



ICDS is now offering a self-service process for purchasing Roar resources through [CORES](#). The CORES service utilizes the Agilent iLab software to offer the Penn State research community access to core facilities and services. The steps below will walk you through how to access and utilize iLab to purchase computing credits for the Roar Collab advanced computing cluster.

## PREREQUISITES

To utilize this guide, you will need to have the following:

- **Access to the CORES iLab instance**
  - If you not previously used iLab, you may need to [create an iLab account](#).
- **A valid charge account (IO or CC number) attached to your iLab access**
  - If you do not have an active charge account in iLab, you will need to [submit a request](#).
- **A designated Resource Owner with an active Roar account**
  - *The Resource Owner is often the faculty member who owns the charge account funding the purchase, but it can be anyone you designate to serve as the administrator or point of contact for the credit account.*
  - If the Resource Owner does not have an active Roar account, please have them [submit an account request](#).
- **The number of credits you wish to purchase or the total amount you wish to spend**
  - If you are not sure how many credits to purchase or if you would like to consult with an ICDS specialist, please contact us at [icds@psu.edu](mailto:icds@psu.edu) to schedule a meeting.

## PURCHASING CREDITS USING ILAB

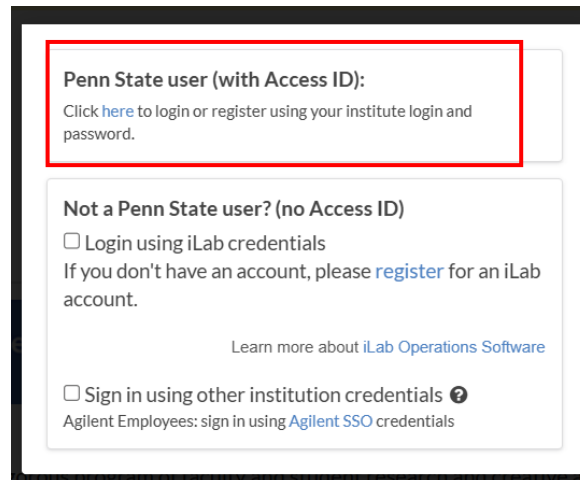
1. Navigate to <https://psu.corefacilities.org/> and login by clicking the green “login” button found in the top right corner:



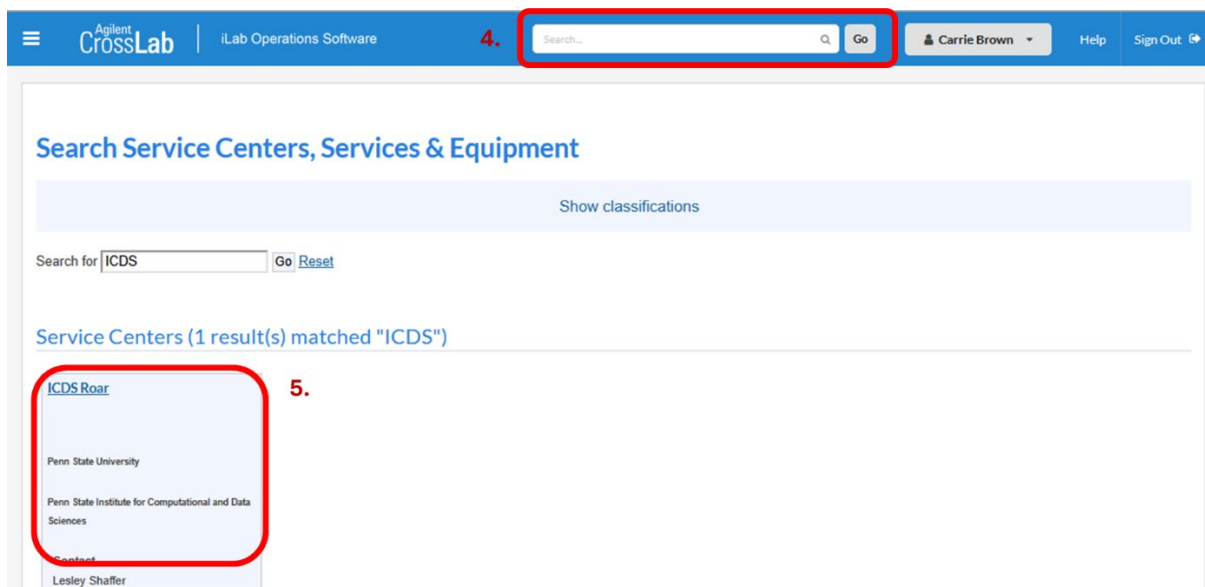
**\*\*Please note:** If you have not previously logged into the ICDS Roar Core, you may access it through this link: <https://psu.corefacilities.org/sc/4786/icds-roar/?tab=requests>. This will take you to the “View All Requests” page within the ICDS Roar Core. You can now continue to the next step.\*\*



