

SMD HEC eBooks Quick Start Guide

Before you begin: important points

- ▶ You must have NASA funding to use NASA's High-End Computing (HEC) resources.
- ▶ Make sure the start and end dates for your HEC request match your funding's period of performance.
- ▶ Requesting Science Mission Directorate (SMD) allocations is a two-step process – Eligibility Request and Computing Request. The Eligibility Request lets NASA confirm your funding; the Computing Request has the information NASA needs to set up your allocation. *Only Computing Requests are allocated.*
- ▶ Other Mission Directorates use a single-step request process.

Logging in to HEC eBooks

Enter your Username and Password, choose the Mission Directorate that funds your computational project, and check the box that you acknowledge and consent to the security disclaimer. If you do not already have a HEC eBooks Username and Password, click the User Registration link on the login page.

- ▶ *Your eBooks login information is different from your NAS or NCCS login information.*

For problems logging in, contact ebooks@reisys.com

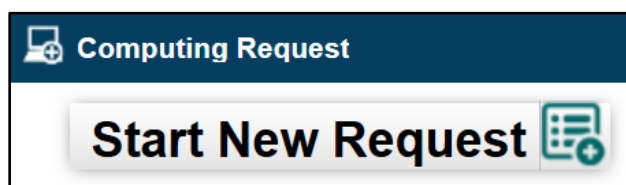
New projects

New ROSES projects

If you submitted a HEC Request with your ROSES proposal *and* your proposal was selected, your request will appear on your eBooks dashboard shortly after selections are announced.

- ▶ *You still need to submit a Computing Request.*

If you did not submit a HEC Request with your ROSES proposal, you may still request HEC resources. Start a new request by clicking the "Start New Request" button (shown right top). Then click the "Yes" radio button to show that this is a request for a ROSES project (shown right bottom).

A screenshot of a 'Request Form' with a dark blue header. The form contains two steps: 'Step 1: Submit an Eligibility Request' and 'Step 2: Submit a Computing Request'. Below the steps, there is a question: 'Is this request for a ROSES project?' with two radio buttons, 'Yes' and 'No'. The 'Yes' radio button is selected. A red circle highlights the question and radio buttons. At the bottom right, there is a 'Continue' button with a checkmark icon.

Other new projects

If your project is not funded through ROSES, start a new request based on your current funding. Click the "No" radio button (shown right bottom) to show that this is NOT a request for ROSES project.

Existing project

New funding source for existing projects

A screenshot of a form with a light gray background. It contains a question: 'Is this a continuation request?*' with two radio buttons, 'Yes' and 'No'. Below the question is a small text: '(i.e., existing HEC project with new funding source)'. At the bottom, there is a field labeled 'GID*' with a small blue icon to its right.

Start a new request for each new funding source. If you already have a Group Identifier (GID) at NAS or NCCS, click the radio button to show that this is a "continuation," and enter your GID. GIDs are assigned by the HEC program, not by the user.

End of funding

No-Cost Extension (NCE) to Funding

Send a copy of your NCE notification to support@hec.nasa.gov to request a change to your project's end date. If your NCE is confirmed, you will be instructed to return to eBooks and submit a Modification Request.

One-year grace period upon request

If your funding will expire and you do not have follow-on funding from NASA, you can request a 1-year grace period to finish your work. Contact support@hec.nasa.gov before your current funding expires.

Changing your allocation

Use the Modification Request to change your HEC award. The link is in the alert banner at the bottom of the request record (circled, shown left).

Enter new total requested SBUs/storage, either a higher new total allocation if you are at risk of exhausting your current allocation, or a lower total if you anticipate using less than 50% of your allocation. Do not enter only the increased or decreased amount.

Timing

- ▶ Computing and Modification Requests will be evaluated and a **decision announced within three (3) months** of receiving your completed request.

If this is an emergency, contact support@hec.nasa.gov. Be sure to include your HEC Request Number and justification for needing a faster turnaround.

Common issues

Using more than one system

Sometimes you need to use more than one system. Contact support@hec.nasa.gov and indicate:

- Your GID
- Your current allocation (SBUs/storage and system)
- Number of SBUs/storage to move
- Where to move the SBUs/storage
- Justification for using multiple systems

Request was not submitted

Only submitted Computing Requests will be allocated. If the status of the Computing Request is "Incomplete" (shown right top), the request has not been submitted. Make sure that the green indicators are showing for all three forms, which means that each component of the request has been submitted. When the status appears as "Ready For Submission," click the "Final Submission" link (circled, shown right bottom). The status will change to "Submitted." The same is true for Modification Requests.

Who to contact

For help with the allocation process, contact: support@hec.nasa.gov

For HEC eBooks technical support, contact: eBooks@reisis.com

For technical support at NAS, contact: support@nas.nasa.gov

For technical support at NCCS, contact: support@nccs.nasa.gov