

# Requesting Computing Time

## Category: Allocations & Accounts

### Requesting An Allocation (PHASE I)

Follow the steps outlined bellow to request and get approval for computing time on HECC systems at the NAS facility. Please follow the steps in the order in which they appear before moving on to Phase II, "[Getting an Account](#)."

#### 1. Are you a Principal Investigator (PI)?

- YES - Proceed to Step 2
- NO - Contact your PI for allocation information and instructions on how to obtain an account - allocation requests can only be made by PIs

#### 2. Log into e-Books

- If you do not already have an e-Books username and password, then go to [e-Books User Registration](#)

#### 3. Start a "New Request"

- Make sure the proper mission directorate is selected before proceeding

#### 4. Complete a Cover Sheet for your new project title request

- This is provided within the e-Books framework
- **NOTE:** You must click to acknowledge NASA requirements on data types and security (located at the top of the form) to save your entered information before proceeding

#### 5. Complete a Summary of Requirements

- This is also provided within the e-Books framework

#### 6. Submit the Request

- After both sections covered in Steps 4 and 5 (above) are completed, "submit" the request--you will get a confirmation of submission with additional information that can be printed for your records
- Following submission of your Cover Sheet and Summary of Requirements forms, you will be notified via email of time awarded, and provided with information on how

to request accounts for your project team members

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Article ID: 49

Last updated: 05 Feb, 2013

The HEC Environment -> Allocations & Accounts -> Requesting Computing Time

<http://www.nas.nasa.gov/hecc/support/kb/entry/49/?ajax=1>