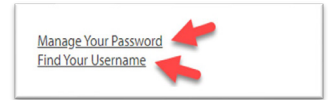# Guide to MySCC Portal

MySCC Portal is your gateway to all SCC online tools and SCC's Office 365 Suite of apps. Register for classes, manage your financial information, access assignments, correspond with your teacher, grades, email, OneDrive, and much more.

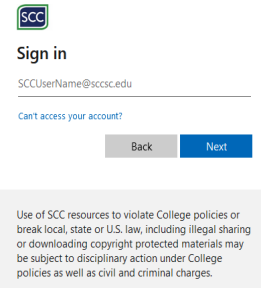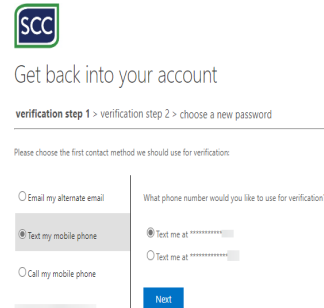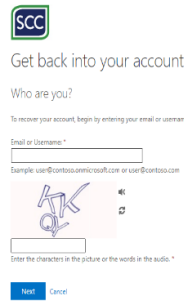**What's my SCC Username and Password?**
Before you attempt to login to the MySCC Portal for the first time, you will need to set up a unique password only you will know. The initial password is generated by our system and is unknown. When you apply as a student or you are hired as an employee of SCC, you provide alternate contact information to use as verification in the password reset process. If you have any problems with this please call the IT Helpdesk.
1. First, check the back of your Picture ID card or click on the **Find Your Username** from the SCC website.
2. The Link to **Find Your Username** and **Manage Your Password** is below the MySCC Portal button on the www.sccsc.edu/portal page.
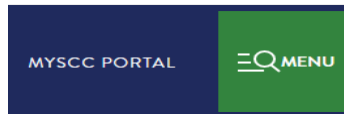
How to Setup or Reset your Password
1. Click on "Manage Your Password "
2. Enter in your full college email address and enter the CAPTCHA code below.
3. Click Next.
4. Choose the contact method for verification (Alternate email, Alternate phone -Text or call)

Log in to MySCC Portal
1. Go to https://www.sccsc.edu
2. Click on the MySCC Portal link at the top of the page.
3. Click on the MySCC portal Login Button
4. Log-in with your full SCC Email Address and password (SCCUsername@sccsc.edu)

How Do I Change My Alternate Contact Info?
If you can login to **MySCC Portal**, you don't need us!
1. Click on "Student Self-Service"
2. Select "User Options"
3. Update Email Address & Phone Numbers
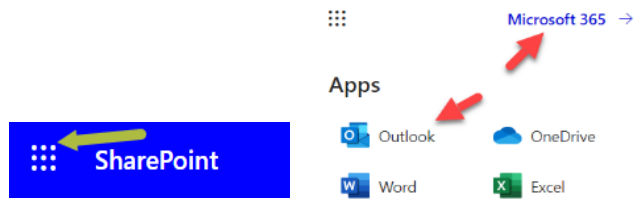4. Click "Confirm"

Problem with Your Verification?
1. Call or Go to Student Records and update your phone number.
2. Email ITSupport@sccsc.edu (send a picture ID and new number)
3. Contact the IT Helpdesk to update your phone number.

Not Able to Login to SCCOnline?
1. Contact SCCOnline
   a. Email scconline@sccsc.edu
   b. Call SCCOnline support at (864) 592-4961
   c. After-Hours/Weekends/Holidays call (877) 325-7778.

Accessing Email from the MySCC Portal
1. Login to MySCC Portal
2. Click on the App Launcher icon from the top left corner.
3. Click on the **"Outlook"** tile.
You're in!!

The Portal includes Everything!!
Remember that your SCC Username and password will allow you to login to:
• Your Office 365 Email and OneDrive
• D2L (Desire2Learn)
• And many more…

STILL NEED HELP?

Ledbetter Building (Suite 110) Giles Campus Helpdesk / IT Support **(864) 592-4682**	Evans Academic Center Downtown Campus **1st Floor Room 180**	L. Hoke Parris Bldg. Cherokee Campus **Room 210**	Tyger River Bldg. Tyger River Campus **Room 326**

SCCSC.edu

SCC Information Technologies
(864) 592-4682 | ITSupport@sccsc.edu
Monday –Thursday 7:30am-9:00pm
Friday 7:30am-1:30pm

SCC SPARTANBURG Community College