PennState
Institutes of Energy and the Environment

> **Please note: CQI will only retain your data in active storage for *60 days* from the date of data delivery.**

Part 1: For first time External Clients (PSU users scan skip to Part 2)

1) Open your internet browsers and navigate to app.globus.org
2) Click on Globus ID link at the bottom of the page.

3) Click on Need a Globus ID in the upper right corner of the login information.

4) Enter a username and password of your choosing. Complete the additional information and click Create ID.

Part 2: Making your personal computer a collection endpoint (for PSU and External Clients)

1) Open your internet browser and navigate to: www.globus.org/globus-connect-personal

2) Install the version of Globus Personal Connect that is right for your computer system.

3) Open the Globus Application on your personal computer.

4) Log in with your Penn State or Globus credentials. The first time you log in, you will be prompted to make your personal computer an endpoint.

5) Fill in the Collection Details and press Save.

Part 3: Transferring your data from CQI storage to your personal computer (for PSU and External Clients)

1) Open your internet browser and navigate to https://app.globus.org/

2) Sign in with your Penn State or Globus ID.
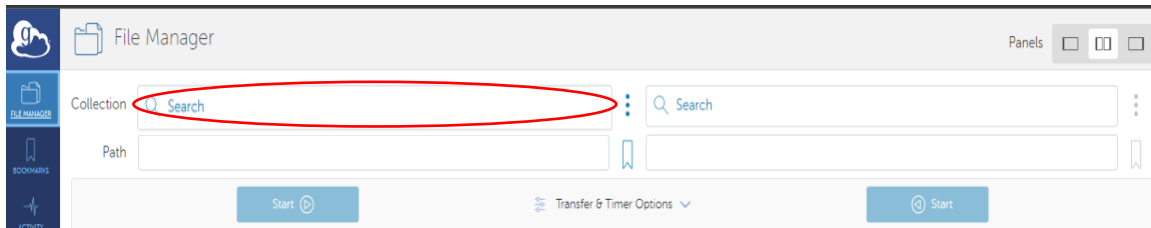
3) On the File Manager page, click on the search tool in the left panel.

Note: if you do not see two search bars as above, please click on the middle symbol under panels in the upper right corner of your window.
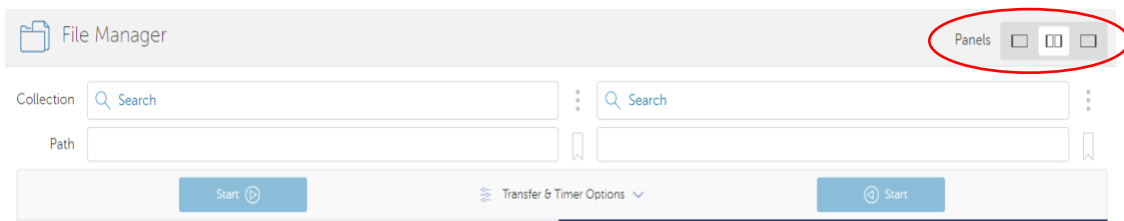
4) Under Collection Search, click on the Shared With You tab.
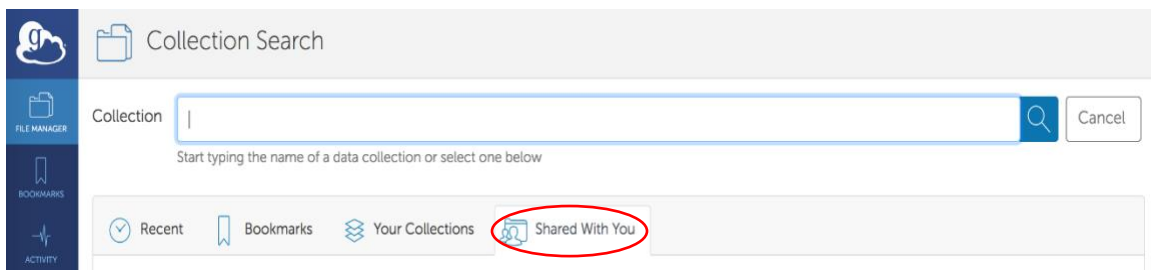
5) Click on your collection. This will return you to your File Manager page with the path to your collection filled in. You will now be able to see your list of data folders inside of the collection shared with you. You will now be able to move your data to the endpoint of your choosing.

6) Click on the search bar in the right panel.

