

Computer Information for Students

Accessing Your Student Account Resources on Campus

Your User Name is : _____

Your USCA email address is a combination of your **username** above followed by **@usca.edu**

Example: If your username was TJSMITH, your USCA email address would be tjsmith@usca.edu

Your temporary password is: _____ (case sensitive)

Note: Unless told otherwise, your temporary password is the last 4 digits of your Social Security Number

You will log into the network using the username and password given above. It is very important that you change your initial password as soon as possible using one of the password change utilities listed below.

After logging into the network (on Windows computers), you will have a series of network drives automatically mapped for you. The two most important drives are J:\ (your personal home directory) and K:\ (an academic shared area). If you are interested in accessing these locations using a Mac, either use the FTP directions further down, or see the Help Desk for instructions.

Password Change on Windows 2000/XP (On-campus only)

- Press **Control, Alt, and Delete** keyboard keys simultaneously
- Click on the Change Password button.
- Type your current password in the Password field
- Make sure that the "Log on to" box shows FACULTYSTAFF
- Enter a new password, that is at least 4 characters, in the Password field
- Re-enter your new password in the Confirm Password field and click OK
- Click OK when you receive the message "Your password has been changed."

Password Change on the Internet (On-campus, off-campus, or using a Mac)

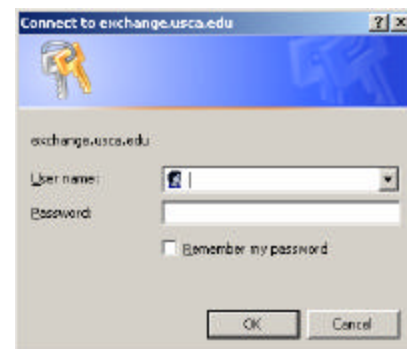
- Go to: <http://exchange.usca.edu/iisadmpwd>
- Type your username in the Account field
- Type your temporary password in the Old Password field
- Enter a new password, that is at least 4 characters, in the New password field
- Re-enter your password in the Confirm new password field and click OK
- Click OK when you receive the message "Password successfully changed."



Accessing Your Student Account Resources off Campus

You can access your home directory (J:\ drive) and the Shared Areas (K:\ drive) from any computer connected to the Internet.

- Launch your web browser (Internet Explorer or Netscape – **Please, DO NOT use AOL's browser**)
- To access your home directory, enter the following address: <ftp://student.usca.edu>
- To access the Shared Areas, enter the following address: <ftp://fileshare.usca.edu>
- When prompted, enter your user name and password
- After you login successfully, your account folder should appear
- You can copy and paste to and from your user account and your local computer
- When finished, be sure to close the connection by quitting your browser



If you have problems with your account or password, please contact the USCA Help Desk at 4357 on-campus, 641-3502 off-campus, or help@usca.edu. You can also visit the Help Desk in the Business and Education 238 Computer Suite.

Note: Picture identification is required for all new account requests and password changes.

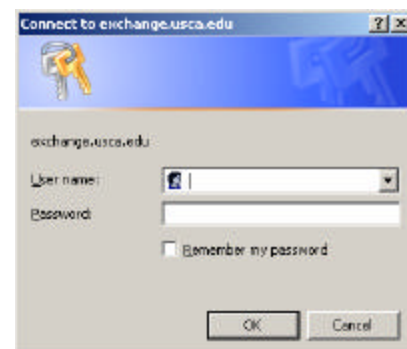
Email Account Information

Accessing Your Student Email Account

Your USCA email account is the primary method we use to notify you of important events. Even if you continue to use a personal email account, **it is very important that you periodically check your USCA email** as well. On campus, all computers have the full version of Outlook which will automatically configure itself for you once you log in. Off campus, you can use Outlook Web from any computer connected to the Internet.

Using Outlook Web

- Launch your web browser (Internet Explorer or Netscape – **Please, DO NOT use AOL's browser**)
- Go to the following website: <http://exchange.usca.edu/exchange> or <http://129.252.242.5/exchange> (either will take you to the same location)
- When prompted, enter your user name and password
- After you login successfully, your Inbox should appear with any email messages
- When finished, log out by clicking the Log Off button and quitting your browser



Sending email

- Click the New button.
- In the New Message window, type an email address in the To: field.
Note: You can separate multiple names with semicolons (;)
- (Optional): The Cc: field allows you to send a “complimentary copy” of the email to another recipient. For example, if you are sending an email to Jane Doe, but would like John Smith to receive a copy of the mail, then enter Jane Doe’s email address in the To: field and John Doe’s email address in the Cc: field.
- The Subject line allows you to specify the content of the message. Although a subject is optional, it is proper email practice to include a meaningful subject on all emails. This can aid the recipient in locating a specific email more quickly.
- Next, type your email message in the message area of the window.
- Finally, click the Send icon (it looks like a letter). A copy of your sent email message is saved in your Sent Items folder.

