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 be a PI or project admin to submit project applications:
      b. Project > Create a New Project
         i. Select Classroom as the Project Type
         ii. You can request storage, up to 5 TB, and a budget of up to $500
         iii. 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.
      i. The invitation email will be sent from do_not_reply@osc.edu - all folders should be checked, including spam/junk. If the student did not receive this email, please contact OSC Help (oschelp@osc.edu).
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.
4. Be sure to communicate this information with your students so sign ups go as smoothly as possible.

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.
   d. Send Student Sign-Up instructions; be sure to fully communicate all of the following information with your students so sign ups go as smoothly as possible.

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 form, verify account, and create username and password
   a. The verification email will be sent from do_not_reply@osc.edu - all folders should be checked, including spam/junk. If the student did not receive this email, please contact OSC Help (oschelp@osc.edu). This is necessary to set up the username.

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 MyOSC, the Client Portal (my.osc.edu)
3. Submit request
4. Access granted