Password
5. Click *Login*
6. Click *Send Me a Push*
7. Check your DUO Mobile Security app and select *Approve* to authenticate your login attempt
8. Take note of your Network ID
9. Click on *Manage Passwords*
10. Set the password for your Network ID
11. Confirm the password for your Network ID
12. Click on *Set Password*

### **Locate and log in to your University Email**

1. On your computer, go to <https://my.sc.edu>
2. Locate and click on *Self Service Carolina (SSC)* located under *Links* on the left-hand side of the webpage.
3. Select the *Sign In* option and use the Network ID and Password found above.
4. Select *Personal Information*
5. Click on *View Email address* (write down your new Beaufort Campus Email Address)
6. Go to [http://uscb.edu/university\\_email.html](http://uscb.edu/university_email.html)
7. Click on *Student Email*
8. Enter your email address
9. Click *Next*
10. Enter your password