Classroom Project Workflow

1. Apply for project in the Client Portal (my.osc.edu); a new project will be needed for each course.
   a. You must have the PI role to submit project applications:
   b. Project > New Academic Project > Classroom
      i. Syllabus is the only item needed
2. Project is awarded and you've received an email.
3. Go to the project details to set up an access number:
   a. Add/Change Access Number
      i. Be sure to edit the expiration date
   b. Change Access Number
   c. Obtain the project code and access number for student instructions found below. These will need to be edited.
4. Send Student Sign-Up instructions

Student Sign-Up Instructions

For those without an OSC account:

1. Go to my.osc.edu and click "Sign Up – Academic"
   a. Enter the Project Code and Access Number
      i. Project code is granted to PI when application is submitted
      ii. Access number is set by the PI when viewing the project details in the Client Portal, my.osc.edu
2. Submit registration
3. Active

For those with an OSC account:

1. Log into the client portal at my.osc.edu and click "Sign Up – Academic"
2. Click into Project > Project Access Request
   a. Enter the project and access number:
      i. Project code is granted to PI when application is submitted
      ii. Access number is set by the PI when viewing the project details in the Client Portal, my.osc.edu
3. Submit request
4. Access granted