Creating a TACC User Account

1. To create a TACC user account, you will need to direct your browser to https://portal.tacc.utexas.edu.

2. Once at the portal site, click on the gray button labeled **Create a TACC Account**
3. Read the new user information page, then click **Continue**.

4. Read the TACC Usage Policy. Click **Accept**.
5. Enter all *required fields* in the request form.
6. Select your institution from the drop down list...or...
7. ...if your institution is not listed, enter your institution by clicking the Not Listed? link.
8. Create your username. *It cannot be any longer than 8 characters in length.*

9. Enter your desired password. Please note the restrictions on the password characteristics in the box highlighted below.

10. In case of a forgotten password, enter a security question only you will know the answer to.

11. *PI Eligibility* should be marked as Ineligible unless you will be a principal investigator on a project. Please refer to PI Eligibility at [https://portal.tacc.utexas.edu/allocations-overview](https://portal.tacc.utexas.edu/allocations-overview).

12. *UT EID* is for University of Texas system faculty and staff. Please leave blank if you are not in the UT system.

13. Click **Submit**.
14. Check the email account you submitted for a verification email. Click on the link contained in the email to confirm your email address. You should be taken to the email confirmation page on the TACC portal.

Dear John Doe,

You have successfully submitted a request (#38136) for an Account via the TACC User Portal (TUP).

Account: usertacc
Email: johndoesacct@gmail.com
Phone: 555-555-5555
Institution: Texas Advanced Computing Center

In order to maintain accurate contact information about our users, we require you to click on the following link to confirm your email address:

http://portal.tacc.utexas.edu/email-confirmation?code=XsTfbWKVPpLyQ6dVcU7wCyPpivgPcgyPruhfnrkJxygLWkA&function

Once your email has been confirmed, you will have access to the TACC User Portal, and the TACC Accounting Coordinator (ACC) will receive and process your request. You will not have access to TACC's user portal until your account request is confirmed by an email from a TACC administrator.

Congratulations, you have successfully confirmed your email address. Your request will now be processed by a TACC administrator, and you should receive an email response to your account request within 24 hours.
15. Your account will need to be approved. Within 24 hours you should receive an email from TACC. You must click on the provided link to activate your account.

16. You will be taken to the TACC User Portal. Enter your username and password. Click Login.
17. The Terms of Use page should appear. Please read through the terms and click **I Agree**.
18. Your account is set! You may request assistance, edit profile information, monitor allocations, and view news.