

# How to Create Bulk Repos in GitHub?

## Overview

Bulk Repositories can be created in GitHub by filling the DTOP onboarding form along with the CSV file having the names of the Bulk Repositories.

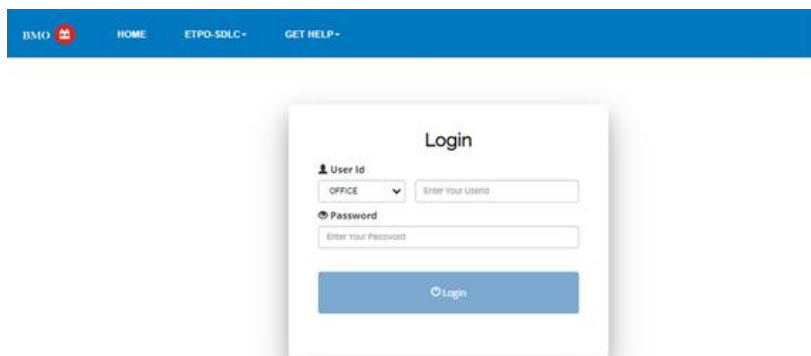
After request submission, it goes to the Requester's Manager/Repository Owner for approval. Once approved, request will be fulfilled automatically. User can track progress of the ticket using Jira ticket number, which is emailed at the time of request submission.

## Who can make the request?

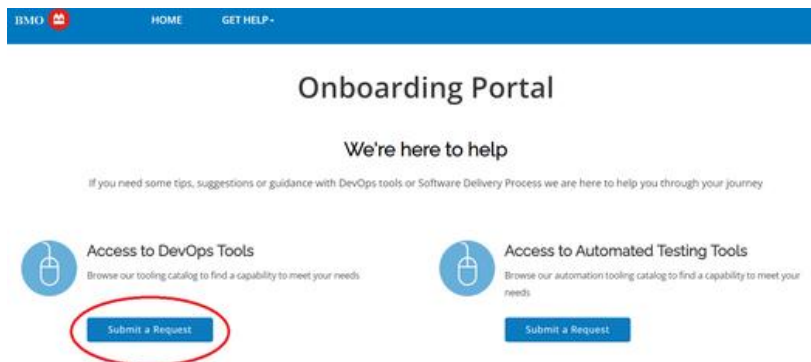
BMO user who has an active profile in AzureAD.

## Steps

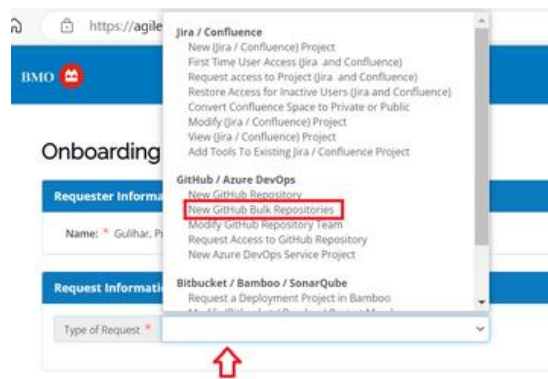
1. Please enter your User ID and Password to login to the [DTOP portal](#).

The screenshot shows the DTOP portal login interface. At the top is a blue navigation bar with links for BMO, HOME, ETPO-SOLC, and GET HELP. The main content area features a white login box with the title 'Login'. Inside the box, there are two input fields: 'User Id' with a dropdown menu set to 'OFFICE' and a text input field, and 'Password' with a text input field. Below these fields is a blue 'Login' button.

2. After sign-in, it will navigate to Onboarding Portal main page. Select **Submit a Request** button under **Access to DevOps Tools**.

The screenshot shows the Onboarding Portal main page. It has a blue navigation bar with links for BMO, HOME, and GET HELP. The main content area has the title 'Onboarding Portal' and a subtitle 'We're here to help'. Below this is a paragraph: 'If you need some tips, suggestions or guidance with DevOps tools or Software Delivery Process we are here to help you through your journey'. There are two main sections: 'Access to DevOps Tools' and 'Access to Automated Testing Tools'. Each section has a mouse cursor icon, a description, and a 'Submit a Request' button. The 'Submit a Request' button under 'Access to DevOps Tools' is circled in red.

