

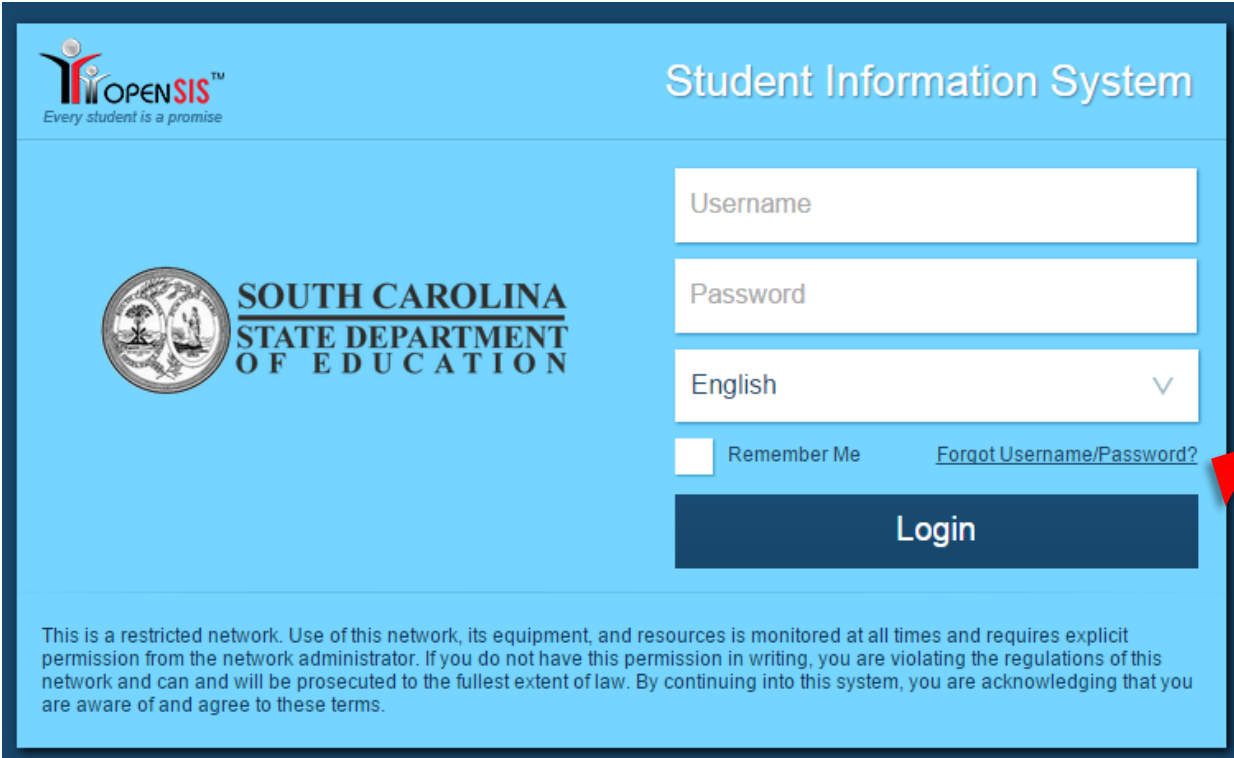
# How to Retrieve your VSC Dashboard Username/Password



## Step 2:



- Go to the VirtualSC Login page. Click “Forgot Username/Password?”

