

# How to interface with the Swanson Center for Product Innovation using the Web Portal

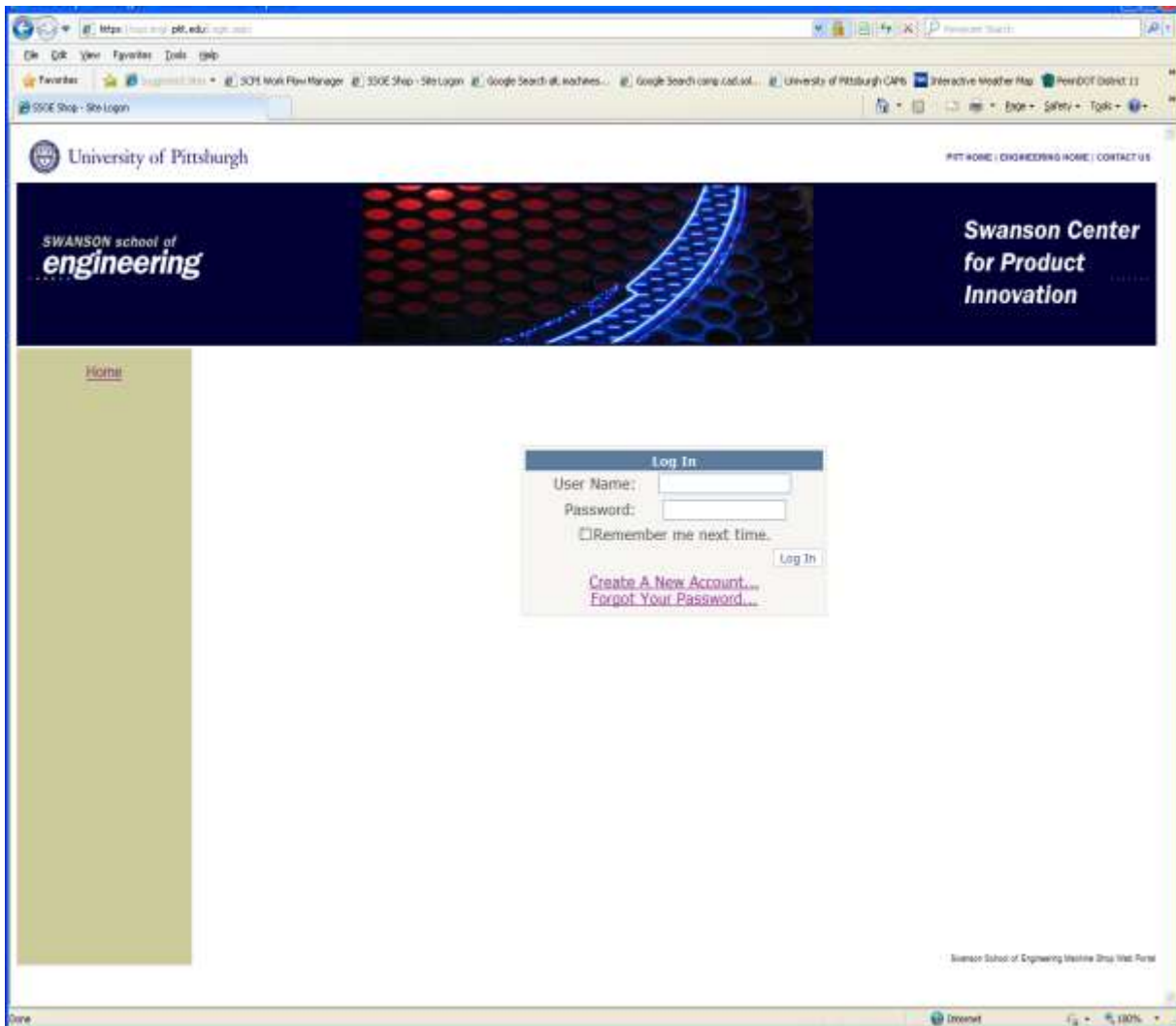
*Rapid Prototyping and Reverse Engineering Labs –G15/G17*

