

## HOW TO FIND YOUR VIP ID

**Step 1:** Once you have logged into VIP, click on the “Personal” tab in the left-hand menu.

**Step 2:** Click on “Show Me My VIP ID and Password.”

The screenshot displays the University of South Carolina Visual Information Portal (VIP) interface. The top header includes the University of South Carolina logo and the text "VISUAL INFORMATION". Below the header, the main content area is titled "PERSONAL Menu" and is divided into sections for "FOR STUDENTS" and "Maintain Personal Information". The left-hand navigation menu is visible, with the "PERSONAL" tab highlighted by a green arrow labeled "1". The "Maintain Personal Information" section contains several options, each with a "SHOW ME" button: "Change PIN", "My VIP ID and Password (For VIP ONLY)", "Online Directory Data and Alias", "Emergency Notification", and "Personal Data". A green arrow labeled "2" points to the "My VIP ID and Password" option.

**Step 3:** Once the new page loads, you will be able to see your VIP ID. Toward the bottom of the page you will see the area where you can set up your VIP ID password. *PLEASE NOTE THERE ARE PASSWORD RESTRICTIONS YOU MUST FOLLOW WHEN SETTING UP YOUR VIP ID.*

The screenshot shows a web interface with a dark blue sidebar on the left containing navigation links: VIP, ACADEMICS, FINANCIAL, PERSONAL, TECHNOLOGY, HELP, RELATED SITES & SERVICES, BLACKBOARD, FACULTY/STAFF E-MAIL, STUDENT E-MAIL, and MASTER SCHEDULE. At the bottom of the sidebar is a search bar with the word "SEARCH" and a magnifying glass icon. The main content area is titled "My VIP ID" and includes a date "Mon Ma". It displays "Your My VIP ID is:" followed by the ID number "01234567", which is circled in green. Below this is a paragraph explaining how to set a password and a "NOTE" about access methods. A red-bordered box contains a "Note:" stating that the password change is for "VIP and Self-Service Carolina access ONLY" and provides instructions for network systems. Below the red box is a link "Show Me Network Username Password Reset". The password reset form consists of two input fields: "New My VIP ID Password:" and "Retype My VIP ID Password: (for verification)", with a "Set Password" button below them. A note indicates "Password is limited to 8-14 characters". At the bottom, "Password restrictions:" are listed, including requirements for lowercase and uppercase letters, numbers, and special characters. A blue star icon is placed to the right of the special characters list.

**My VIP ID** Mon Ma

Your My VIP ID is:  
**01234567**

To set your password to a unique value only you will know for accessing VIP and Self-Service Carolina, please carefully type in your password of choice below, click on the "SET PASSWORD" button, and follow the prompts.

**NOTE:** After setting your password, you may still access VIP with **either** your USC Id and PIN or with your My VIP ID and Password. My VIP ID is an alternative access method. Self-Service Carolina is only available with your VIP ID and password.

**Note:**  
This password change is for **VIP and Self-Service Carolina access ONLY**.

Password changes for access to Blackboard, University E-mail, and other network systems are done with the **NETWORK USERNAME** option under the **TECHNOLOGY** menu, or use the link below.

[Show Me Network Username Password Reset](#)

New **My VIP ID** Password:  Password is limited to 8-14 characters

Retype **My VIP ID** Password:   
(for verification)

**Password restrictions:** Must be at least eight characters 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)

