

## OBTAINING AND USING OWNCLOUD ACCOUNT WITH WESTGRID

To transfer files from the field trips to the repository, we will be using an interface called OwnCloud. OwnCloud is very much like DropBox or Google Drive, but allows the files to be stored on a variety of different systems. In our case, we will be storing the files on servers at WestGrid, part of the Compute Canada consortium of academic computing resources. This is a large, secure, robust infrastructure for use by Canadian academic institutions. Researchers outside of Canada that are affiliated with a Canada-based research project are also able to access it, but they need to be sponsored by a Canadian partner.

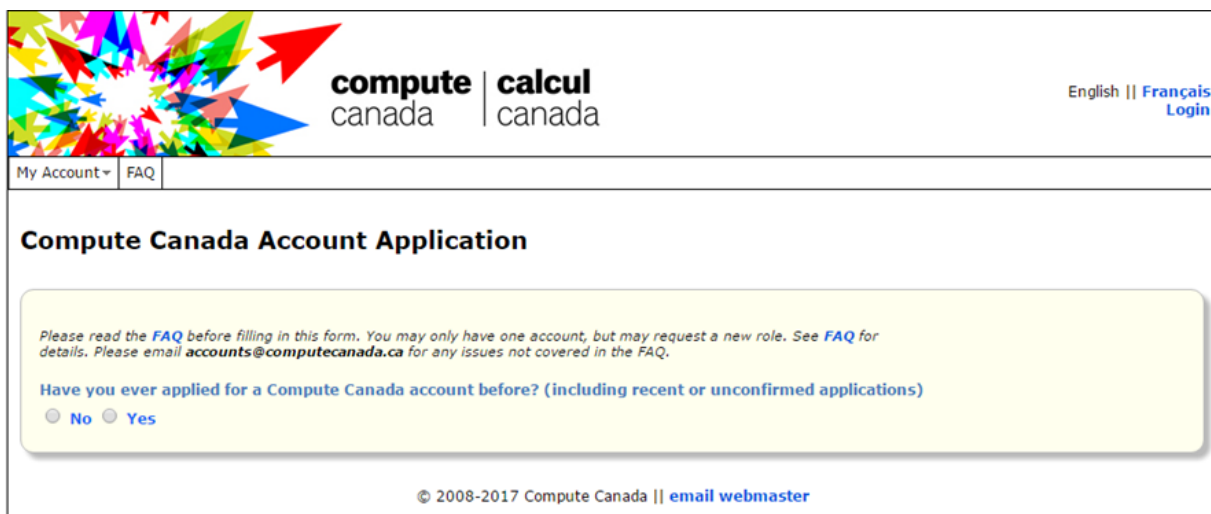
Therefore, we recommend that every field trip group designate one or two people to upload the material collected by the group. To do that, these people will need to sign up in advance for accounts at Compute Canada. This needs to be done in advance because each application requires manual approval, and can take a few days. **We urge every group to designate one or two uploaders at least a couple of weeks before the start of the trip.**

Researchers based at Canadian universities can sign up for a Compute Canada account through their home institution, and should check with their campus IT services for details. Non-Canadians should follow the instructions below.

### 1. Sign up for a Compute Canada account, by visiting the following page:

[https://ccdb.computecanada.ca/account\\_application](https://ccdb.computecanada.ca/account_application)

- a) You will first have to agree to the privacy and information policies and terms of use. The last question asks whether you agree to allow Compute Canada staff to access your data without specific permission; you may leave this as No. Once the form is complete, click Submit.
- b) You will then be asked if you have applied for an account before; normally you would say no.




The screenshot shows the 'Compute Canada Account Application' form. At the top, there is a colorful geometric logo and the text 'compute canada | calcul canada'. To the right, there are links for 'English' and 'Français', and a 'Login' button. Below the header, there is a navigation bar with 'My Account' and 'FAQ' links. The main heading is 'Compute Canada Account Application'. Below this, there is a yellow box containing the following text: 'Please read the FAQ before filling in this form. You may only have one account, but may request a new role. See FAQ for details. Please email [accounts@computecanada.ca](mailto:accounts@computecanada.ca) for any issues not covered in the FAQ.' Below this text, there is a question: 'Have you ever applied for a Compute Canada account before? (including recent or unconfirmed applications)'. There are two radio buttons: 'No' (selected) and 'Yes'. At the bottom of the form, there is a copyright notice: '© 2008-2017 Compute Canada || email webmaster'.

- c) Selecting No will present you with an application form. Enter your name and contact details. Note that it is preferable to use an institutional email address (e.g., a university server) rather than a commercial email service such as gmail or Yahoo.

Under Position, non-UBC users should choose **External Collaborator** under Sponsored User (even if they also fit one of the other categories, such as Student).





compute  
canada | calcul  
canada

English || Français  
Login

My Account | FAQ

### Compute Canada Account Application

Please read the [FAQ](#) before filling in this form. You may only have one account, but may request a new role. See [FAQ](#) for details. Please email [accounts@computeCanada.ca](mailto:accounts@computeCanada.ca) for any issues not covered in the FAQ.

