

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](mailto: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