

Account Claiming for Admitted Student

Students will use myaccount.sc.edu to keep up with their personal, financial and academic information. These step-by-step instructions will walk you through the account setup process. **You must have your VIP ID that was provided in a letter you received after applying for admittance.**

1. Go to myaccount.sc.edu, and click **Account Claiming**.

Manage User Account

[Update Account Settings »](#)

Update your account settings if you have already claimed your account. Users may update their email preferences, emergency notification information, account security questions, multi-factor authentication, and account password.

[Forgot Password »](#)

Reset your password if you have already claimed your account.

[Forgot IDs »](#)

Retrieve your university IDs.

[Account Claiming »](#)

Setup your new student UofSC account. Your VIP ID is required.

[Account Reclaiming »](#)

Please reclaim your account when you have attempted to access your account by using the [Forgot Password](#) and/or [Forgot IDs](#) tools and you are still unable to authenticate. Your VIP ID or Network Username is required.

2. Enter your information, then click **Submit**.

Account Setup


Please submit your information below to continue.

VIP ID: *

Legal Last Name: *

Date of Birth: *

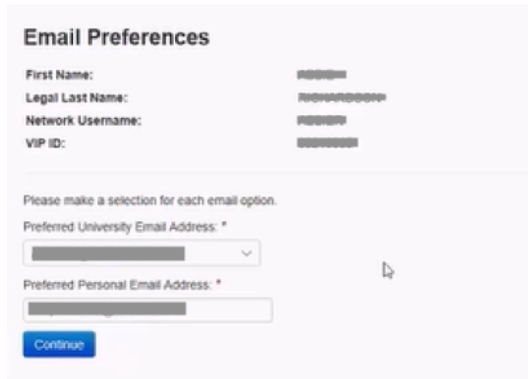
Captcha: *

 I'm not a robot 
reCAPTCHA
Privacy - Terms

Submit

3. If you were issued more than one university email address, the window shown below will allow you to select your preferred university email address. This address will be the address at which you receive all university correspondence.

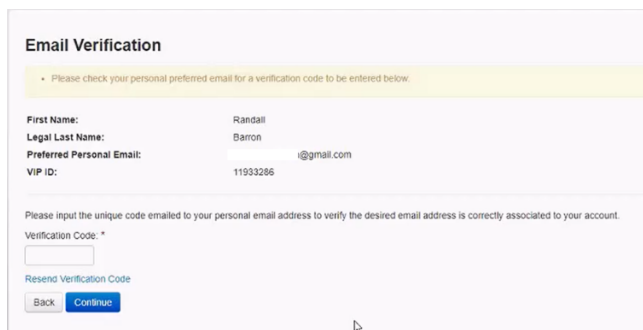
You must also verify your preferred personal email address on this screen, then click **Continue**.



The screenshot shows a form titled "Email Preferences". It contains four input fields for "First Name", "Legal Last Name", "Network Username", and "VIP ID". Below these fields is a section titled "Please make a selection for each email option." which includes two dropdown menus: "Preferred University Email Address: *" and "Preferred Personal Email Address: *". A blue "Continue" button is located at the bottom left of the form.

NOTE: If you make changes to your preferred personal email account on this screen, a message will be sent to the new address that contains a six-digit code. You must have this code to proceed in the next step.

Click **Continue**.



The screenshot shows a form titled "Email Verification". A yellow banner at the top reads "Please check your personal preferred email for a verification code to be entered below." Below this, the form displays the user's details: "First Name: Randall", "Legal Last Name: Barron", "Preferred Personal Email: [redacted]@gmail.com", and "VIP ID: 11933286". A section titled "Please input the unique code emailed to your personal email address to verify the desired email address is correctly associated to your account." contains a "Verification Code: *" input field. Below the input field are links for "Resend Verification Code", "Back", and "Continue".

4. University account holders are required to receive emergency notifications via Carolina Alert from their home campus. Alerts will be sent to the preferred university email address by default. Users can also add two additional email addresses and three mobile phone numbers to receive emergency notifications. You can also elect to receive emergency notifications from campuses other than your home campus. After completing emergency notification preferences, click **Continue**.

Emergency Notifications

First Name: [REDACTED]
 Legal Last Name: [REDACTED]
 Network Username: [REDACTED]
 VIP ID: [REDACTED]

Choose the campus(es) emergency notification(s) you want to be included on and your preferred communication method(s).

Computers

- Allentown
- Beaufort
- Columbia (Primary)
- Lancaster
- Saksenachse
- Sunter
- Union
- Upstate

University Email address: *

Email address 2:

Email address 3:

Mobile Phone 1:

Mobile Phone 2:

Mobile Phone 3:

[Continue](#)

* Based upon the cell phone service plan you have, you may be charged by your service provider to receive these messages.

- Select two security questions and provide an answer for each, then click **Continue**.

