1. When you first had your account created, if you chose PI Eligible and were accepted, you can request an allocation. If you were ineligible, your PI or a delegate will need to assign you to an allocation. If you aren’t sure, please contact TACC Consulting for assistance. TACC Consulting can be found here: https://portal.tacc.utexas.edu/tacc-consulting.

2. Direct your browser to https://portal.tacc.utexas.edu. Enter your User Name and Password and click Log In.

3. Select Allocations from the web menu, and choose Allocations Overview to read about allocation policies.
4. Select Projects and Allocations to see any allocation assignments or create a new project.

5. On the Project Management page, click Create Project button. If you do not see the green project button, you are not PI Eligible.

6. Fill out the information on the Create a new Project page. Be sure to review the Allocations Overview page for information on what project Type fits your project. Contact TACC Counseling if you have any questions.
7. Once finished, click on the **Create Project** button.

8. Your project should then be listed on the **Project Management** page.

9. Click on **View Project Detail** to access more features of the project.
10. In the **Project** page, you can add or update general information about the project.

11. You may email, assign or remove users and delegates.

12. Click **Request a New Allocation** or **Request Increase** for existing allocations.
13. Check the boxes for each resource being requested. Review resources here: https://www.tacc.utexas.edu/resources

14. You are required to select a value for the number of **Service Units (SU)** you will need for the project. This is calculated by the following formula: **Number of cores X wall-clock time of job (in hours)**. For other resources, you may be asked for lab hours or storage amounts. A justification for the project’s system units will need to be written.

15. Once complete, click **Submit Allocation Request**.

16. You should also receive an email confirming your request. The allocation will be reviewed. Please click [here](#) for allocation deadlines.

17. Your **Project** page should now show the request as pending. You can make any last minute changes using the **Edit Request** button.
18. To add a user to your project, on the Project page, click on Add User.

19. Search for users by one of the following: last name, email, or username.

20. Once the user is found, select the appropriate user with the Select User button.

21. Click Add Selected User.

22. The new user should appear in the Project page in the Users section. To add a delegate to your project you must first add the individual as a user. Then you can assign delegate rights by clicking Assign Project Delegate.
23. The **Manage Project Delegate** page allows you to select from current users and assign one as a delegate. Select the user by clicking the button next to their name. You may only select one user as a delegate through the TACC system. Click **Assign Delegate** to complete the assignment. To remove delegate rights, return to this page and select No Delegate, and click **Assign Delegate**.

![Manage Project Delegate](image-url)