To view your network username

1. Go to my.sc.edu.
2. Choose “View my IDs and manage my passwords” under “Personal.”
3. Sign in using your VIP ID and password.
4. In the Network Username section you will see your username and will need to choose “Manage Password.”
5. Enter and confirm a new password.
6. Press “Set Password.”
7. Wait 2 minutes.
8. Your new password can be used to log in to email, Blackboard, the university network, and other systems that use the Network Username.

   NOTE: your password expires every 6 months regardless of your activity or inactivity.

How to Log on to your Student Email

Faculty and staff on campus use your university email to convey important dates, information, notifications and class assignments. It is extremely important to check your student email daily so as not to miss these crucial items.

1. Go to my.sc.edu.
2. On the left hand side, select “Student Email.”
3. From the list that appears, select USC Columbia & 2 Year Campuses.
4. Once directed to the new screen, select 2 Year Campuses, again on the left hand side.
5. Then, sign in using your Network Username, followed by “@email.sc.edu” and your password.
**How to Log on to Blackboard**

1. Go to my.sc.edu.
2. Select the “Blackboard” link on the left.
3. Select “USC Columbia & 2 Year Campuses”.
4. Enter your Network Username and Password.