

Uploading Large Files from Globus

Globus is a service that enables large file transfers securely. You must have an account with Globus before you use it to upload investigation files to CSSI DCC. If you do not already have an account, you are prompted to create one when you start the upload process.

To upload files using Globus

1. Begin uploading your ISA archive by creating a folder in CSSI DCC:
 - a. Log in to the CSSI DCC Portal, as described in [Logging In to the CSSI DCC Portal](#).
 - b. Select **Investigations > Upload**. The Upload ISA Archives page appears.

Upload ISA Archives

10 records per pageSearch: [Select All](#) [Deselect All](#)

Folder Name	Date Created	Versions	Open Access Version	Actions
No data available in table				

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[Upload Single ISA Archive](#)

Single Archive Upload

Create a name for your folder. Then upload an ISA Archive by dragging and dropping, or selecting, the zip archive. If you upload multiple archives, the system treats them as different versions of the same archive file.

NOTE: The folder name is different from the ISA Archive name and is used to group multiple versions of the same archive under one name on your uploads page.

Folder Name [Create](#)

Use only Alphanumeric and space characters for names.


- c. Enter a unique name for your new folder. Note that this name can differ from the title within the ISA archive.
- d. Click **Create**. The File Upload section appears, with the new folder name above it.

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Folder: folder1 


File Upload



Drop your files here (or click to browse)

[Upload with Globus](#) [Upload selected files](#)

2. On the Upload ISA Archives page, click  **Upload with Globus**. If you have not yet logged into Globus, a log in page appears.

Globus Account Log In

Use your Globus Account to login to this application. [Learn more.](#)

Log in to use Globus Web App


Use your existing organizational login

e.g., university, national lab, facility, project

Look-up your organization... ▾


Didn't find your organization? Then use [Globus ID to sign in](#). ([What's this?](#))


Continue



Globus uses CILogon to enable you to Log In from this organization. By clicking Continue, you agree to the [CILogon privacy policy](#) and you agree to share your username, email address, and affiliation with CILogon and Globus. You also agree for CILogon to issue a certificate that allows Globus to act on your behalf.

