



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, Setup your Network ID, Password, and Login to your University E-Mail.

Claiming your VIP ID

1. Go to <https://my.sc.edu/vipid/claim>
2. Enter 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. Answer to the security question (1)
12. Choose a security question (2)
13. Answer to the security question (2)
14. Click Continue

**You will use the answers to these 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.

1. On your computer go to <https://my.sc.edu/multifactor>
2. Enter your VIPID and password
3. Click on Login
4. Provide the answer to your security question
5. Click on 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" on the webpage.
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 then 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. Go to <https://my.sc.edu>
2. Scroll down the page to the heading "Personal"
3. Click on the link "View my IDs and Manage my Passwords"
4. Enter your VIPID and Password
5. Click Login
6. Click on "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 Username
9. Click on Manage Passwords
10. Set the password for your Network Username
11. Confirm the password for your network Username
12. Click on "Set Password"

Locate and login to your University Email

1. Go to <https://my.sc.edu>
2. Locate and click on the "Self Service Carolina (SSC)" located under "Links" on the left-hand side of the webpage.
3. Select Personal Information
4. Click on "View Email address" (Write down your new USCB e-mail address)
5. Go to http://uscb.edu/university_email.html
6. Click on Student Email
7. Enter your email address
8. Click Next
9. Enter your password