Faculty, Staff, Retiree (USC Credentials), and Affiliate Purchasing a Membership SOP

Faculty, Staff, Retirees (who claimed their USC Credentials) and Affiliates logging in and purchasing a membership through DSE

1. Go to https://sc.dserec.com/online/dashboard

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ightarrow C $ ightarrow$ sc.dserec.com/online/dashboar	d	*
South Carolina		
Rec Services and activ	vities	
Sign up for a rec mem	s Lockers bership Use the interactive map to rent a loc	Cker Check availability and make a reservation
Enroll into a class	Join a league or tournament	Sport Clubs Become a team member
Events Register for an activity	Sign-up to reach your goals with ou	r trainers Choose a time and reserve your spot
➡ Facility Acce Check-in using your p	hone	

2. To purchase your membership click on the "membership" button from the dashboard

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South Carolina Rec Services and activities	
Rec Services and activities	
🚓 Memberships 🔂 Lockers 💣 Facility Reservations	
Sign up for a rec membership Use the interactive map to rent a locker Check availability and make a reservation	
😿 Classes 🤾 Intramural Sports 💰 Sport Clubs	
Enroll into a class Join a league or tournament Become a team member	
😰 Events 🏻 A Personal Training 🔂 Space Reservations	
Register for an activity Sign-up to reach your goals with our trainers Choose a time and reserve your spot	
E Facility Access App	
Check-in using your phone	

3. Once you've opened the membership page, you will see the option to "Log In" in the top right corner. Click on that and you will be redirected to a login options page

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→ C	c.dserec.com/online/memberships			*
:	South Carolina			
	G → Membership			∃ Log in
	Membership plans			
	Affiliate 1 Month Early Bird Members	hip (AY 25)	Affiliate 1 Month Full Membership (A	Y 25)
	\$40.00	🛎 Individual membership	\$50.00	🛎 Individual membership
	Faculty 1 Month Early Bird Members	nip (AY 25)	Faculty 1 Month Full Membership (A)	(25)
	\$35.00	≗ Individual membership	\$45.00	≗ Individual membership
	Staff 1 Month Early Bird Membership	(AY 25)	Staff 1 Month Full Membership (AY 2	5)

4. On the Login options page, select University Account, which will direct you to the USC Central Authentication Service (CAS) page to login

a. You do not need to create an account as this new system (DSE) will use your existing USC login credentials to access your account

🧐 M	embership							
\rightarrow	C 🔤	sc.dserec.com/onli	ine/memberships					☆
				Please	e select a login o	ption		
					UNIVERSITY ACCOUNT			
					LOCAL ACCOUNT			

5. On the USC Central Authentication Service (CAS) page, enter the same login credentials you would use to access your USC account

th Carolina
USC Central Authentication Service (CAS)
Campus Recreation USC Authentication System
Notice
NEW multi-factor look and feel via DUO. Click here for details.
Login Credentials Required
Password:
LOGIN

6. After successfully entering your USC credentials, you will be prompted to use Secure Carolina to safely authenticate using the Duo Security system utilized by the university.

Duo Push Send to "iOS" (6877)	>
Duo Mobile passcode Enter a code from the Duo Mobile app	>
Text message passcode Send to "iOS" (6877)	>
Phone call Call "iOS" (6877)	>
Bypass code Enter a code from your IT help desk	>
Manage devices Add a phone, Touch ID, and more.	>
	Duo Push Send to "iOS" (6877) Duo Mobile passcode Enter a code from the Duo Mobile app Text message passcode Send to "iOS" (6877) Phone call Call "iOS" (6877) Bypass code Enter a code from your IT help desk Manage devices Add a phone, Touch ID, and more.

- 7. Once you have successfully entered your USC credentials and authenticated through Duo, you will now be logged in and able to purchase your desired membership.
- 8. Select the membership you wish to purchase
- 9. On the next window, select the blue "Sign Up" option proceed to step 10

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South C	arolina		
ରି › Mer	ıbership		💄 Michael 🗸
< Back	New membership		
Staff F	all 2024 Full Membership		
This plar	requires a member who is Staff.		
Eligibility	Adult		
Fee	\$150.00	Sign up	

10. The next window will allow you to select the start date of your membership (if you wish for it to not begin on the day you are completing the purchase and then proceed to signing your waiver.