2. A pop-up box will appear (as shown below). If you do not see the pop-up it may be hidden out of view. Maximizing your browser window should correct this.
3. Click “[here](#)” under “Penn State user (with Access ID):” (as shown below)



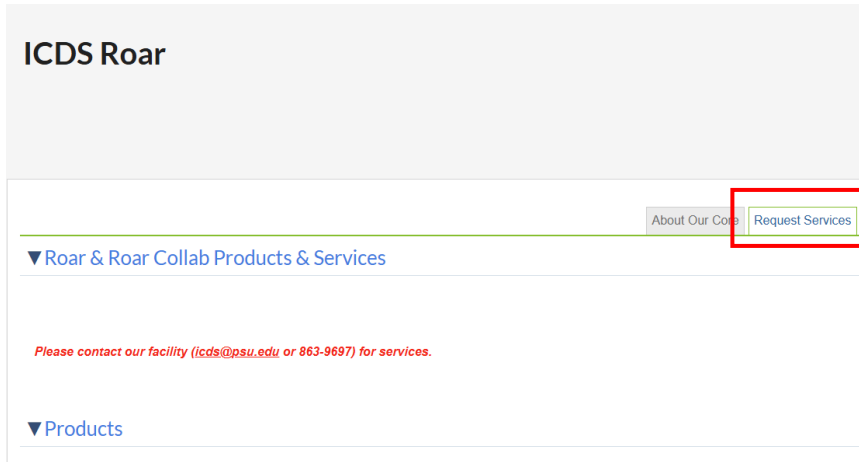
4. Once logged in, you should see a Grey box with your name on the top right corner of the screen. Next to this, there will be a search bar at the top of the screen (as shown below and indicated by 4). Enter “ICDS” here and click “Go”



5. Click the **ICDS Roar** core listed under the “Service Centers” search results (as shown above).

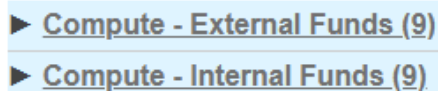


6. When you reach the **ICDS Roar** landing page, click “**Request Services**”, as shown below.



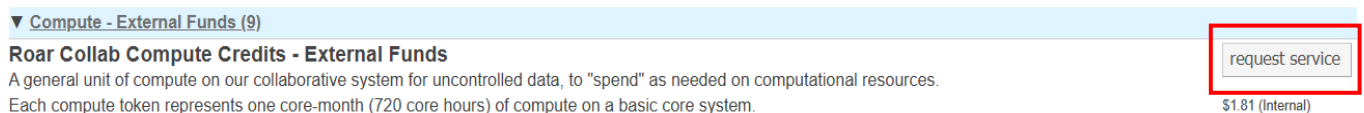
7. Under **Products**, you have two choices to pick from: “**Compute-External Funds**” (IO numbers beginning with “50”) and “**Compute-Internal Funds**” (most other IO numbers), as shown below. Please select the one that applies to the charge account you will be using.

*If you are unsure if your account is internal or external, please use the External Funds option to complete the purchase. Then contact us at [icds@psu.edu](mailto:icds@psu.edu) so we can verify the funding classification.*



**\*\*Please note that External Funds will incur F&A, while Internal Funds will not. The F&A charge is not calculated during this process, as each granting agency has their own F&A requirements.\*\***

8. After clicking the link that corresponds to your funding account, the list of available resources will appear. To purchase compute credits, please click the “request service” button found to the right of the “**Roar Collab Compute Credits**” entry.





9. Please select the lab for which you are making this purchase for from the drop down box under “Please select which lab the request is for”, as shown below.

### Roar Collab Compute Credits - External Funds

Please select which lab the request is for:

please select a lab

- please select a lab
- ICDS-ACI (PSU) Admin Lab
- ICDS Test (PSU) Lab**

10. Under “Roar Collab Compute Credits – External Funds”, the “Request Name” is automatically populated, as shown below. Do not change this value.

### Roar Collab Compute Credits - External Funds

Request Name:   
**Customer:** Cynthia Nucciarone **Lab:** ICDS Test (PSU) Lab  
**Email:** ckn109@psu.edu **Phone:** 8148676014

11. Under “Forms and Request Details”, specify the number of credits you wish to purchase in the “Quantity” field. Hit “Tab” and the total cost of the purchase will auto populate.

#### Forms and Request Details (see bottom of list to add items to this request) ☰

<b>▶ Mar 13</b>	Roar Collab Compute Credits - External Funds	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total:</b>	<b>Billing Status:</b>	<b>Work Status:</b>	
11:17 AM	Compute - External Funds	<input style="width: 100%;" type="text" value="100.0"/>	\$1.81	\$181.00	Not Ready To Bill	Proposed	
<a href="#">View Form</a>		<b>System Attributes</b>		<b>Not Started</b> <input type="text" value="v"/>			

Complete the form below outlining the details of the resources you wish to purchase.