3. In the **Onboarding Form**, in **Type of Request** option select **New GitHub Bulk Repositories**.




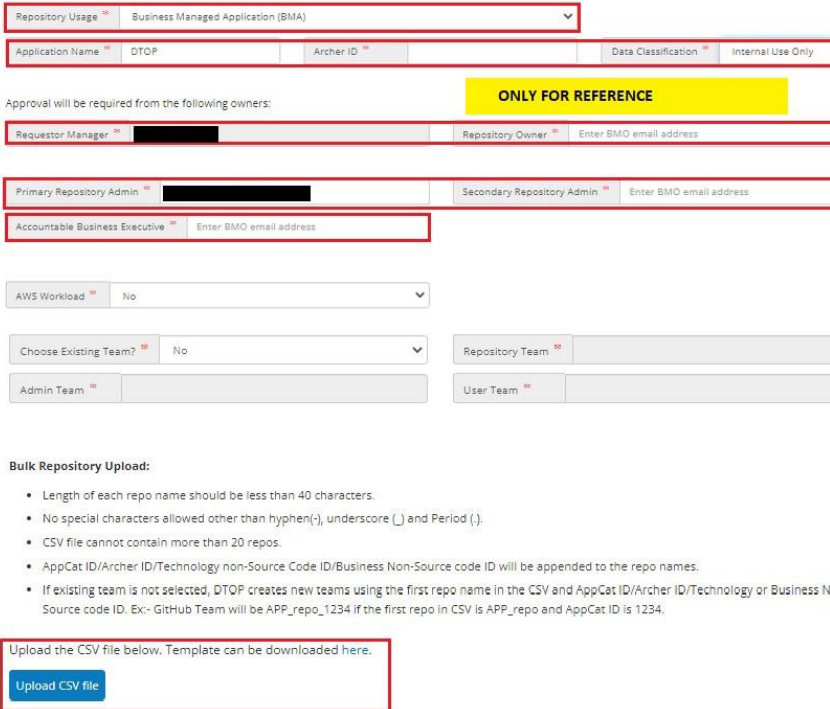
4. Fill out the following **Project Information** details in the request as per the below table. All mandatory fields are marked with an asterisk on the Onboarding form. User selects the **Repository Usage** from the below depending on their usage needs.

1. Technology Managed Application
2. Business Managed Application
3. Business Use (Not Source Code)
4. Technology Use (Not Source Code)
5. Sandbox

| Field Name       | Pre-populated / User to provide | Technology Managed Application                       | Business Managed Application   |
|------------------|---------------------------------|--|--------------------------------|
| Application Name | User to provide                 | User to select the Application from the selection.   | User provides Application name |
| AppCAT ID        | Pre-populated                   | Pre-Populated based on "Application Name" selection. | NA                             |
| Archer ID        | User to provide                 | NA   | User to provide Archer ID      |

|                                    |                 |   |   |
|------------------------------------|-----------------|---|---|
| Data Classification                | Pre-populated   | Pre-Populated based on “Application Name” Selection. User can manually change the selection from the dropdown.  | User to provide.                                |
| Choose existing Non-Source Code ID | User to provide | NA  | NA  |
| Existing Non-Source Code ID        | User to provide | NA  | NA  |
| Requester Manager                  | Pre-populated   | System prefills the Requestor Manager field with the name of the current user's Manager.  |   |
| Repository Owner                   | Pre-populated   | Pre-Populated based on “Application Name” selection.<br><br>Repository Owner is the owner of the AppCat ID.   | User provides the name of the Repository Owner. |
| Accountable Business Executive     | User to provide | NA  | User to Provide                                 |
| Accountable CIO                    | User to provide | NA  | NA  |
| Primary Repository Admin           | Pre-populated   | By default, the requesting user becomes the Primary Repository Admin but requester can select another user.<br><br>Primary Admin will be added to all three GitHub Teams (Base Team, User Team and Admin Team). |   |
| Secondary Repository Admin         | User to provide | Secondary Admin will be added to all three GitHub Teams (Base Team, User Team and Admin Team).  |   |

