

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

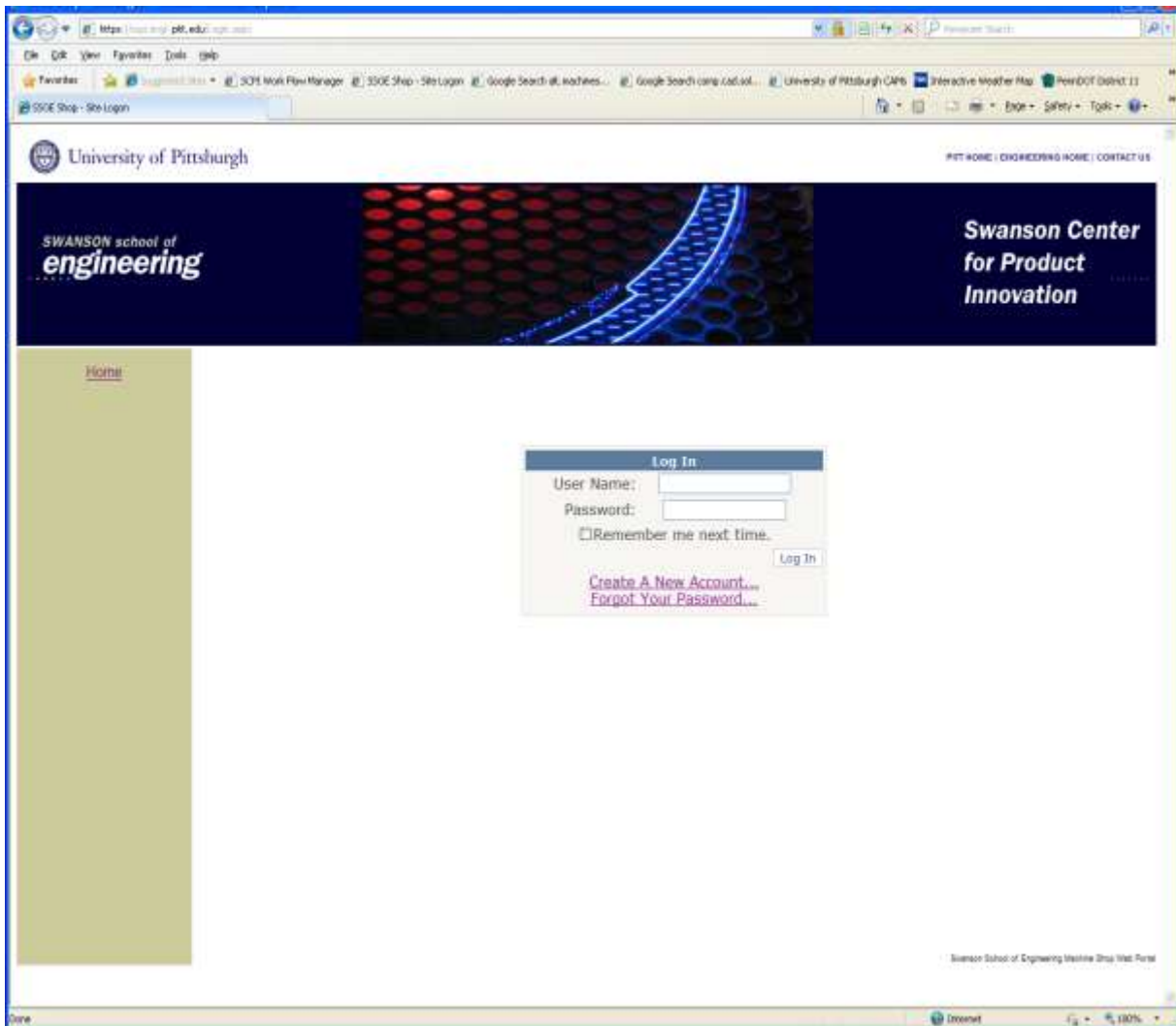
*Rapid Prototyping and Reverse Engineering Labs –G15/G17*

