

How to Find Your Username & Create a Password

Step 1: Go to the VIP website at <http://vip.sc.edu> and log in.

The screenshot shows the homepage of the Visual Information Processing (VIP) website. At the top left is the University of South Carolina logo and the text "University of South Carolina" and "South Carolina's Flagship University". The main header reads "VISUAL INFORMATION PROCESSING". Below this is a navigation menu with links: LOGIN, HELP, RELATED SITES & SERVICES, BLACKBOARD, FACULTY/STAFF E-MAIL, STUDENT E-MAIL, and MASTER SCHEDULE. A search bar is also present. The main content area features a large image of hands typing on a keyboard with the "vip.sc.edu" logo overlaid. Below the image, a banner states "VIP.SC.EDU PORTIONS BROUGHT TO YOU BY THE STUDENT TECHNOLOGY FEE". A welcome message reads: "WELCOME TO VISUAL INFORMATION PROCESSING (VIP)! This Intranet provides members of the USC community – students, faculty, staff, and alumni – secure, personal access to University data. You must have a valid USC ID number and PIN in order to login to VIP." A red arrow points to a "LOGIN TO VIP" button. To the right, a "LOGIN HELP" section lists links: New Student User, Forgot Student PIN?, New Faculty/Staff User?, Forgot Faculty/Staff PIN?, and What is My VIP ID?. At the bottom, a copyright notice states: "VIP is developed and maintained by Administrative Information Services at University Technology Services in cooperation with various University administrative offices. All of the components of VIP are copyright © 2006 by the Board of Trustees of the University of South Carolina, except for a few resources available on the Internet."

The screenshot shows the login page of the Visual Information Processing (VIP) website. The browser address bar shows "https://vip.sc.edu/idlogin.html". The page header includes the University of South Carolina logo and "VISUAL INFORMATION PROCESSING". Below the header is a navigation menu with links: VIP HOME, HELP, RELATED SITES & SERVICES, BLACKBOARD, FACULTY/STAFF E-MAIL, STUDENT E-MAIL, and MASTER SCHEDULE. A search bar is also present. The main content area features a "Login" heading and two tabs: "USC ID/PIN Login & First Time Users" (selected) and "My VIP ID/Password Login". The login process is divided into four steps:
Step 1: Enter your USC identification number: [input field with 8 dots] (no spaces or hyphens)
Step 2: Are you a current or former USC student? If so, enter your student PIN: [input field with 4 dots] Help, I don't know my Student PIN.
Step 3: Are you USC faculty, staff, or a student employee? If so, enter your employee PIN: [input field] Help, I don't know my Faculty/Staff PIN.
Step 4: [Login] [Clear] Display my name on the pages

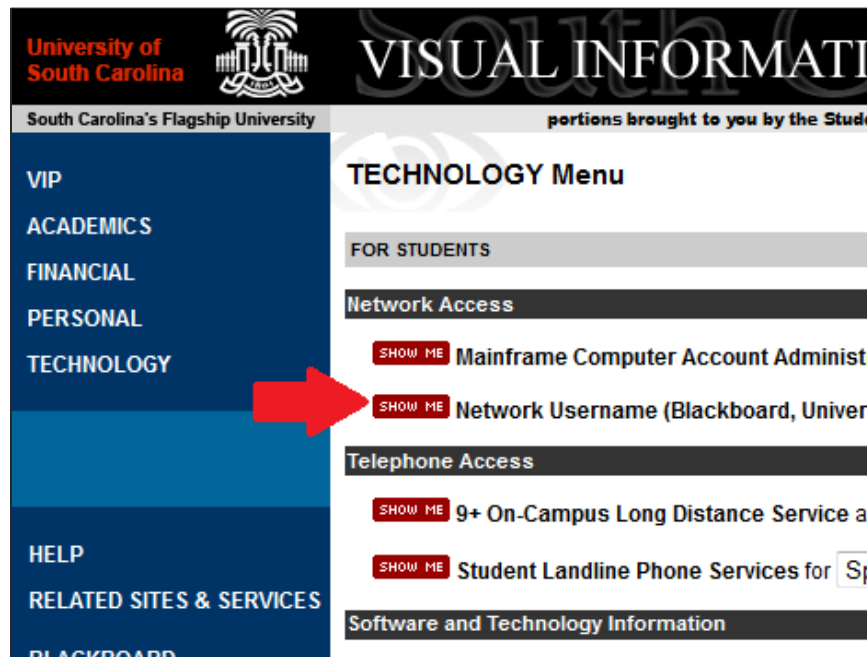
Once you've logged in, you will see the main menu.

The screenshot shows the main menu of the University of South Carolina Visual Information Processing system. The header includes the university logo and name, the title "VISUAL INFORMATION PROCESSING", and the text "South Carolina's Flagship University" and "portions brought to you by the Student Technology Fee". A "LOGOUT" link is visible in the top right. The user is identified as "DOE, JOHN" with a timestamp of "Tue Jun 12 13:12:10 2012". The main menu is divided into two sections: "NEWS FOR EVERYONE" and "NEWS FOR STUDENTS", both of which show "No news." and "No News" respectively. A blue sidebar menu on the left contains the following items: VIP, ACADEMICS, FINANCIAL, PERSONAL, TECHNOLOGY, HELP, RELATED SITES & SERVICES, BLACKBOARD, and FACULTY/STAFF E-MAIL.

Step 2: Look at the blue menu on the left-hand side of your screen. Click on the white word "TECHNOLOGY."

This screenshot is identical to the one above, but with a red arrow pointing to the "TECHNOLOGY" item in the blue sidebar menu.

Step 3: Under "Network Access," click on the red SHOW ME button next to "Network Username (Blackboard, University E-mail, Dept. Networks), Password Reset."



Step 4: The next screen that comes up will look like the one below. You can see your network username and create a unique password. This username and password is what you will use to check your university email AND to login to Blackboard. Your university email is your username plus "@email.sc.edu." For example, John Doe's username is "jdoe" and his email is "jdoe@email.sc.edu."