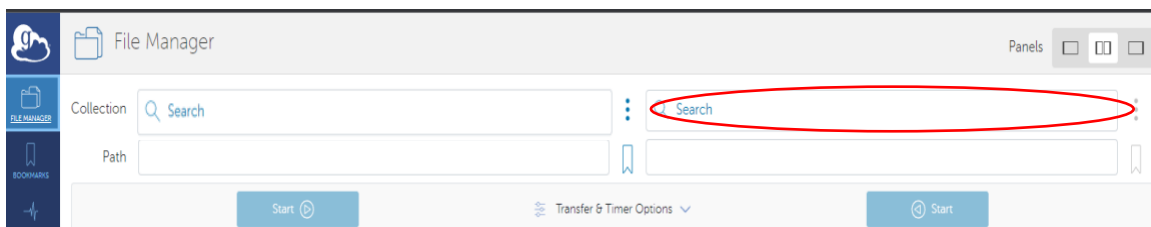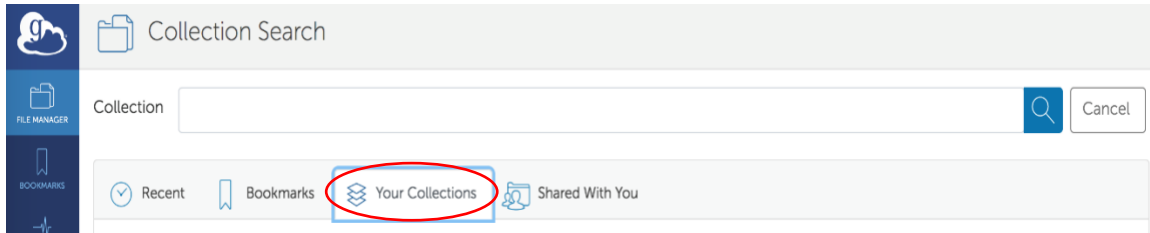7) You will be able to find your personal computer under the Your Collections tab when you do a Collection Search on the File Manager page.

8) Click on the collection name that you gave your personal computer. This will return you to your File Manager page with the path to your collection filled in.

9) First, check the boxes next to the data you want to transfer (red #1). Then press Start (red #2). This will initiate your data transfer.
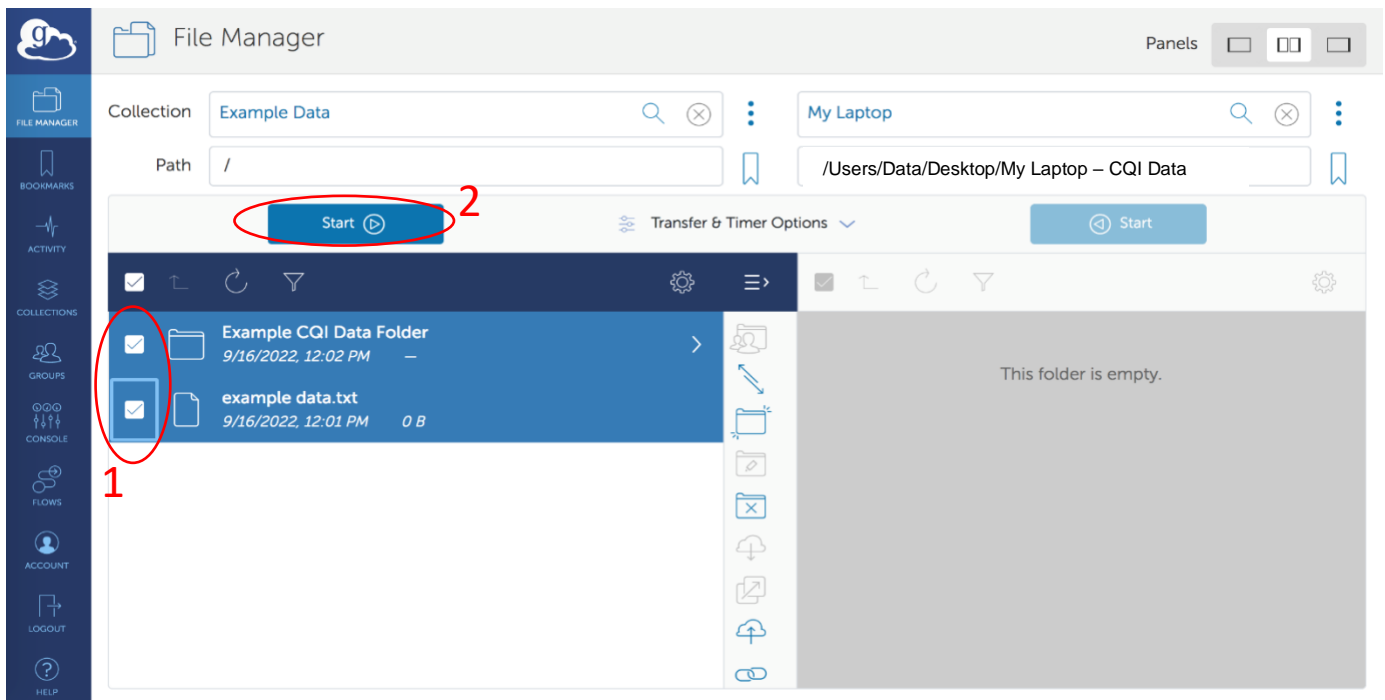
10) You can check the activity page to monitor transfer success and failures.

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Part 4: Transferring your CQI data directly to your lab's ICS account.

1) Penn State's ICS has established endpoints. In the collection search bar of the right panel, search for: PennState_ICS-ACI_DTN_EndPnt
   a. There will be 3 endpoints to choose from. All will allow you to type the full path name to your lab's storage space under Path.

2) Complete part 3, step 9 above.

For questions regarding data transfer, please reach out to CQI staff by visiting
https://iee.psu.edu/labs/center-quantitative-imaging#center-for-quantitative-imaging-staff