Sending email attachments

- You can easily send documents, images, or other files via email by attaching the files to your message.
- Save the file that you want to send via email to a disk, your student account on the network, or some other location where you can easily find the file.
- Logon to your student email account and begin a new message.
- Click the Attachments” tab.
- Click the Browse button and locate the file that you want to attach to the message.
- When you locate the file, double-click it and then click the Add Attachment Now button. (If you want to add additional files, repeat the steps above.)
- After you have attached the file(s), click the Message tab in the top left corner and then click the Send button.

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VIP Information

Accessing Your Student Records Through VIP

The USC system uses the VIP web site (<http://vip.sc.edu>) to allow you to view, enter and update data. There are broad categories of information contained under the links: Academics, Employment, Personal, and Technology.

As a student, the two most important links for you will be Academics and Technology. The Academics link will be used to register and view grades. The Technology link will give you information about your USC Columbia network account. That account will be the one you use for Blackboard and information about it can be accessed under the Technology link. If you are living at Pacer Downs, your USC Columbia network account will also be what you use to login the first time to gain Internet access.

The USCA Help Desk can help you with your USCA account (account creation, password changes, troubleshooting, etc.), but, for help with your USC Columbia network account, you should contact the Columbia Help Desk at 819 777-1800 on-campus, or (803) 777-1800 off-campus.

To log in to VIP

- Go to <http://vip.sc.edu>
- Click "LOGIN TO VIP"
- Enter your USC identification number (your social security number).
- Enter your Personal Identification Number (PIN) in the student field. Your default PIN is your month/day of birth; for example, if your birthday is 02/12/64, your initial PIN will be 0212. If this does not work for any reason, the USCA Records Office can reset your PIN.
- Click Login

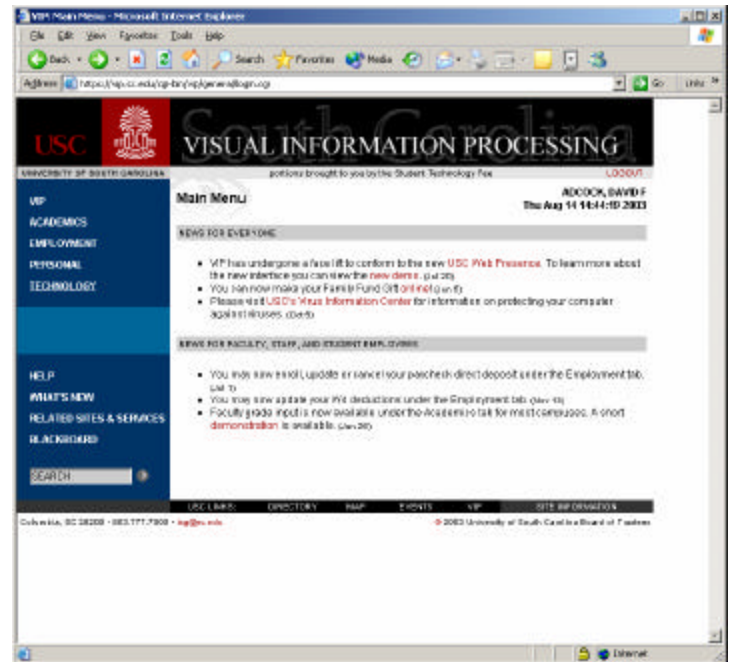


If you have problems with your account or password, please contact the USCA Help Desk at 4357 on-campus, 641-3502 off-campus, or help@usca.edu. You can also visit the Help Desk in the Business and Education 238 Computer Suite.

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As you roll over the ACADEMICS, EMPLOYMENT, PERSONAL, and TECHNOLOGY links a description of each hyperlink's content displays in the light blue field below.

- It is important that you change your email address under PERSONAL – Online Directory Data. It will have USC Columbia's email address, but it needs to have your USCA email address (email from Blackboard and other systems use this as your default email address).
- The TECHNOLOGY – Network Username link will show you your USC Columbia username (which is different than your USC Aiken username). The username listed here is what you will use for Blackboard and other Columbia based services.



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