Classroom Project Workflow

1. Apply for a classroom project in MyOSC, 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 > Create a New Project
        i. Select Classroom as the Project Type
        ii. Do not select a Service Agreement
        iii. You can request storage, up to 5 TB, and a budget of up to $500
        iv. Syllabus is the only item needed – attach this on the last page before submitting for review.
2. The project will receive a budget and you will have received an email.

Bulk Invite Instructions

1. Go to the project details page and click into the project users.
2. Under member invitations, there is a way to invite with a csv file.
    a. Ensure your sheet is properly formatted.
    b. Go through the Data Load Wizard and "Finish"
    c. Invites will be sent to new users and existing users will be automatically added to the project.
3. More details can be found here: https://www.osc.edu/supercomputing/portals/client_portal/project_menu
    a. Note, invitation links expire in 72 hours. A complete sign up will result in a username and associated password. You can resend/delete invitations from the manage users table.

Student Self Sign-Up Instructions

1. 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.
2. Send Student Sign-Up instructions

For those without an OSC account:

1. Go to my.osc.edu and click "Sign Up"
    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
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