Getting Started with Xsede

Allocation Manager – Adding Accounts
• Go to https://portal.xsede.org
• Select SIGN IN
• From the **MY XSEDE** tab, select **ALLOCATIONS/USAGE**
• On the **XSEDE Allocations Usage** page, scroll down to the desired allocation.
On the XSEDE Allocations Usage page, select MANAGE USERS.
On the **MANAGE USERS** page, scroll to the bottom.
At the bottom of the \textit{MANAGE USERS} page, select \textit{ADD USER FORM}.
On the **SELECT A PROJECT TO EDIT USERS** page, select the **SELECT PROJECT** drop down list and select a project.

Select **NEXT**.
On the **EDITING THE USERS FOR THE FOLLOWING PI/PROJECT** page, enter an Xsede username in the **PORTAL USERNAME** field.

Select **LOOKUP USER**
• The page EDITING THE USERS FOR THE FOLLOWING PI/PROJECT will still be active.
• If the name lookup was successful, the PORTAL USERNAME information will appear.
• For the radio button IS THIS PERSON A CO-PI?, select NO.
• Under SELECT XSEDE RESOURCES, check the desired boxes
• Select ADD USER
• The page **EDITING THE USERS FOR THE FOLLOWING PI/PROJECT** will still be active.
• If you are finished looking up users to add, select **SUBMIT USERS**
• The verification page will appear
• Review the submission and scroll down
Portal Username: etoropov

XSEDE Resources:

- Bridges GPU (Bridges GPU) bridges-gpu.psc.xsede
- Large Memory Nodes (Bridges Large) bridges-large.psc.xsede
- Storage (Bridges Pylon) bridges-pylon.psc.xsede

Check that all of this information is correct. Once a user has been added to your project/allocation, he/she will have access to information about the project and be able to charge resource usage to the project. You are responsible for vetting the identity of the users you add to your project/allocation.

Select SUBMIT FOR APPROVAL
The **ADD REQUEST SUBMITTED SUCCESSFULLY** page should appear.
An email confirmation is sent to the requestor (you) and the portal username(s) selected.

Propagation of the changes can take up to 24 hours.

An add user request on the XSEDE User Portal was submitted on your behalf. The details of the request are below.

Project: TG-CIE160039
User: Evgeny Toropov (etoropov)
Resources: bridges-gpu.psc.xsede, bridges-large.psc.xsede, bridges-pylon.psc.xsede
PI: Franz Franchetti (franzf)
Submitted by: Daniel Fassinger (danfas)

***Important: This email is only a notification. No action is required on your part. To make changes to this request or report an error, please contact the XSEDE Help Desk at help@xsede.org or submit a ticket via the XSEDE User Portal (https://portal.xsede.org/help-desk).