**Quick Links**

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First, check if you already have an account. You can check this by attempting to log in to the cluster, according to the instructions at "Logging in to the NYU HPC Clusters".

Login to the URL given below, using your netid/password, to create or manage HPC Account Requests:

https://iiq.home.nyu.edu/identityiq

Upon logging in, an end user’s landing page will look like this:
With a “QuickLink” or tile labeled “Request HPC Account” as well as recent or pending approvals or forms.

When an approver/sponsor/faculty logs in, it will look like this:

![Image showing the Home page with QuickLinks and approvals]

with “QuickLinks” to both “Bulk HPC Account Request” and “Request HPC Account” and will show any recent or pending approvals or forms.

If the “Request HPC Account” QuickLink is clicked, the following form appears:
The user’s name will be prepopulated, and the forms required fields must be completed (sponsor, reason for request, consent to terms of use). After clicking “Submit” the chosen sponsor will be notified of the request and provisioning will only occur after approval.

If the “Bulk HPC Account Request” QuickLink is clicked, the following form appears:
The requestor’s name will be prepopulated, and the forms required fields must be completed (sponsor, list of netids, course identifier, reason for request, consent to terms of use). These requests are auto-approved since they are usually submitted by the sponsor themselves or a member of the HPC Admin team.

**Approving a Request:**

When a sponsor logs in to approve a request, clicking on the “Approvals” QuickLink will lead to a list of pending requests:
Another way to get to pending approvals is to click on the line item in the “Latest Approvals” section which will lead directly to the approval page.

For new HPC Account Requests, the page will look like this:

Here, the Approve or Deny button should be clicked, then confirmed, in order to complete the request.

For HPC Account Renewals, the page will look like this:
Here, all systems should be selected by clicking the check box in the menu bar, and choosing "Select Everything".
Then, the “Select Bulk Action” menu is used to Approve or Reject all items selected. Please note that the line items may span multiple pages and all items must be acted upon in order to complete the request. Clicking “Complete” will complete the request.