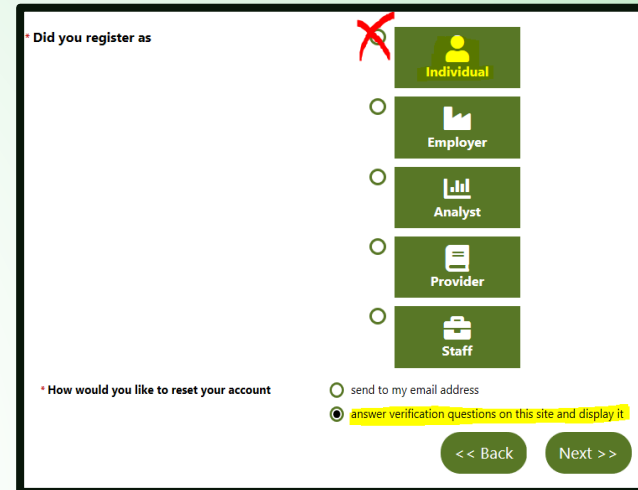
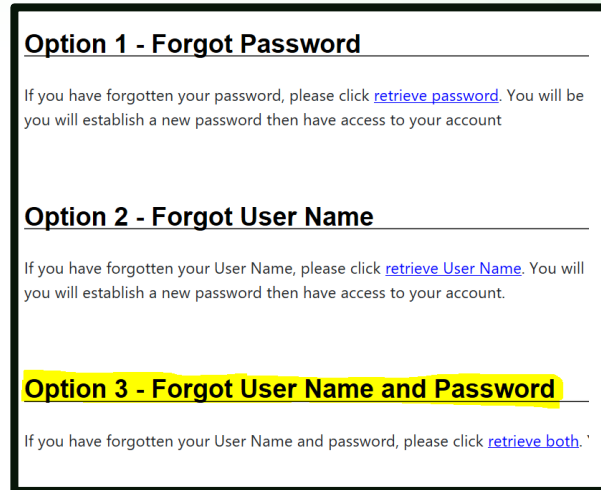
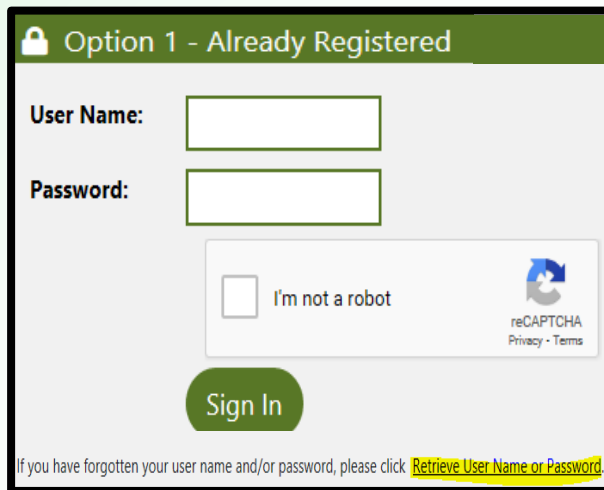
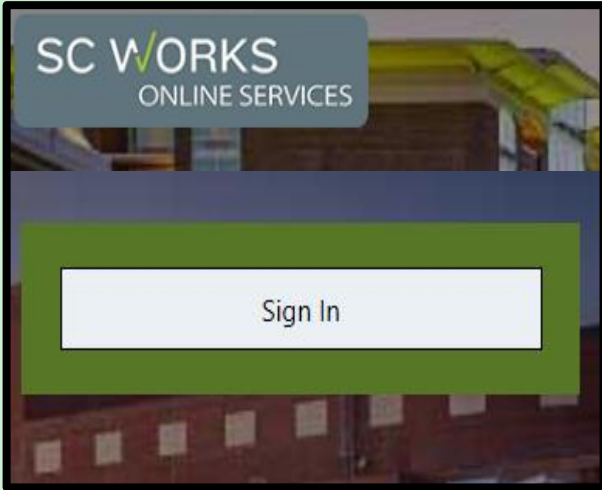


How to Retrieve Your Correct SSN Account in SC WORKS



1 Select the “Sign-In” button off of the homepage:

2 Select “Retrieve User Name or Password” link under Option 1:

3 Select Option 3 – Forgot User Name and Password, select the “Retrieve Both” link.

4 Select registered as: Individual, and “answer verification questions on this site and display it.” Click “next” to continue

5 Enter your information into the fields shown. Your information must match & be correct for the system to pull up your account.

6 Select the “I’m not a robot” box and complete the reCAPTCHA. Then select “Submit” to move forward.


7 Answer the Security Question and complete the reCAPTCHA again to move forward.

8 On the final screen, the system will provide you with your username of the correct SSN account and then reset your password.

Your Information

* First Name:

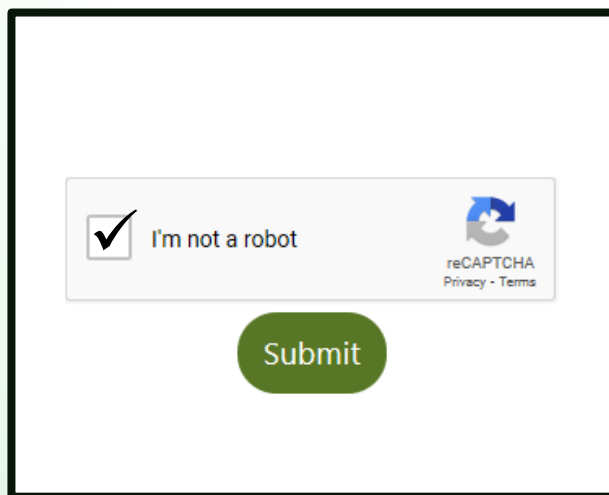
* Last Name:

* Date of Birth: (mm/dd/yyyy) 

* Social Security Number: (no dashes)

* Confirm Social Security Number: (no dashes)

* Zip Code:



Security Question Response

Security Question: What are the last 4 numbers of your SSN?

* Security Question Response:

Reset Password

Username: TESTACCOUNT

* Enter New Password:

Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * _ +).

* Confirm New Password: