To update or verify your SpartAlert Emergency Notification information:

1. Go to https://myaccount.sc.edu
2. Under the Manage User Account, click on the Update Account Settings option.

Manage User Account

Update Account Settings »

Update your account settings if you have already claimed your account. Users may update their email preferences, emergency notification information, account security questions, multi-factor authentication, and account password.

3. Log in using your VIP ID or USC Network Username

UofSC Central Authentication Service (CAS)

myaccount.sc.edu
UofSC: OneCarolina: CASP: My Account

Login Credentials Required

Network Username/VIP ID:

your information here

Password:

••••••••

LOGIN   CLEAR

If you are having problems logging in, please go to **https://myaccount.sc.edu/**.

Please enter one of the three supported credentials:

Network Username is assigned by the university and is based on your name. It may consist of letters and/or numbers in combination. It is the first portion of your official university email address (@mailbox.sc.edu or @email.sc.edu). Enrolled students, faculty, staff, and affiliates will use this official credential for accessing most university systems.

VIP ID is an eight digit number. Currently faculty, staff, and students can find their VIP ID **here**. Admitted students can find their VIP ID in their acceptance materials.

Blackboard Auxiliary ID allows access to Blackboard for users who do not have a Network Username or VIP ID but have a legitimate need to access the system.

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication.

4. Answer your security question

Validate Security Question

Please answer the following security question to continue. If you have forgotten the answers to your security questions, you must reclaim your account.

What is your best friend's name?

Answer: *

••••••••

Submit

5. Once logged in click on the Emergency Notifications Tab

User Account

| Home | Email Preferences | Emergency Notifications | Security Questions | Multi-Factor | Password | Logout |

First Name:
Last Name:
Network Username:
VIP ID:
USC ID:
Preferred University Email:
Preferred Personal Email:

Verify your information is correc here the select the Emergency Notification tab outlined in red above

6. Fill out all of the information requested and click Update.

Emergency Notifications

| Home | Email Preferences | Emergency Notifications | Security Questions | Multi-Factor | Password | Logout |

Choose the campus(es) emergency notification(s) you want to be included on and your preferred communication method(s).

Campuses:

- ☐ Aiken
- ☐ Beaufort
- ☐ Columbia
- ☐ Lancaster
- ☐ Salkehatchie
- ☐ Sumter
- ☐ Union
- ☑ Upstate (Primary)

University Email address: *

This is your univeristy email address

Email address 2:

enter a personal email if you wish

Email address 3:

Mobile Phone 1:

Enter up to 3 mobile numbers

Mobile Phone 2:

Mobile Phone 3:

Update   Make sure you click Update to save your information

* Based upon the cell phone service plan you have, you may be charged by your service provider to receive these messages.