How to interface with the Swanson Center for Product Innovation using the Web Portal
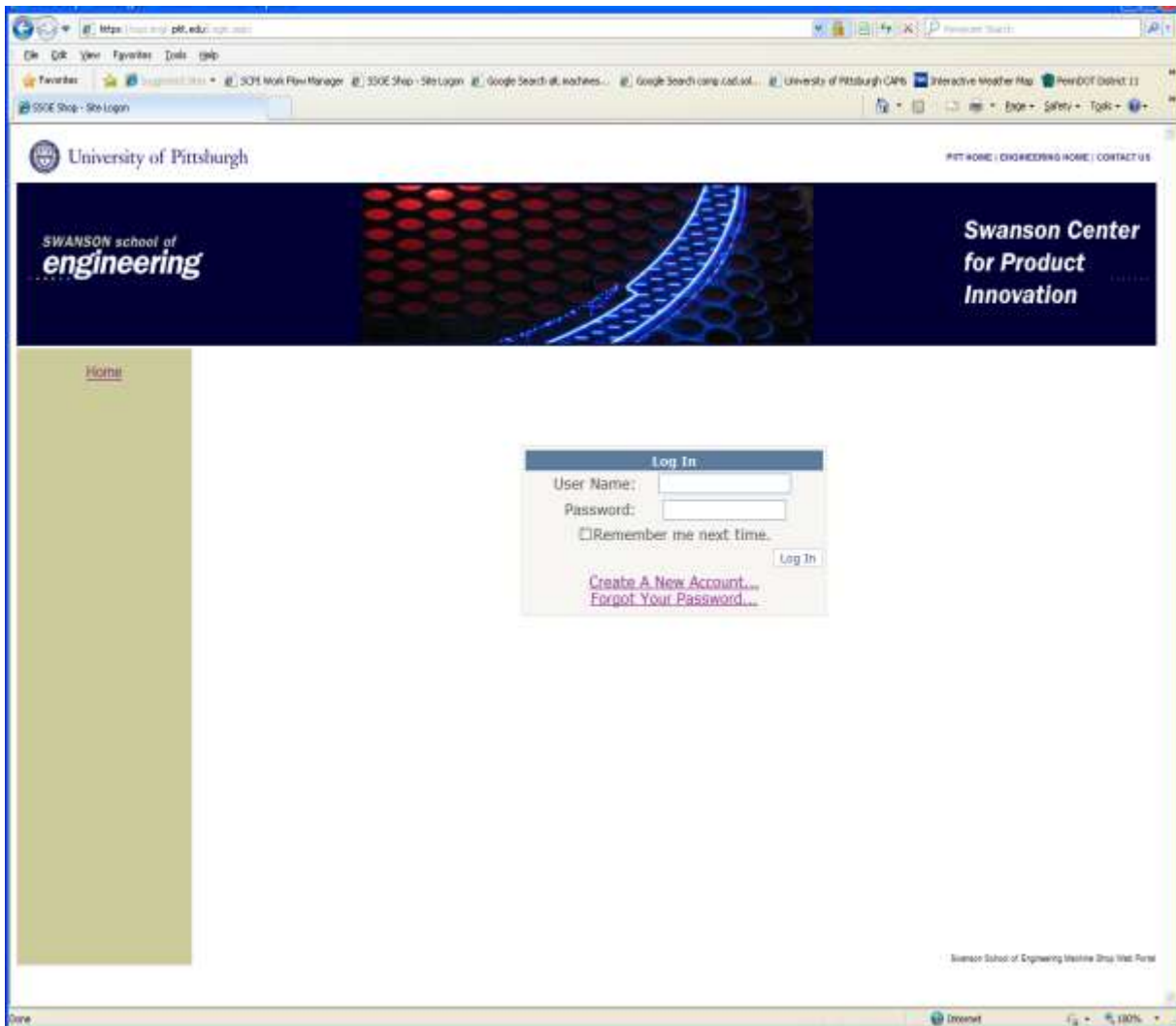
Rapid Prototyping and Reverse Engineering Labs –G15/G17

