Classroom Project Workflow

1. As PI, apply for a classroom project in MyOSC, the Client Portal (my.osc.edu); a new budget and possibly a new project will be needed for each course.
   a. Note: project admin can submit a budget request if the previous classroom project is being re-used.
   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.

Student Sign-Up Instructions

1. As PI or project admin, go to the project details to set up an access number:
   a. Add/Change Access Number
      i. Be sure to edit the expiration date – mark it for the maximum date (14 days away)
   b. Change Access Number
   c. Obtain the project code and access number for student instructions found below. These will need to be updated if the code expires.
      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
   d. Send Student Sign-Up instructions; be sure to fully communicate all 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. Verify email address with the response code
   b. When prompted to fill out the registration form, enter the Project Code and Access Number
   c. Agree to terms
   d. Create username and password
   e. Emails will be sent from no-reply@osc.edu – all folders should be checked, including spam/junk. If the student did not receive this email, please contact OSC Help. This is necessary to set up the username.
2. Username is active and have access to the project

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
3. Submit request
4. Access to the project granted