Security Questions

First Name: [REDACTED]
 Legal Last Name: [REDACTED]
 Network Username: [REDACTED]
 VIP ID: [REDACTED]

Security questions must be created to help keep your account secure.

Security Question (1): *

Select One

Answer (1): *

Security Question (2): *

Select One

Answer (2): *

[Back](#) [Continue](#)

- Once you have selected two security questions, you need to create a password using the guidelines shown on the screen. **Confirm the Password** in the second box and click **Continue**.

Password Setup

IMPORTANT
 The USC Network Username/Password combination controls login access to most USC college/departmental networks, many campus sites, as well as to the Blackboard instructional system, the University Email system, and the Division of Information Technology Service Desk. **Please note that setting your USC Network Password below will change your password on all these participating systems!** Also, if you change your password directly from another participating network or application, you are changing your password for all affected systems. Please check with your departmental system administrator if you have questions about other participating campus systems.

Password restrictions

- Must be at least eight characters
- Cannot contain your username, first name, or last name
- Must meet at least three of the following
 - One or more lower-case alphabetic characters (a-z)
 - One or more upper-case alphabetic characters (A-Z)
 - One or more numeric characters (0-9)
 - One or more special characters (e.g. !@#\$%^&*~+~) etc.

First Name: [REDACTED]
 Legal Last Name: [REDACTED]
 Network Username: [REDACTED]
 VIP ID: [REDACTED]

Update your password. This will also be the password for your VIP ID.

New Password: *

Confirm Password: *

[Back](#) [Continue](#)

[Reset](#)

- You must now setup [multifactor authentication](#) (MFA). [MFA](#) is a security feature that requires you to verify your identity in two ways before you are allowed access to university systems. You must first know your password and you must then verify your identity by receiving a push notification through the [Duo Security app](#) (free), a text message, a phone call, or a code via a token. Select your preferred method of authentication (the [free Duo Security app](#) is the easiest and fastest way), then **Continue**.

Multi-Factor Authentication

In order to enroll in multifactor authentication you must select a minimum of one option below. You are encouraged to use multiple devices, if possible.

Status: active

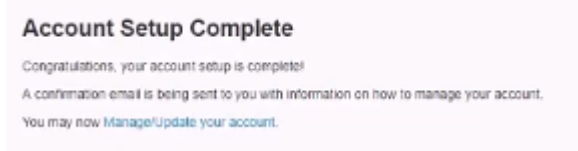
Phones: Phone # Type: Submit

Tokens: If you do not have a cell phone or a desk phone you can use a token to authenticate. [Click here for more information about tokens.](#)
 No tokens Type: Submit

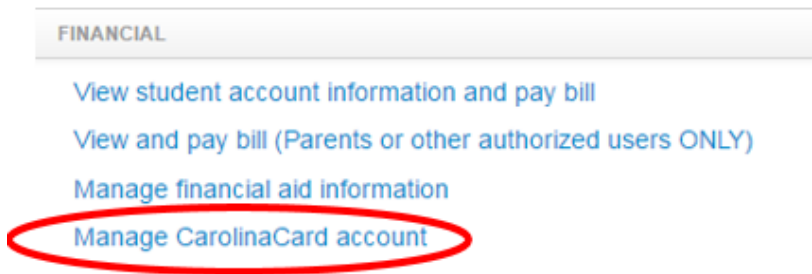
One Time Pass: If you need to access a multi-factor system and do not have your mobile device, you can generate a one-time passcode to authenticate to the system.

Verify:

8. A new window will appear indicating that your account setup is complete. A confirmation email will also be sent to your preferred personal email address.



9. Once your account is setup, you will need to do the Carolina Card Agreement in order to have your Carolina Card made in the bookstore. (You must take your driver's license or valid ID with you to have it made.) Go to my.sc.edu. Under the Financial tab, click the Manage CarolinaCard account link. Login, if it asks you to, then click the **Agree** box.



CarolinaCard WebCard Center

CarolinaCard Cardholder Agreement

Terms & Conditions

1. THE CAROLINACARD: The CarolinaCard is your official University ID card. It is not transferable (to another person) and must be returned upon request. Because misuse of cards may have a negative impact on both students and the institution in general, students are expected to protect their card and abide by all terms and conditions associated with the use of the CarolinaCard as student identification as found in the Student Handbook. The CarolinaCard and its account(s) and all forms, records, and transcripts of its use are the property of the University. Use of the CarolinaCard account may be revoked at any time.

2. CAROLINACARD ACCOUNT(S): (a) The Account is a record of pre-deposited funds accessed by the Cardholder for the purpose of purchasing products and services; (b) there is no daily limit on the number of purchases that may be made and debited; however, no debits or charges shall exceed the amount of deposited funds; (c) no interest shall be paid on any balance in the Account(s); (d) the Cardholder understands and agrees that the Account is non-transferable; (e) the Account(s) will be activated automatically upon receipt by the University of an initial deposit; (f) the patron is responsible for monitoring his or her own account balance(s) and for all purchases made.

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