*Research Machine Shop SB76/SB16*

*Electronics Shop SB17*

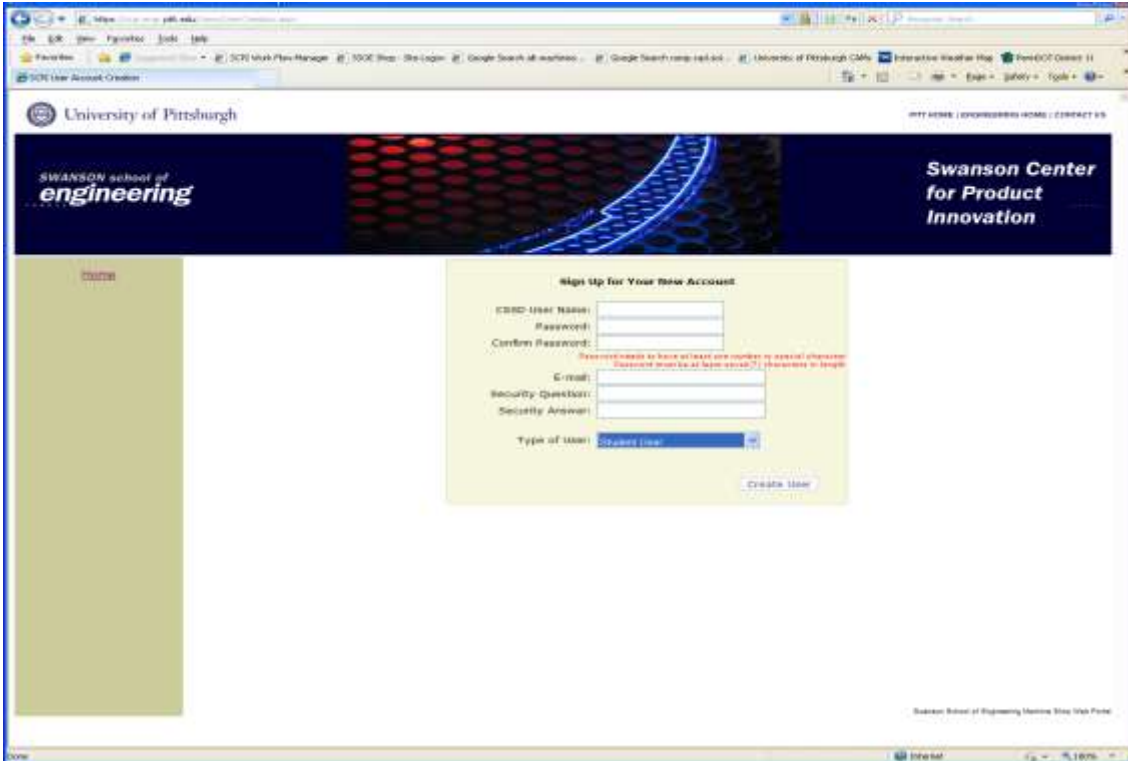
## <http://scpi.engr.pitt.edu>

### Create New Account



Click on **Create A New Account**

## Sign Up for Your New Account



The screenshot shows a web browser window displaying the account creation page for the Swanson Center for Product Innovation at the University of Pittsburgh. The page features a header with the university logo and navigation links. Below the header is a banner for the Swanson Center for Product Innovation. The main content area contains a form titled "Sign Up for Your New Account" with the following fields: CSSD User Name, Password, Confirm Password, Email, Security Question, Security Answer, and Type of User (set to "Standard User"). A "Create User" button is located at the bottom right of the form. A red error message is visible below the Password and Confirm Password fields, stating: "Passwords do not match or contain one number or special character. Password must be at least 8 characters. (Password or Email)".

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)

SCP Account Profile Editor - Microsoft Internet Explorer

University of Pittsburgh

SWANSON school of engineering

Swanson Center for Product Innovation

Home

- Administration
  - Create/Change Categories
  - Create User Roles
  - Create Work Class
  - Play Users
  - Create Organization
  - Plan Organization
  - Create Classes
  - Manage Classes
  - Make a Manager
  - User List
  - CheckMate
  - EditMate
- Administrative Password Reset
- Certification Setup
- Certification Manager
- Certification Listing
- Temporary Kiosk
- Instant Work Request
- Shop Usage Log
- Job Management
  - Workflow Manager
  - Log Job Hours
  - Return Equipment
  - Equipment Loan History
- Instant Work Request
- Billing Management
  - Bill History
  - Bill History By Date

Please Provide Updated Data For Our Records

|                |                      |
|----------------|----------------------|
| First Name     | <input type="text"/> |
| Middle Name    | <input type="text"/> |
| Last Name      | <input type="text"/> |
| Address Line 1 | <input type="text"/> |
| Address Line 2 | <input type="text"/> |
| Address Line 3 | <input type="text"/> |
| City           | <input type="text"/> |
| State          | <input type="text"/> |
| Zip Code       | <input type="text"/> |
| Country        | <input type="text"/> |
| Phone          | <input type="text"/> |
| Office         | <input type="text"/> |

Save

## 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

The screenshot shows the University of Pittsburgh Swanson Center for Product Innovation website. The main content area is titled "Associate to a Group" and includes the following elements:

- Navigation: Home, Get Started, Create A Work Request, Accounts Management, Change Your Password, Change Security Q & A, Edit Your Profile, Add/Remove Associations, Logout.
- Search and Filter: "Locate your associations by grouping by:" with radio buttons for Faculty, Center, Organization, Class with Group (selected), and Class without Group.
- Table: "Browse For Associations: Class Groups by Class" with a dropdown menu set to "ENG 1050 2007". The table lists various class groups with "Add" buttons next to them.

| Class Group            | Add |
|------------------------|-----|
| ENG 1050 Group 8 2007  | Add |
| ENG 1050 Group 6 2007  | Add |
| ENG 1050 Group 2 2007  | Add |
| ENG 1050 Group 9 2007  | Add |
| ENG 1050 Group 10 2007 | Add |
| ENG 1050 Group 5 2007  | Add |
| ENG 1050 Group 4 2007  | Add |
| ENG 1050 Group 7 2007  | Add |
| ENG 1050 Group 3 2007  | Add |
| ENG 1050 Group 1 2007  | Add |
- Search: "Search By Username:" with a search box and a "Search" button.
- Current Associations: "Current Associations:" with a search box.
- Help/Feedback: "Can't Find Your Address? Enter Your Address's CSSE Email Address to Invite them to Create an Account." (Send Invite button), "Can't Find Your Organization? Enter the Name of Your Organization or Center to Request the Addition of your Organization." (Request button), and a "Finish" button at the bottom right.

An orange arrow points from the "Request" button to the "Finish" button.

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