*Please note that not all details will apply to the hardware requested.*

Contact us at [icds@psu.edu](mailto:icds@psu.edu) with any questions.

12. To open the input form, please click “View Form” found under the quantity entry line as shown above. The input form will appear containing the Account Details and Resource Name sections as seen below.



**Account Details**

★ Resource Owner

A Penn State User ID that will be the initial member of a storage group for storage resources, or the Slurm account coordinator on a compute resource - typically the account owner. Additional users can be added by emailing [icds@psu.edu](mailto:icds@psu.edu).

**Resource Name**

To add resources to an existing resource, specify the name below. Otherwise, these values will be used to create a new compute or storage resource. *Note: These values will not be visible within SIMBA.*

- Credit-based compute resources will be named: <prefix>\_cr\_<suffix> i.e. abc123\_cr\_default
- Compute allocation resources will be named: <prefix>\_<node type>\_<suffix> (i.e. abc123\_bc\_default)
- Storage resource naming will specify the directory name: /storage/group/<prefix>/<suffix> and will be owned by a group named <prefix>\_<suffix> unless a Penn State UMG is specified. (i.e. /storage/group/abc123/default)

Resource Name Prefix / PI PSU User ID

If you are not purchasing ICDS resources for yourself, enter the Penn State user ID (i.e. abc123) of the PI. Default value is the Penn State user ID of the purchasing individual. Minimum 3 characters, maximum 8 characters.

Resource Name Suffix

Default value is "default". Minimum 1 character, maximum 8 characters

Storage UMG

**For storage only:** An optional UMG name that should own the storage space. The UMG must be set up as outlined in our documentation here: [https://docs.icds.psu.edu/04\\_HandlingData/#user-managed-groups](https://docs.icds.psu.edu/04_HandlingData/#user-managed-groups)

13. In the **Account Details** section, type the PSU ID of the individual you want to serve as the Resource Owner (ex: abc123) in the respective field (as seen above).

*Note: Often, the **Resource Owner** is the faculty member who owns the charge account funding the purchase, but it can be anyone you designate to serve as the administrator or point of contact for the account.*

14. The **Resource Name** section allows you to customize the account ID of your credit account by specifying custom prefix and suffix strings for the ID. The compute account ID will be formatted prefix\_cr\_suffix (as seen above).

*Note: By default, the prefix will be the PSU ID of the **Resource Owner** and the suffix is "default". For a custom account id, please enter the desired values into the "Resource Name Prefix" and "Resource Name Suffix" fields respectively. It is suggested that you use the PSU ID of the faculty member who owns the charge account as the Resource Name Prefix, regardless of who is the designated **Resource Owner**.*

**If you are adding credits to an existing account, please enter prefix and suffix values to match the current account ID to ensure the credits are added to that account.**

At this point, you can click "save completed form" to save the form. This will collapse the form content.



15. Scroll down to the **Cost** section. The total cost of your purchase should be visible in the **Total Projected Cost** field. Select the charge account you wish to use from the **Cost Center or Internal Order** dropdown under **Payment Information** (as seen below).

If you would like to charge your credit purchase to more than one charge account, you can click the “+Split Charge” button to add an additional Cost Center dropdown. Select the additional account you wish to use and specify what percentage you wish to charge to each account. The total must add to 100%.

**Cost**

The core will review and update this projected cost. You will only be billed for completed work.

Total Projected Cost: \$

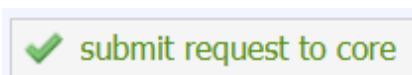
**Payment Information**

Please enter the Cost Center or Internal Order ⓘ

%	Cost Center or Internal Order ⓘ	Amount
1 <input type="text" value="100.0"/> %	<input type="text" value="Select Cost Center or Internal Order..."/>	
100.0%	Total Allocated ⓘ	

**\*\*Please note:** If the charge account you want to use for the credit purchase is not listed, you will need to revisit [Research: Cores - Requesting access to IO numbers in iLab](#) to request the IO account be added to your list of accounts to use. While waiting for the request to be approved, you can still proceed with the credit purchase and the ICDS Business Team will follow up with you shortly.\*\*

16. When you have completed filling out all the areas shown above, please click the “submit request to core” button in the lower right corner of the form to submit your purchase request.



Your request will now be sent to the ICDS Core for approval. Please allow up to one (1) business day your request to be approved and processed.



Once your request has been approved and the credit account has been created, you will see its status under [Forms and Request Details](#), as shown below indicating the account is ready for use on the Roar Collab system.

Feb 27	Roar Collab Compute Credits – External Funds
01:45 PM	{"status": "done", "account": "ckn109_cr_default", "quantity": "100.0", "on": "2025-02-27 02:00:12"}

You are now ready to submit jobs to your credit account!

The [Roar User Guide](#) contains details on [how to use and manage your credits](#), including [how to add and remove users from the account](#). If you have additional questions or need further assistance, please email us at [icds@psu.edu](mailto:icds@psu.edu) so we can assist.