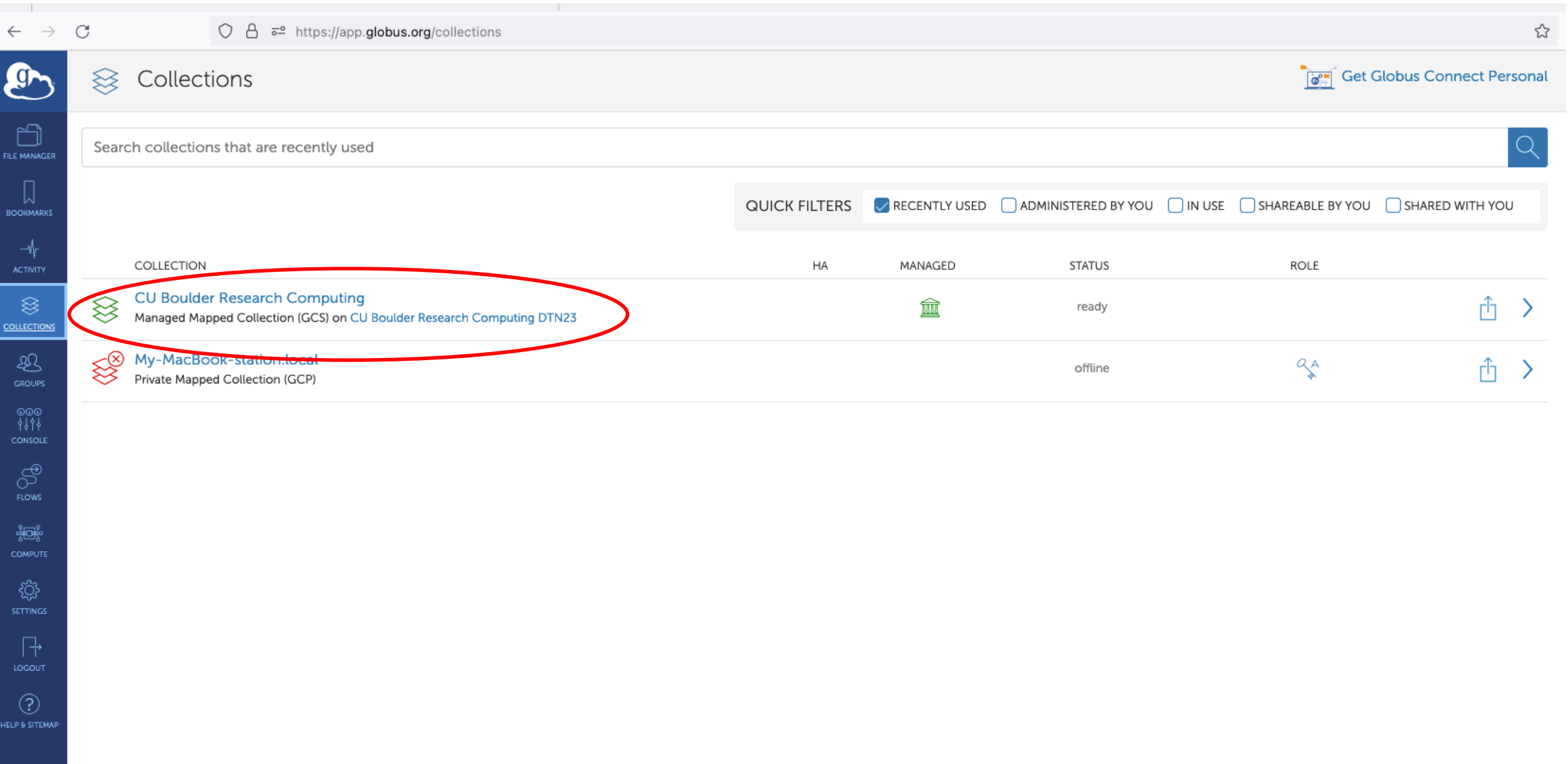









1) Log into Globus and make sure to select the Collection “CU Boulder Research Computing”



The screenshot shows the Globus Collections interface. The left sidebar contains navigation links: FILE MANAGER, BOOKMARKS, ACTIVITY, COLLECTIONS (highlighted), GROUPS, CONSOLE, FLOWS, COMPUTE, SETTINGS, LOGOUT, and HELP & SITEMAP. The main content area displays a table of collections. The first collection, 'CU Boulder Research Computing', is highlighted with a red circle. It is a Managed Mapped Collection (GCS) on CU Boulder Research Computing DTN23, with a status of 'ready'. The second collection, 'My-MacBook-station.local', is a Private Mapped Collection (GCP) with a status of 'offline'.