Have you ever applied for a Compute Canada account before? (including recent or unconfirmed applications)

☒ No ☐ Yes

Given Name

Family Name

Email address

Re-enter email address

The use of institutional email addresses is strongly encouraged. Using google or other email services will likely delay your application.

Office phone

I prefer correspondence... ☐ in French ☒ in English

Institution

Department

Please spell out the correct department name in full to avoid delays in processing your application.

Position

Principal Investigator

☐ Adjunct Faculty

☐ Faculty ?

☐ Librarian ?

Industry / Government PI

☐ For-profit Principal Investigator ?

☐ Not-for-profit Principal Investigator ?

Sponsored User

☐ Undergraduate Student ?

☐ Master's Student

☐ Doctoral Student

☐ Postdoctoral Fellow

☐ External Collaborator (or Visiting Faculty) ?

☐ Researcher ?

☐ Non-research Staff ?

☐ Guest ?

Compute Canada Staff

☐ CC Consortium Staff ?

☐ Board Member ?

☐ Member Representative ?

☐ Regional Director


Submit application

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d) After choosing External Collaborator, a box will pop up to enter a sponsor, identified by a Compute Canada Role Identifier. Please enter Bruce Rusk's CCRI: **fvk-921-01** (the application will not be processed if this is left blank).



e) Then choose a username and password and click "Submit application,"



compute  
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canada

English || Français  
Login

My Account ▾ | FAQ

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Have you ever applied for a Compute Canada account before? (including recent or unconfirmed applications)

☒ No ☐ Yes

Given Name

Example

Family Name

Example

Email address

Example@Example.com

available

Re-enter email address

Example@Example.com

The use of institutional email addresses is strongly encouraged. Using google or other email services will likely delay your application.

Office phone

I prefer correspondence...

☐ in French ☒ in English

Institution

Other...

Institution name

University of Eastern Example

Department

Exemplary Studies

Please spell out the correct department name in full to avoid delays in processing your application.

Position

**Principal Investigator**

☐ Adjunct Faculty

☐ Faculty [?](#)

☐ Librarian [?](#)

**Industry / Government PI**

☐ For-profit Principal Investigator [?](#)

☐ Not-for-profit Principal Investigator [?](#)

**Sponsored User**

☐ Undergraduate Student [?](#)

☐ Master's Student

☐ Doctoral Student

☐ Postdoctoral Fellow

☒ External Collaborator (or Visiting Faculty) [?](#)

☐ Researcher [?](#)

☐ Non-research Staff [?](#)

☐ Guest [?](#)

**Compute Canada Staff**

☐ CC Consortium Staff [?](#)

☐ Board Member [?](#)

☐ Member Representative [?](#)

☐ Regional Director

Sponsor

Select a username

Re-enter username

Select a password

Re-enter password

Strength: 0

Password must be at least 8 characters in length. In the case the password is less than 16 characters, the following rules must also be respected:

- Must not use a dictionary word
- Passwords must use three out of four of the following four types of characters:
  - Lowercase
  - Uppercase
  - Numbers
  - Special characters such as !@#\$%^&\*()\_+!~=-`{}[]:;'<>?.,/ or space

Submit application

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f) You will be sent an email (at the institutional address entered above) to confirm your contact details. Click the link in that email to finalize the application.


Within 2-3 business days you should receive a second email with the subject line "Compute/Calcul Canada: New role approved." This indicates that your Compute Canada account has been created.

**2. Create an account in the WestGrid** (the part of Compute Canada at which our servers are located). In the confirmation email from Compute Canada there should be a link as follows:

You may apply for consortium accounts here:

<https://ccdb.compute canada.ca/me/facilities>

a) Follow that link (or the one above) to sign in to Compute Canada. You will be presented with a list of consortia; click the Apply button beside WestGrid (the last entry):



**compute | calcul**  
**canada | canada**

English || Français  
Logged in as Bruce Rusk (CCI: fvk-921) || Logout

My Account Resource Applications FAQ Browse

### Apply for a consortium account

Security note: the convenience buttons below pass information in a POST request for security reasons. Security software may detect this as a Cross-Site Scripting (XSS) attempt. You may need to reconfigure your security software to permit it.

Servers from the former **CLUMeq** and **RQCHP** are now available through **Calcul Québec**.

Consortium	New Account
ACENET	<a href="#">Apply</a>
CAC	<a href="#">Apply</a>
Calcul Québec	<a href="#">Apply</a>
SHARCNET	<a href="#">Apply</a>
SciNet	<a href="#">Apply</a>
WestGrid	<a href="#">Apply</a>

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Once you have applied, your application will need to be approved manually by the Database Coordinator (Bruce Rusk) and by UBC. This should happen with 2 business days.

