



The following instructions are for clients who wish to buy credits in iLab for use on Roar Collab. Please review the following prerequisites before you log into iLab:

- Please ensure that the [Resource Owner](#) (please see [Step 12](#)) and any members of your lab who will need access to your credits have requested an account on Roar Collab. You can do so here: [Roar Collab Account Request](#).
- Determine how many credits you wish to purchase. If you know a total amount you wish to spend, first identify which type of fund you will use – Internal Funds or External Funds – and follow the equations below:
  - For Internal Funds:  
Dollar (\$\$) amount you wish to spend  $\div$  \$2.87 = number of credits to purchase.
    - Ex:  $\$500 \div \$2.87 = 175$  credits
  - For External Funds:  
Dollar (\$\$) amount you wish to spend  $\div$  \$1.81 = number of credits to purchase.
    - Ex:  $\$500 \div \$1.81 = 277$  credits.

**\*\*Please note:** If you wish to use External Funds, F&A will be incurred. F&A is calculated separately and not during this process.\*\*

If you do not know how many credits to purchase, please contact us at [icds@psu.edu](mailto:icds@psu.edu) to request a consultation to help determine your needs.

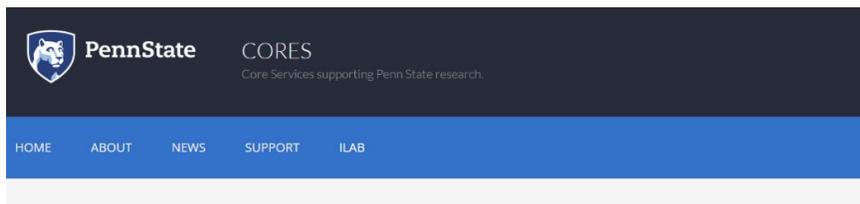
- If you have not logged into iLab previously, you may need to create an iLab account. Please visit [Research: Cores - Create an iLab Account for an Internal PSU user](#). You will find step-by-step instructions to create your account.
- To request access to a CC or IO number in iLab, please visit [Research: Cores - Requesting access to IO numbers in iLab](#) and watch the short video contained therein.

Once you have completed the above-mentioned prerequisites, you are now ready to buy your credits within iLab for use on Roar Collab.



To Purchase Credits in iLab, please follow the instructions below.

1. Navigate to <https://www.cores.psu.edu/2-2/ilab/>.
2. **Login to iLab**, as shown below.



iLab

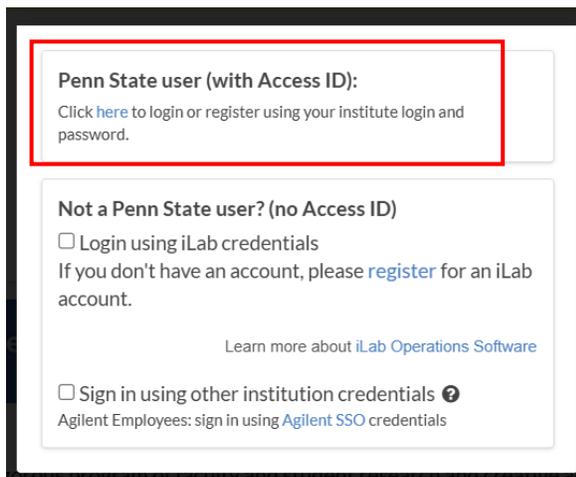


Login to iLab

3. Click the green login button, as shown below:



4. Click [here](#) under Penn State user, as shown below:



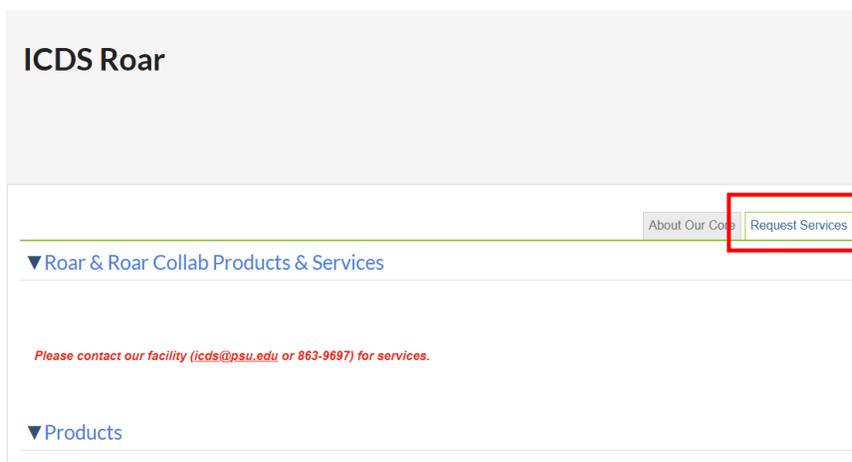


5. Hover over  and click **My Cores** under **Manage Groups**. Click **ICDS Roar**, as shown below.



**\*\*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. **\*\***

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** and **Compute-Internal Funds**, as shown below.



**\*\*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. In this example, we will click [Compute-External Funds](#), and then click [request service](#), as shown below.

▼ [Compute - External Funds \(9\)](#)

**Roar Collab Compute Credits - External Funds**

A general unit of compute on our collaborative system for uncontrolled data, to "spend" as needed on computational resources.  
Each compute token represents one core-month (720 core hours) of compute on a basic core system.

[request service](#)

\$1.81 (Internal)

9. Under [Please select which lab the request is for:](#), click the drop down and select the lab for which you are requesting a service, 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](#), [Request Name](#) is automatically populated, as shown below.

**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**, in **Quantity**, enter the number of credits you wish to buy. Click anywhere outside the **Quantity** field to see the amount of your purchase. Then click **View Form**, as shown below.

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

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

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. Scroll down to **Account Details**. In the field next to **\* Resource Owner**, enter your PSU User ID (ex: abc123), and click **Enter**.
13. Under **Resource Name**, please read the text about how your account will be named when you buy **Credits** or a **Reserved Allocation**, as shown below.

**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)

**\*\*Please note it is not necessary to enter any information in the fields below **Resource Name** unless you want the account prefix and account suffix to be something other than your user id (prefix) and default (suffix).\*\***



14. Scroll down to **Cost**. You will see your **Total Projected Cost**. Under **Payment Information**, click the drop-down arrow under **Cost Center or Internal Order** and select the IO account you want to charge for the credit purchase, as shown below.

If you would like to charge your credit purchase to more than one IO account, you can click **+ Split Charge** and choose what percentage you wish to charge to each IO account.

**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 IO number 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. There might be a delay in the approval process for accessing IO accounts, however, you can still proceed with the credit purchase and the ICDS Business Team will follow up with you shortly. **\*\***

15. When you have completed filling out all the areas shown above, please click





Your request has now been sent to the ICDS Core for approval and creation of your Slurm account. Please allow one (1) business day, Monday – Friday, for the ICDS Core to approve your request and to begin the process of creating your Slurm account. Requests submitted during non-working days may take longer to be approved.

Once your Slurm account has been created, you will see its status under [Forms and Request Details](#), as shown below.

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 Slurm account. Please read [Using Credit Accounts](#) to learn more about using and managing your credits. For a guide on how to add, manage, and remove additional users to and from your account, please refer to [Managing Accounts](#). You can find these topics, and many more helpful topics in our [Roar User Guide](#).

If you find you need additional assistance, please submit a ticket to [icds@psu.edu](mailto:icds@psu.edu) and our Client Support Team will respond to you.