GUIDE TO OBTAINING VIP ID AND ESTABLISHING PASSWORD:

FACULTY AND STAFF

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Establish Password........................................................................................................................................ 2
In order to log in to Self-Service Carolina you must know your VIP ID and have an established password.

To obtain your VIP ID, go to VIP.SC.EDU and log in with your SSN and 4-digit pin.

Click the Personal link. Select **SHOW ME** My VIP ID and Password.

Your VIP ID will be listed at the top of the page.

You can establish your VIP ID password at the bottom of the page using the rules listed.

**New My VIP ID Password:** [ ]

**Retype My VIP ID Password:** [ ]

**Password is limited to 8-14 characters**

**Set Password**

**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)