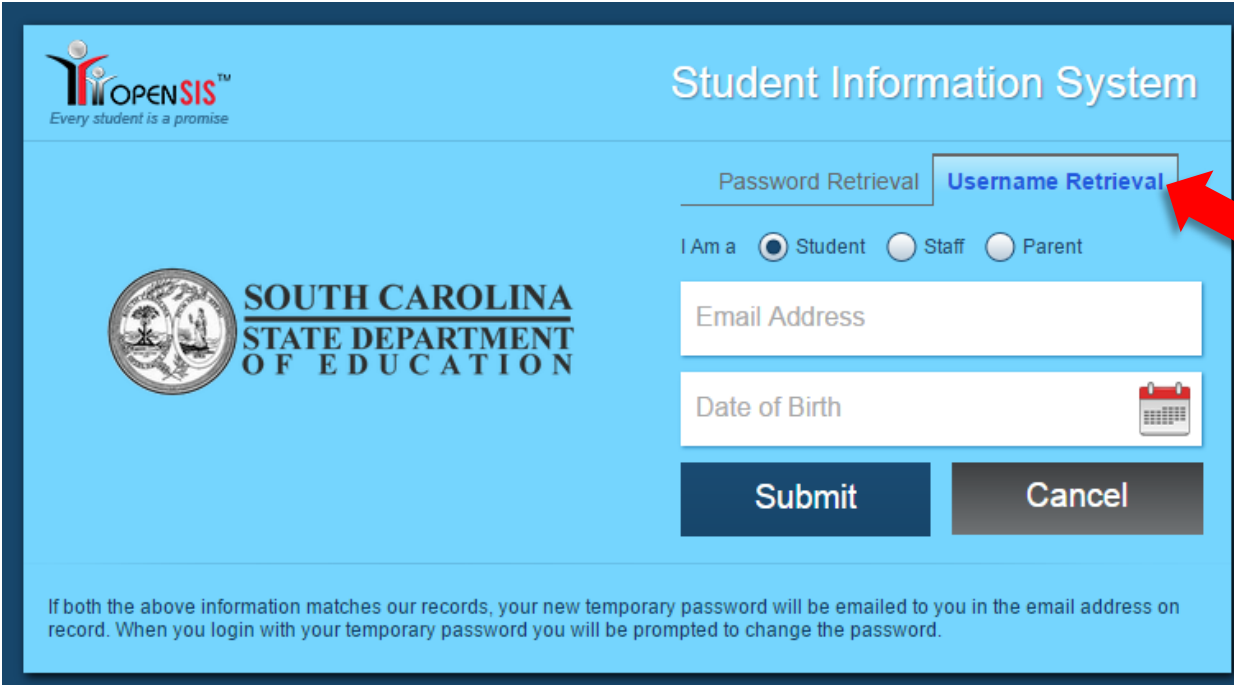


The screenshot shows the login page for the Student Information System. The page has a light blue background. In the top left corner, there is a logo for "iOPEN SIS™" with the tagline "Every student is a promise". In the top right corner, the text "Student Information System" is displayed. On the left side, there is the official seal of the South Carolina State Department of Education. The login form consists of several fields: a "Username" input field, a "Password" input field, and a language selection dropdown menu currently set to "English". Below these fields, there is a "Remember Me" checkbox and a link labeled "Forgot Username/Password?". A red arrow points to this link. At the bottom of the form is a dark blue "Login" button. At the very bottom of the page, there is a disclaimer: "This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the fullest extent of law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms."

# Step 3:



- Select which item you would like to retrieve, username or password, and enter the information requested.



The screenshot shows the "Student Information System" login page. At the top left is the "iOPEN SIS™" logo with the tagline "Every student is a promise". The page title is "Student Information System". Below the title, there are two tabs: "Password Retrieval" and "Username Retrieval", with a red arrow pointing to the "Username Retrieval" tab. Underneath the tabs, there are radio buttons for "I Am a" with options: "Student" (selected), "Staff", and "Parent". There are two input fields: "Email Address" and "Date of Birth" (with a calendar icon). At the bottom, there are "Submit" and "Cancel" buttons. A footer note reads: "If both the above information matches our records, your new temporary password will be emailed to you in the email address on record. When you login with your temporary password you will be prompted to change the password."


## Step 4:



- Once the information is entered correctly, you will receive an email with your username or password listed.

A screenshot of a registration form with a light blue border. It contains three input fields: "Email Address", "Date of Birth" (with a calendar icon), and a green message box that says "Username successfully sent to your registered email". A red arrow points to the message box. Below the fields are two buttons: "Submit" and "Cancel".

Email Address

Date of Birth 

Username successfully sent to your registered email

Submit Cancel

# Congratulations!

You have completed the steps required to send a message to your teacher!

Please feel free to contact VirtualSC Student Services for any additional questions or assistance at 803-734-8039.

