

## User Manual

### 1. Introduction

This document provides a step-by-step guide for users to access and use the Office Automation's HPC Portal services. It covers instructions for students, regular employees (faculty & staff), PDF & SURGE students and request tracking.

---

### 2. User Categories

The portal supports the following user types: - Students - Regular Employees (Faculty Supervisor - PI)/Staff) - Project Employees - SURGE Student - Postdoctoral Fellows

---

### 3. Login Process

1. Visit: **<https://oa.iitk.ac.in>**
  2. Enter your **CC User ID** and **Password**
  3. In user dashboard, Menu bar Navigate to:
    - **Other Services → HPC Services**
- 

### 4. Students/PDF/SURGE/Staff (Regular Employee)/Project Employees

#### Apply HPC Service

#### 4.1 Profile Setup

- Go to **HPC Profile Section**
- Fill in and save your profile before applying for any service

#### 4.2 Apply for HPC Service

1. Click on **Apply HPC Service**
2. Select the required service:
  - PARAM-Sanganak Regular Access
  - PARAM-Sanganak High Priority Access
  - HPC2013 Quarterly Access

@Author: Office Automation Team

@Version: 1.0

## 4.3 Payment Modes

Choose one of the following payment options:

### *a) Project Mode*

- Modify **Payment PI Email** if needed
- Otherwise, it will auto-fill from your profile

### *b) Bank Mode*

- Account details are displayed automatically
- After payment, enter the **UTR Number/Transaction ID**

### *c) Pool Mode*

- Modify **Payment PI Email** if required
- Defaults to profile information if unchanged

## 4.4 Application Status

- After submission, status becomes: **Pending for PI Approval**
  - Track status via **Request History**
- 

## 5. Faculty (PI) Operations

### 5.1 Services

- Navigate to: **Other Services** → **HPC Services**

### 5.2 Actions Available

#### (I) - Approval of User Requests -> Pending HPC Request

- View pending requests from users
- Options available:
  - Approve
  - Reject

#### *Special Case: Pool Requests*

- Requires **R&D approval first**
- After R&D approval, PI can approve the request

## (II) - Action for Self -> Apply for HPC Service

- PI can apply for HPC services directly using **Bank, Project, or Pool** payment modes.
- If PI applies in **Bank or Project mode**, approval goes to **R&D**.
- If PI applies in **Pool mode**, the pool must already be created and approved by R&D.

## (III) - Action for Self -> Create/Recharge Pool

- **Pool Management**

Steps:

1. Select **Project Number** and **Budget Head**.
    - If project number is flexible → All budget heads heading are displayed in dropdown.
    - If not flexible → only the specific budget head is displayed in dropdown.
  2. After selecting budget head, the **Project Balance** is shown.
  3. Choose **Service Name, CPU Hours, GPU Hours**.
  4. Create or recharge the pool.
- The request then goes to **R&D for approval**. Once R&D approves the pool, PI can approve the student's pool request.
- 
- 

## 6. Top-up Requests

### For All Users

- If HPC request Approved in all phase, user can top-up the HPC service.
- 
- 

## 7. Tracking Requests

### 7.1 For All Users

- Use **Request History** to monitor status

@Author: Office Automation Team

@Version: 1.0

## 7.2 Status Types

- Pending
  - Approved
  - Rejected
- 

## 8. Troubleshooting & Tips

- Ensure profile is saved before applying
  - Verify payment details carefully
  - Check approval dependencies (Supervisor (PI)/R&D)
  - Use Request History regularly for updates
- 

## 9. Support

For any issues, contact [oahelp@iitk.ac.in](mailto:oahelp@iitk.ac.in) @7747/6061 or HPC support team.

---