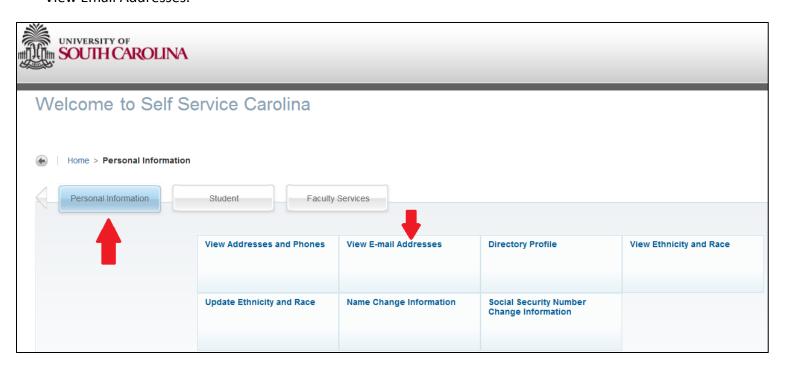
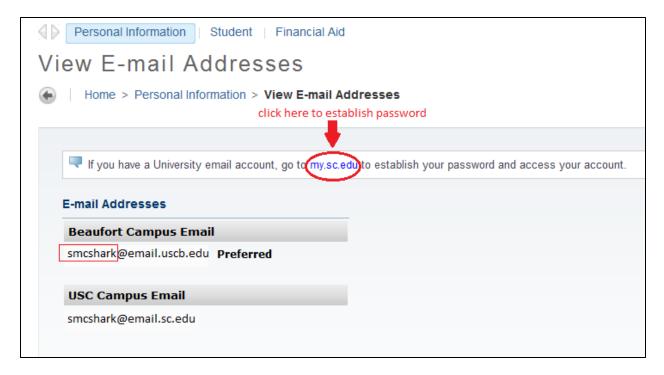
## HOW TO FIND YOUR USCB USERNAME AND ESTABLISH A NETWORK PASSWORD

**STEP 1:** Once you have logged into Self Service Carolina, click on the Personal Information tab and then choose "View Email Addresses."



**STEP 2:** Click on the blue words "my.sc.edu" (as indicated) to view your network username and establish your network password.



**STEP 3:** Once the new screen loads, you will be able to view your network username and establish a password. Be sure that your password follows the password restrictions that are listed. When you are finished, click "SET PASSWORD."

Network Username
IMPORTANT  The USC Network Username/Password combination controls login access to most USC college/departmental networks, many campus labs, as well as to the Blackboard instructional system, the University E-mail system, and the UTS Help system. 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.
Your USC Network Username is: SMCSHARK
<ul> <li>Password restrictions</li> <li>Must be at least eight characters</li> <li>Cannot contain your user id</li> <li>Must meet at least three of the following: <ul> <li>One or more lowercase alphabetic characters (a-z)</li> <li>One or more uppercase alphabetic characters (A-Z)</li> <li>One or more numeric characters (0-9)</li> <li>One or more special characters (!@#\$%^&amp;*-+= etc)</li> </ul> </li> </ul>
To set your password to a unique value only you will know for participating systems, please carefully type in your password of choice below, click on the <b>Set Password</b> button, and follow the prompts.
Password
Password Confirm
Set Password