|                      |                 |   |
|----------------------|-----------------|---|
| AWS Workload         | User to provide | <p>No/ Yes-Old account structure/ Yes- new multi-account structure</p> <p>For instructions on new multi-account structure AWS enabled repositories, please refer to the AWS documentation.</p> <p>Select <b>Yes – new multi-account structure</b> ONLY IF Cloud Engineering team has created new AWS accounts as before.</p>  |
| BMO Business Group   | User to provide | <p>If user selects <i>Yes- new multi-account structure</i> then <b>BMO Business Group</b> is also to be selected from the following options:</p> <ul style="list-style-type: none"> <li>• NA Personal and Business Banking</li> <li>• Wealth Management</li> <li>• BMO Capital Markets</li> <li>• Corporate Areas Technology</li> <li>• NA Commercial Banking</li> <li>• Enterprise</li> </ul>  |
| Workload Type        | User to provide | <ul style="list-style-type: none"> <li>• API (This option is to be selected only when API workloads are deployed.)</li> <li>• Data Analytics (This option is to be selected in case of data analytics workload)</li> <li>• General Workload</li> <li>• External Landing Zone</li> <li>• Shared Services</li> </ul>  |
| BIAN Business Area   | User to provide | <p>If <b>Workload Type</b> selected is <b>API</b> then <b>BIAN Business Area</b> is also to be selected from the following options:</p> <ul style="list-style-type: none"> <li>• Sales Service</li> <li>• Reference Data</li> <li>• Operational Execution</li> <li>• Risk &amp; Compliance</li> <li>• Business Support</li> </ul>   |
| Choose Existing Team | User to provide | <p>Choose ‘Yes’ if GitHub Team already exists, and Repos to be created in GitHub will be created under the existing team.</p> <p>Choose ‘No’ if new GitHub Team should be created.</p>  |
| Repository Team      | User to provide | <p>This is the GitHub Base Team with Read only access.</p> <p>If ‘Choose Existing Team?’ is set to ‘Yes’, choose “Repository Team” from the selection.</p> <p>If 'Choose Existing Team?' is set to no, this team name is generated based on the first repository name in the CSV file.</p> <p>For example, If the first repo name in CSV file is APP_reponame and AppCat ID is 1234567890, the team name will be APP_reponame-1234567890.</p> |
| Admin Team           | Pre-populated   | Pre-Populated. This is the GitHub Team with Admin access.   |

|                        |                 |  |   |
|------------------------|-----------------|--|---|
| User Team              | Pre-populated   | Pre-Populated. This is the GitHub Team with Write Access.                          |   |
| Sandbox Use Start Date | User to provide | NA   | NA  |
| Sandbox Use End Date   | User to provide | NA   | NA  |
| Sample Onboarding Form |                 |  |  |

5. Click **Upload CSV file** button to upload the list of repositories which to be created in GitHub.

- Download the below template to your local workstation.



CSV Template.csv

- Update this CSV file with list of Repo names to be created in GitHub.
- Upload this CSV file in the DTOP form and the list of Additional Repositories will be shown.

#### Naming Standard for Repos listed in CSV file:

- Length of the repo name is less than 40.
- No special characters are allowed other than hyphen(-), period(.) and underscore(\_).

Please note, repository creation will fail if the repo name is not as per mentioned naming standard.

#### Important Information:

1. Max limit on no. of Repos listed in CSV file is 20.
2. First row in the CSV file is header.
3. Bulk repositories' names must be listed in the CSV file without AppCat ID/Archer ID/Technology non-Source Code ID/Business Non-Source code ID. DTOP will automatically append these IDs to the listed repositories at the time of Repo creation in GitHub.
4. If ***Choose Existing Team?*** is selected as ***No***, then DTOP will create a New GitHub team. This New GitHub Team will be named by taking the first repository name from the CSV file and appending AppCAT ID/Archer ID/TU/BU ID (provided by the user in DTOP onboarding form) to it.  
For example, If the first repo name in CSV file is **APP\_reponame** and AppCAT ID is **1234**, then the New GitHub Team will be named as **APP\_reponame\_1234**.

6. Click on ***Submit*** button to submit the request for New GitHub Bulk Repositories.

- When the request is submitted, approval email is sent to the Reporting Manager and Repository Owner. In this approval email, the requester is also CC'ed along with maintainers (only if ***Choose Existing Team?*** option is selected as ***Yes***) of the team.

- Once all approvals are received for the request, the GitHub Enterprise Cloud repository will be created.

## References

- [How to Create a Single Repo in GitHub?](#)
- [How to Create AWS-Enabled Repos in GitHub?](#)