Search collections that are recently used

QUICK FILTERS: ☒ RECENTLY USED ☐ ADMINISTERED BY YOU ☐ IN USE ☐ SHAREABLE BY YOU ☐ SHARED WITH YOU

COLLECTION	HA	MANAGED	STATUS	ROLE
 CU Boulder Research Computing Managed Mapped Collection (GCS) on CU Boulder Research Computing DTN23			ready	 
 My-MacBook-station.local Private Mapped Collection (GCP)			offline	 

2) Select the tab “Collections” and then click the button “Add Guest Collection”

The screenshot shows the CU Boulder Research Computing interface. The 'Collections' tab is selected and circled in red. The 'Add Guest Collection' button is also circled in red. The interface includes a sidebar with navigation options: FILE MANAGER, BOOKMARKS, ACTIVITY, COLLECTIONS, GROUPS, CONSOLE, FLOWS, COMPUTE, SETTINGS, LOGOUT, and HELP & SITEMAP. The main content area displays a table of Guest Collections with columns for DISPLAY NAME and CREATED. The table lists several collections, including NSIDC_CETB_SWE, MJB_test_collection, strongjets, NSIDC_0630v2, CMIP6_PET, magnetoconvection_simulation, NSIDC_0738v2, test_share2_to_shadete, and Libimage legacy content. Each row has a right arrow icon for further actions.

CU Boulder Research Computing

Overview Collections Credentials

Guest Collections

⏪ First Next ⏩

QUICK FILTERS ☐ MANAGED BY ME ☐ NEVER ACCESSED ☐ 90+ DAYS OLD

DISPLAY NAME	CREATED	
NSIDC_CETB_SWE	2023-11-15	>
MJB_test_collection	2023-11-15	>
strongjets	2023-10-20	>
NSIDC_0630v2	2023-11-15	>
CMIP6_PET	2023-10-20	>
magnetoconvection_simulation	2023-09-02	>
NSIDC_0738v2	2023-11-15	>
test_share2_to_shadete	2023-09-22	>
Libimage legacy content	2023-10-12	>

+ Add Guest Collection


3) Add info related to the Guest Collection. Make sure to enter a **full path** where you have access to. For example </scratch/alpine/foo@xsede.org>. It works for Petalibrary as well.

The screenshot shows the 'Create new Guest Collection' interface. A sidebar on the left contains navigation icons for File Manager, Bookmarks, Activity, Collections, Groups, Console, Flows, Compute, Settings, Logout, and Help & Sitemap. The main form area has a header 'Create new Guest Collection' and a sub-header 'You are creating a guest collection on CU Boulder Research Computing to share data'. The form fields are as follows:

- Directory:** A text input field containing '/scratch/alpine/kfotso@xsede.org/' with a 'Browse' button and a help icon. This field is circled in red.
- Display Name:** A text input field containing 'Kevin_Alpine_Scratch'. This field is circled in red.
- Description:** A text area containing 'This is to demonstrate how to create a Guest collection. Here, I am using my scratch directory'.
- Keywords:** A text input field containing 'scratch;kfotso'. This field is circled in red.
- Information Link:** An empty text input field with a help icon. Below it is a note: 'This link should be to a webpage that will help users understand how to use your collection as it is set-up in your particular context. Some suggestions include: FAQs, getting started, etc.'
- Contact Email:** A text input field containing 'kevin.fotso@cuanschutz.edu' with a help icon. Below it is a note: 'Provide an email address that is actively monitored where users of your collection can receive support in a timely manner. e.g. jdoe@example.org'.
- Organization:** A text input field containing 'CU Anschutz'.
- Department:** A text input field containing 'School of Medicine / OIT'.
- Other Contact Info:** An empty text area.

At the bottom of the form, there is a checkbox labeled 'Force encryption on transfers to and from this collection' which is checked. Below the checkbox are two buttons: 'Create Collection' and 'Cancel'.

4) Below is how you can have access to the hyperlink associated with the guest collection. Finally click on **"Add Permissions – Share With"** to invite a user or a group to have access to the directory

 Kevin_Alpine_Scratch

 Overview  Permissions  Roles

Shared With

Mapped Collection: CU Boulder Research Computing
Base Path: /scratch/alpine/kfotso@xsede.org/

 Add Permissions – Share With



USER OR GROUP

CREATED

READ

WRITE

ROLE

Path: /		 Hide link for sharing	
https://app.globus.org/file-manager?origin_id=ba33f0dd-1637-41d1-a83a-0dec5c0270cf&origin_path=%2F			
(this URL is only accessible to those listed below)			
CU Boulder Research Computing DTN23 (3a4bb461-56bd-481e-ac3a-3f3c1b815fb0@clients.auth.globus.org)	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kevin Fotso (kfotso@access-ci.org)	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5) This is what the page to add a user or a group will look like. Make sure again to give the full path where you need them to have access to (e.g. /scratch/alpine/foo@xsede.org).

g KEVIN_ALPINE_SCRATCH
Add Permissions - Share With

FILE MANAGER


BOOKMARKS

ACTIVITY

COLLECTIONS


GROUPS

CONSOLE

Path  [Browse](#)

Share With

- ☒ user - share with specific individuals
- ☐ group - make data accessible to members of a group
- ☐ all users - make data accessible to all logged in users of Globus
- ☐ public (anonymous) - make data accessible to everyone

Username or Email  [Add](#)

Permissions

- ☒ read
- ☐ write

[Add Permission](#) [Cancel](#)