*Research Machine Shop SB76/SB16*

*Electronics Shop SB17*

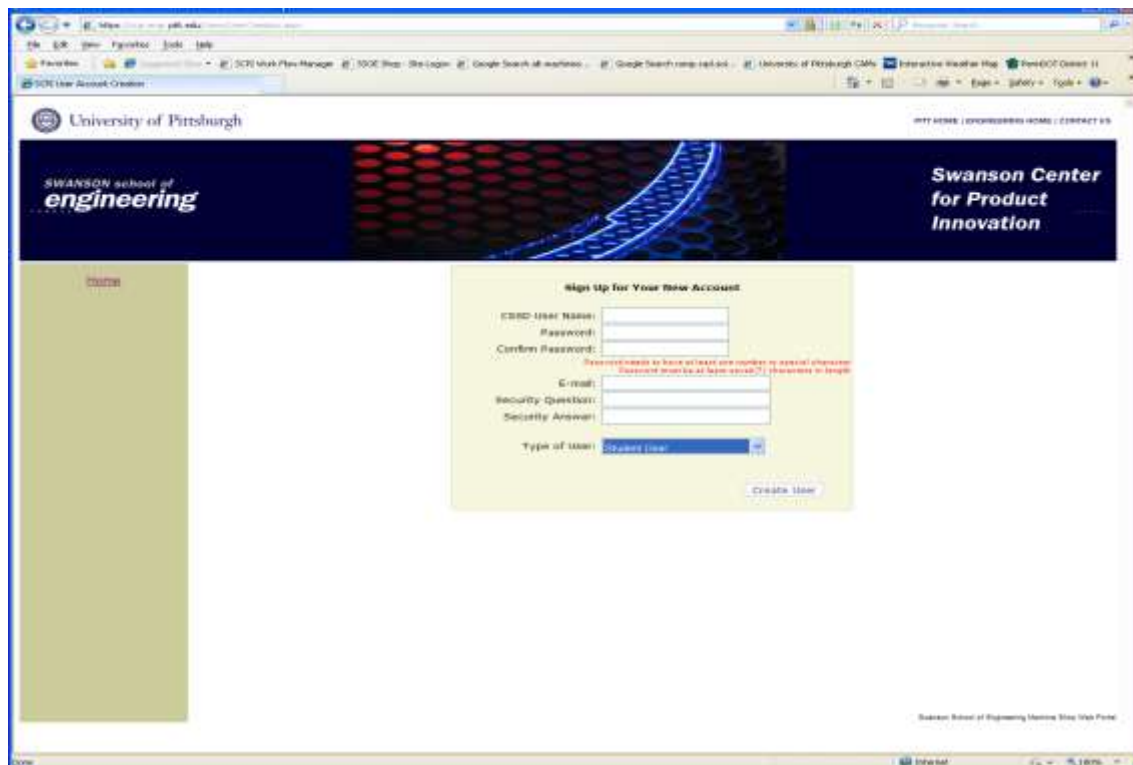
## <http://scpi.engr.pitt.edu>

### Create New Account



Click on **Create A New Account**

## Sign Up for Your New Account

A screenshot of a web browser displaying the account creation page for the Swanson School of Engineering 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" (a dropdown menu currently 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 "Confirm Password" field, stating: "Passwords do not match or contain one number or special character. Password must be at least 8 characters. (Password is being...)"

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

Middle Name

Last Name

Address Line 1

Address Line 2

Address Line 3

City

State

Zip Code

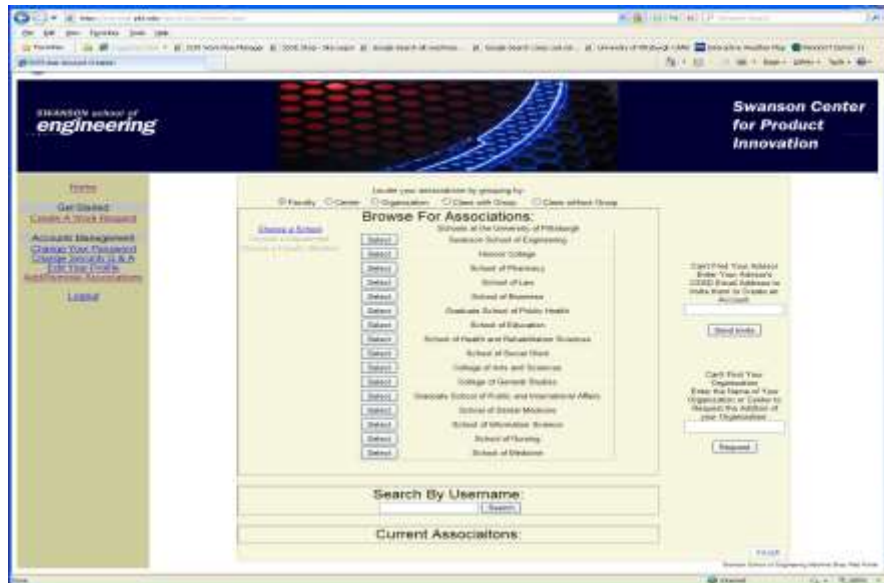
Country

Phone

Office

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 "Browse For Associations:" and includes a dropdown menu for "Class Groups by Class" set to "ENG 1050 2007". Below this is a table of class groups with "Add" buttons next to each. To the right of the table are two sections: "Can't Find Your Address" and "Can't Find Your Organization". At the bottom of the main content area, there is a "Search By Username:" field and a "Current Associations:" field. An orange arrow points to the "Finish" button at the bottom right of the main content area.

University of Pittsburgh

SWANSON school of engineering

Swanson Center for Product Innovation

Home

Get Started

Create A Work Request

Accounts Management

Change Your Password

Change Security Q & A

Edit Your Profile

Add/Remove Associations

Logout

Locate your associations by grouping by:

Faculty Center Organization Class with Group Class without Group

Browse For Associations:

Class Groups by Class

ENG 1050 2007

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

Can't Find Your Address

Enter Your Address's CSSO Email Address to Invite them to Create an Account

Send Invite

Can't Find Your Organization

Enter the Name of Your Organization or Center to Request the Addition of your Organization:

Request

Search By Username:

Search

Current Associations:

Finish

Swanson School of Engineering Indiana One One Penn

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