Or


 Sign in with Google

 Sign in with ORCID ID

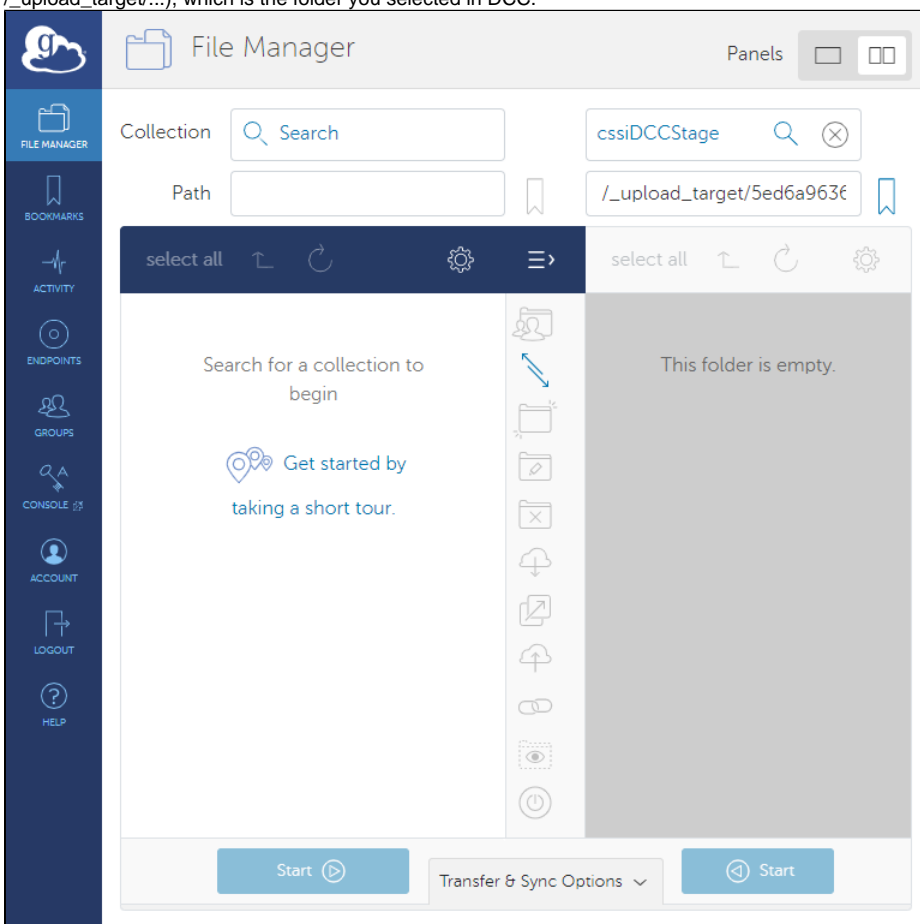


Globus Documentation and Support

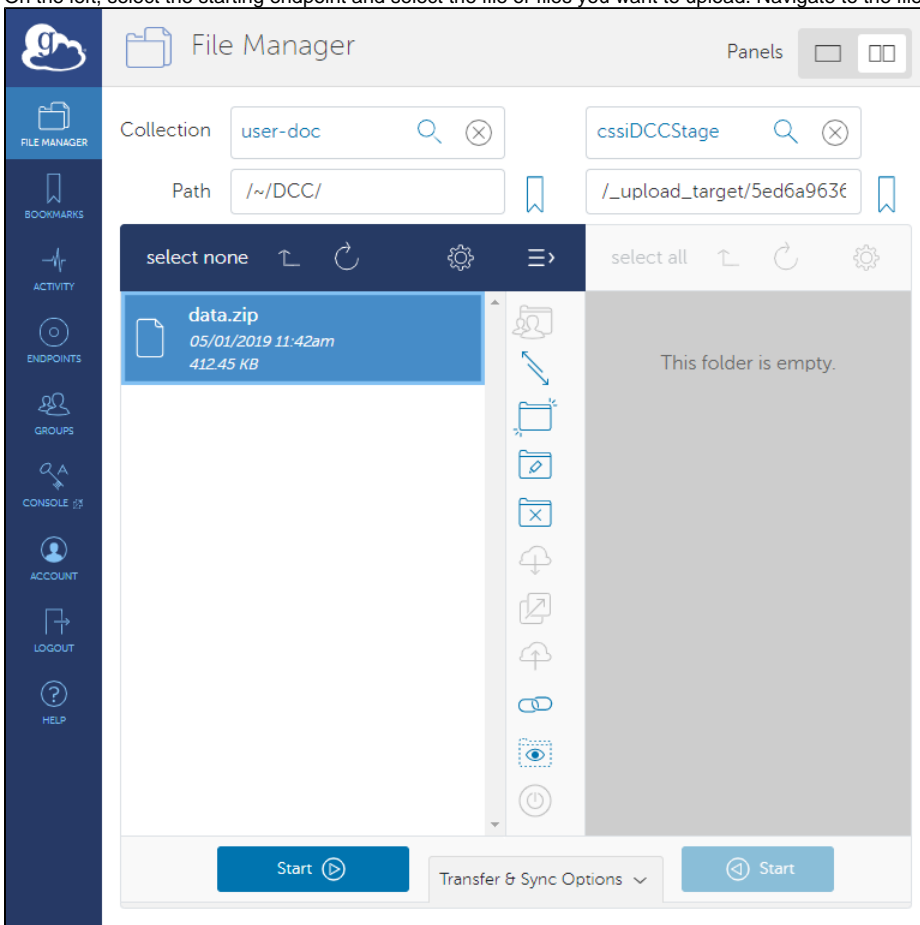
For more information about using Globus, consult their documentation and/or support:

- <https://docs.globus.org/> 
- <https://support.globus.org/> 

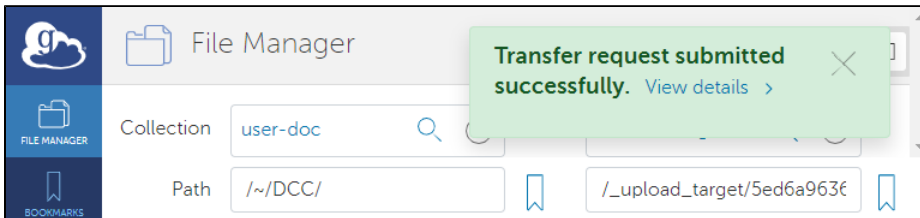
After you successfully log in, the Globus File Manager page appears. The system has already populated the destination endpoint on the right (/_upload_target/...), which is the folder you selected in DCC.



3. On the left, select the starting endpoint and select the file or files you want to upload. Navigate to the file or files, if necessary.



4. Click the **Start** button that points to the destination to begin the transfer request. A message briefly appears on the screen when the transfer request is submitted successfully. When the transfer succeeds, Globus sends a notification email message.



5. In the DCC Upload ISA Archives page, notice that a new folder appears in the list of folders at the top of the page. Click **Open** in the row for that folder. At this point, the new folder contains only one investigation version.

Upload ISA Archives

10 records per page

Search:

Folder Name	Date Created	Versions	Open Access Version	Actions
folder1	5/06/2021 12:23:22 PM	1	Not Open Access	Open Owners

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[Upload Single ISA Archive](#)

[Metadata Utility](#)

Single Archive Upload

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Folder: folder1 

Version	Title	Date Created	Embargo Release Date	Open Access Status	Access	Actions
1	Example Investigation Title	5/06/2021 12:23:32 PM		Not Open Access	Uploader Only	Preview Control Access View/Edit Metadata

6. If needed now or later, to change the folder name, click the icon next to the folder name.
7. If needed now or later, to edit the metadata of an investigation version, click **View/Edit Metadata** in the row for that version. The edit metadata page for that investigation version appears. For details, refer to [Editing Investigation Metadata](#).
8. Consider making this version available to all CSSI DCC users by requesting open access for this version. For instructions, refer to [Requesting Open Access for an Investigation](#).