Applicants for undergraduate admission receive an AppTracker to check the status of their application and confirm receipt of supplementary documentation including test scores and transcripts. Accepted students are granted access to MyCharleston—a secure gateway to access the College’s online services and manage academic and administrative information.

**HOW DO I LOGIN TO MYCHARLESTON…**

*for the first time?* After you’ve been admitted, the Office of Admissions will email your unique link and instructions. Your username will be your ID number; you will be prompted to create your password. Be sure to submit security questions and take note of your ID number; you will need them to retrieve your password if you forget it.

*after I’ve set up my account?* Login to MyCharleston at my.cofc.edu using your CofC ID number and password.

*after I’ve paid my tuition deposit?* The Information Technology Helpdesk will email you permanent login credentials, so you can have access to MyCharleston's enrolled student tabs. Your username will then become a combination of your last name and first initials; you will no longer use your ID to login.

**WHAT IF I HAVE FORGOTTEN MY PASSWORD?** If you’ve logged in and established your MyCharleston account but forgotten your password, select “Forget Password” at my.cofc.edu, enter your CofC ID number as your username, and answer your security questions. If you did not set up security questions, you must contact helpdesk@cofc.edu or call 843.953.3375 to reset your password. (Note: Helpdesk will ask for your CofC ID number.)

**WHAT IF I HAVEN’T RECEIVED AN EMAIL WITH LOGIN INSTRUCTIONS (OR I CAN’T FIND IT)?** Check your spam folder. If you did not receive your initial MyCharleston email or have misplaced it, contact mycharlestonapplicant@cofc.edu. Typically, within four days you’ll receive an email at the address provided on your application.

**DO I USE THE USERNAME/PASSWORD I SET UP WHEN APPLYING FOR ADMISSION?** The online application is a completely different system; your username and password will not work in MyCharleston. You will login using your CofC ID and be prompted to create a new password.

**WHAT IF I AM LOCKED OUT OF MYCHARLESTON?** Contact helpdesk@cofc.edu.

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**AVAILABLE SERVICES**

MyCharleston access allows you to verify admission status, view and accept financial aid award(s), pay deposits and tuition bills, and see transfer credit evaluations.

**Financial aid.** The Office of Financial Aid will email you once you have been awarded financial aid or have a FAFSA on file. At which point, you will have access to the Financial Aid tab—where you can see your award or missing items. If logging in for the first time, you must login, logout and login again to access the financial aid tab.

**Transcript evaluation.** Once you’ve been offered admission, the Office of the Registrar will complete your official transfer credit evaluation. You may view an updated list of awarded and pending transfer credit in Degree Works. If you have paid your deposit, Degree Works is located on the Academic Services tab in MyCharleston. If you have not paid your deposit, Degree Works is located on the Admissions Status tab in MyCharleston.

**Enrollment deposits.** Your enrollment deposit refers to tuition and housing deposits; both are non-refundable.

1. Click the “login to student ebill” link from the Admissions Status tab.
2. Open the e-bill account.
3. Click the eDeposits tab.
4. Select the appropriate term (fall or spring).
5. Select deposit type from the drop-down menu.

If making more than one type of deposit (e.g. tuition and housing), you must complete individual transactions. You may also pay your housing application fee here.

**Housing application.** Your housing application is available only after you pay your enrollment deposits and housing application fee.

1. Log into MyCharleston using your permanent login credentials.
2. Go to the Academic Services tab.
3. Click the MyHousing link on MyCharleston to begin your application.

**Orientation registration.** You may only register for New Student and Family Orientation once your tuition deposit has been processed. To register for orientation:

1. Login to MyCharleston.
2. Select the Academic Services tab.
3. Go to the orientation box in the first column.

You must complete the questionnaire in the orientation registration booklet before you can register; registration opens in March.

*Note: Transactions may take up to 48 hours to process.*