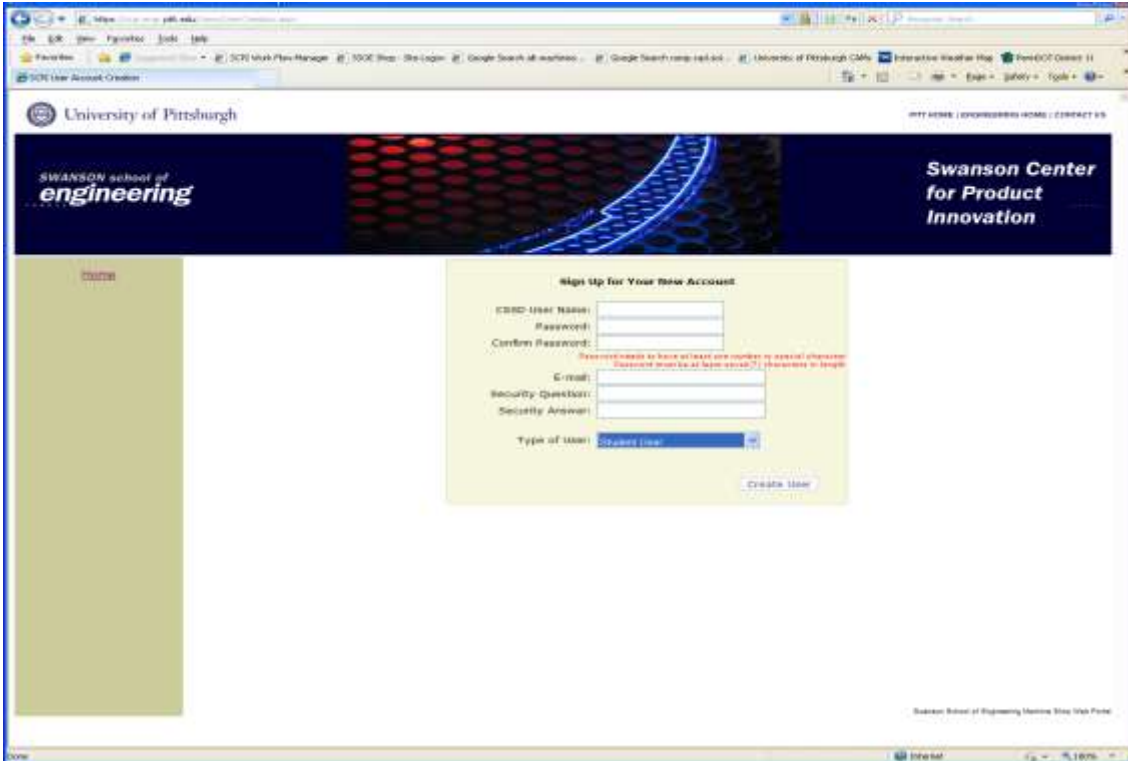*Research Machine Shop SB76/SB16*

Electronics Shop SB17

http//scpi.engr.pitt.edu

Create New Account

Click on **Create A New Account**

Sign Up for Your New Account

You **MUST** use your Pitt CSSD user name.

(*Typically* your initials and a 2 or 3 digit number)

Please observe the rules for creating a password

You may use another email address such as Gmail or Hotmail.

Choose a Security Question and Answer so we may send you a new password in case you forget yours

Choose *Faculty User* if you are a University faculty member.

Choose *Student User* if you are a current undergrad or graduate student.

Choose *Staff User* if you are a current University staff member

Update Data (optional)

Adding Associations

Why are you using the Swanson Center?

If you are a faculty member:

 Choose the Faculty radio button and select the school -> department->finish

If you are a student doing work for a faculty member (Ex. research or special project):

Choose the Faculty radio button and select the school -> department -> faculty->add->finish

NOTE:

If your Department or Advisor is not in the system use the **Send Invite** or **Request options** on the right side of the page

If you are a student doing work for a class and you are NOT working in a team environment:

Choose the class radio button **Class without Group** (please check with Andy Holmes to make sure your class has been added to the list)

If you are a student doing work for a class with a group Ex. Senior Design:

 Choose the class radio button **Class with Group** then choose the group that matches your class and term.

For Class Work you will need to associate to a "class group"

Associating to a Group

Add Group then Click *Finish*

You now have access to the Swanson Center Portal to:

- Submit work orders to the Machine Shop

- Submit work orders to the Electronics Shop

- Log into the Swanson RPRE labs and use the facility

- Log into the Student machine shop

- Borrow tools