How to Retrieve Your Correct SSN Account in SC WORKS

1. Select the “Sign-In” button off of the homepage:
2. Enter your information into the fields shown. Your information must match & be correct for the system to pull up your account.
3. Select “Retrieve User Name or Password” link under Option 1:
4. Select Option 3 – Forgot User Name and Password, select the “Retrieve Both” link.
5. Select the “I’m not a robot” box and complete the reCAPTCHA. Then select “Submit” to move forward.
6. Answer the Security Question and complete the reCAPTCHA again to move forward.
7. On the final screen, the system will provide you with your username of the correct SSN account and then reset your password.

Option 1 - Already Registered

Option 1 - Forgot Password
If you have forgotten your password, please click retrieve password. You will be notified to establishing a new password then have access to your account.

Option 2 - Forgot User Name
If you have forgotten your User Name, please click retrieve User Name. You will be notified to establishing a new password then have access to your account.

Option 3 - Forgot User Name and Password
If you have forgotten your User Name and password, please click retrieve both.

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