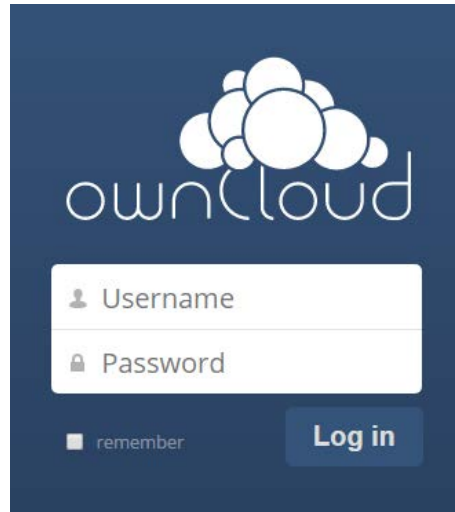
b) When it is complete, you will receive a confirmation email, meaning that your account is ready to use.



### Using OwnCloud: Instructions for FROGBEAR Uploaders

After you have created Compute Canada and WestGrid accounts, you will be able to use OwnCloud to share files with the UBC staff who will be receiving the files and adding them to the repository.

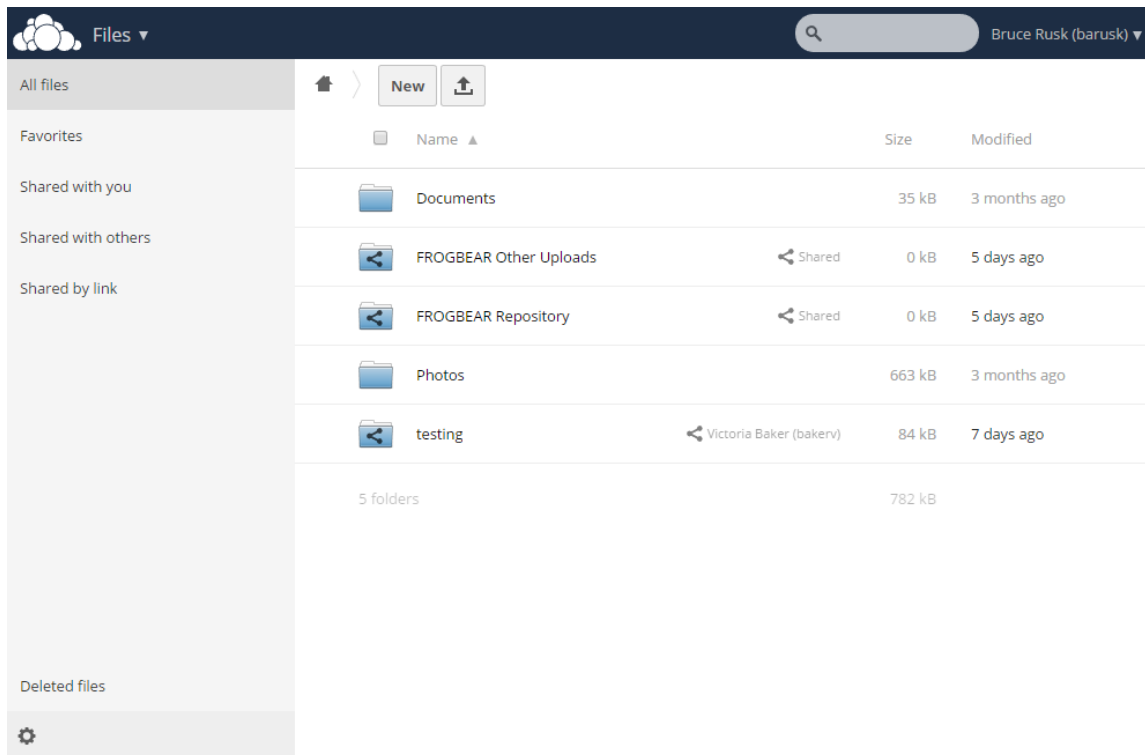
To access OwnCloud, go to the following URL: <https://owncloud.westgrid.ca/>



You will see the following login prompt:

Enter the WestGrid credentials you created (your username is not your email address, but the username you chose).

After logging in, you will see a list of folders to which you have access. These include folders you have created yourself and those others have shared with you. It will look something like this:




The following icon indicates a file or folder that is being shared:



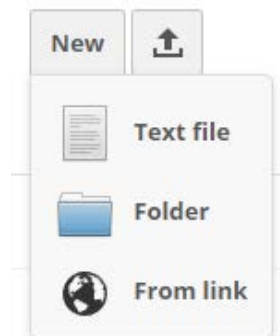
Through the menu on the left-hand side of the screen, you can choose to view folders and files that others have shared with you or those that you have shared with others.

Once a user has been registered as an uploader for a given trip, we will provide access to two folders for uploads: one for uploads intended for the repository and one for other uploads (such as material that can be used for project publicity, but not intended to become part of the permanent research repository).

To open a folder, click on its name. Once you have opened a folder, you can create a new folder by clicking the word **New** on the top bar and choosing **Folder**:

To upload one or more files, either click the upload icon (  ), to the right of **New**, and choose files and/or folders with the file selection dialogue appears, or drag and drop files from your computer (Windows Explorer on Windows, Finder on OS X). You may upload entire folder structures at once.

While files are being uploaded, you will see a progress bar:



Wait until the progress bar reaches the end and disappears before closing the browser window, or the files will not completely upload.