



Changing Your Password

Your password will expire every 6 months and will need to be changed. You will receive email notifications prompting you to change your password beginning 10 days before your password expires.

How to Change Your Password

When you are ready to change your password, go to myaccount.sc.edu

1. If you have forgotten your password, select **Forgot Password**. Otherwise select **Update Account Settings**.
2. You may be prompted to login to the site.
3. You will be asked to validate your identity by answering your security question. Type in the correct answer and click on **Submit**.
4. From the User Account screen, select **Password**
5. Read the restrictions section carefully.
6. Type in your new password and then type it in again in the Confirm Password box.
7. Click on **Submit**.

Forgot Password

This is the process to get to the Password Reset page when you can't remember your password. You will first be prompted for your NetID or your VIP ID. The system will send a link to your preferred personal email which you will use to access the Password Reset page.