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Ĝ → Membership	💄 Michael 🗸
< Back New membership	
Staff Fall 2024 Full Membership	
Membership dates	
Members ①	
Michael Potter Adult	
If you want to sign other people up for the membership – first you need to add them as affiliates in My account	
Next	

11. Here you will be prompted to check the waiver agreement box that is on the required campus recreation waiver.

← → C S sc.dserec.com/online/memberships	☆ 🚳
South Carolina	
Ĝ → Membership	💄 Michael 🗸
< Back New membership	
Waiver - Michael Potter	
All CRec Waiver University of South Carolina Campus Recreation Waiver of Liability and Release	
In consideration of being permitted to use Campus Recreation facilities and spaces and to participate in one or more p activities offered or hosted by the unit. I, in full recognition and appreciation of the dangers and risks inherent in such activity, I do hereby waive, release and forever discharge the University of South Carolina, its officers, agents and employees, f claims, demands, actions or causes of action, for costs, expenses or damages to personal property, or personal injury, my participation in the activity.	rograms, services, and/or from and against any and all , or death, which may result from
AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION I authorize Prisma Health to use or disclose Protected Health Information to the following: The University of South Carolina and any individual involved to the operation of the Athletic Training Clinic, including v coaches, referees, and Campus Recreation director, employees of Student Health Services (as needed for follow-up t Prisma Health and/or Prisma Health-USC Medical Group (as needed for follow-up treatment). I authorize Prisma Health and/or Prisma Health-USC Medical Group to use or disclose Protected Health information fo To inform the above named individuals of sports injuries and related injuries sustained by the participant. Type of information requested:	without limitation athletic trainers, reatment), and employees of or the following purpose(s):
Verbal or written protected health information related to sports injuries and related injuries. I UNDERSTAND THAT: 1. The Protected Health Information used or disclosed under this authorization may be subject to redisclosure by the r by the Standard for Privacy of Individually Identifiable Health Information. 2. I understand that treatment, payment, enrollment in a health plan or eligibility for benefits may not be conditioned c authorization. 3. If I have any questions about the disclosure of my Protected Health Information, I can contact the Release of Inform Management Services at Prisma Health. 4. I understand that I may revoke this authorization in writing except to the extent that Prisma Health have previously	receiver and no longer protected on whether I sign this nation staff or Health Information used or disclosed the Protected
Health Information in reliance on this authorization. To revoke this authorization, I understand that I must deliver a sign stating that I revoke this authorization to Health Information Management Services, Prisma Health. I have read this entire Waiver of Liability and Release. I fully understand it and agree to be legally bound by it.	ned written statement clearly
Updated 07/31/24	illy bound by it.

- Next
- 12. After agreeing to the waiver you will confirm this is the membership you wish to purchase and click the blue "Confirm" button

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		South Carolina		
		🞧 > Membershi		💄 Michael 🗸
		< Back N	ew membership	
		Summary		
		Plan	Staff Fall 2024 Full Membership	
		Dates	8/30/2024 - 12/31/2024	
		Members	Michael Potter	
		Fee	\$130.99	
			Confirm	

- 13. Next you will be prompted to complete payment for the membership and will be redirected to a touchnet upay site, unless enrolling in payroll deduction
 - a. If you are enrolling in payroll deduction, this membership "purchase" will result in a lag in access as it requires us to approve your membership once we have added you to payroll deduction whereas an immediate payment

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South Carolina		
G → Membership		💄 Michael 🗸
#M0002662		
Payment		
 Membership fee Michael Potter 	\$150.00	
% Proration	-\$19.01	
	Total \$130.99	
	Pay later Pay	

← → C secure.touchnet.net/C21544_upay/web/home.jsp

	Payment
Payment Information	* Indicates required informati
Total:	\$130.99
Payment Method:*	Credit Card 🗸
Account Information	* Indicates required informati
Credit Card Type:*	Select a Credit Card Type 🗸
Account Number:*	
Expiration Date:*	08 ~ 2024 ~
Security Code:	
	View Example

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