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 erated 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 ge to

2. The Link to Find Your Username and Manage Your P the www.sccsc.edu/portal page.	assword is below the	MySCC Portal b	outton on		Find Your Username	•	
How to Setup or Reset your Password	SCC		SCC		SCC	SCC	
1. Click on "Manage Your Password "	Get back into your account	G	iet back into v	our account	Sign i	n	
2. Enter in your full college email address and	Who are you?		verification sten 1 × verification sten 2 × choose a new password		Name@sccsc.edu		
enter the CAPTCHA code below.	To recover your account, begin by entering your email or username and the che	racters in the picture or audio below.	Vermation step 1 > Vermation step 2 > choose a new passwo		Can't access your account?		
3. Click Next.	Email of Openames Example: user@contoso.onmicrosoft.com or user@contoso.com	Plea	Please choose the first contact method we should use for verification:		Back Next		
4. Choose the contact method for verification	Bal *	C) Email my alternate email	What phone number would you like to use for	or verification?		
(Alternate email, Alternate phone -Text or call)	a s		Text my mobile phone	Text me at ***********************************	Use of SO	C resources to violate College policies or	
Low in to MuSCC Doutel	Enter the characters in the picture or the words in the audio. "			O Text me at **********	or downl be subject	oading copyright protected materials may tt to disciplinary action under College	
1 Go to https://www.sccsc.odu	Next Cancel	C	Call my mobile phone	Next	policies a	as well as civil and criminal charges.	
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			LOG INTO MYSCC PORTAL				
(SCCUsername@sccsc.edu)	MISCOLORIAL						
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"	Ø Student Self-Service Image: Control of the service Image: Control of the service						
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 nev	/ number)						
3. Contact the IT Helpdesk to update your phone number	r.						
Not Able to Login to SCCOnline?							
1. Contact SCCOnline							
a. Email scconline@sccsc.edu			:::	Micro	soft 365 →		
D. Call SCCOnline support at (864) 592-4961							
c. Alter-Hours/weekenas/Hollaays call (877) 325-7778.			Appr		î		
Accessing Email from the MySCC Portal			whhe	-			
1. Login to MvSCC Portal			o 🔁 o	utlook 🦰 📥 On	neDrive		
	··· Shar	Point					

2. Click on the App Launcher icon from the top left corner.

3. Click on the "Outlook" tile.

You're in!!



Word X Excel

STILL NEED HELP?

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

SCCSC.edu

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







Remember that your SCC Username and

Your Office 365 Email and OneDrive

• And many more...

