

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.
 - i. Note, this response code expires in 4 hours!
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