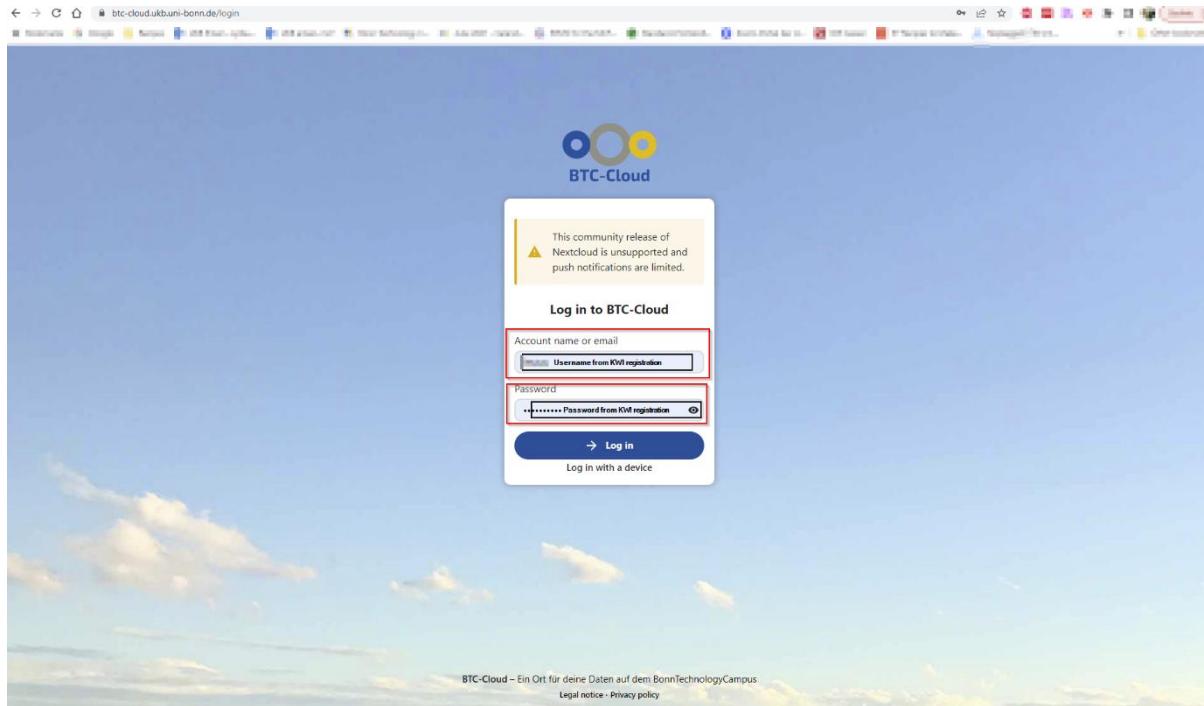


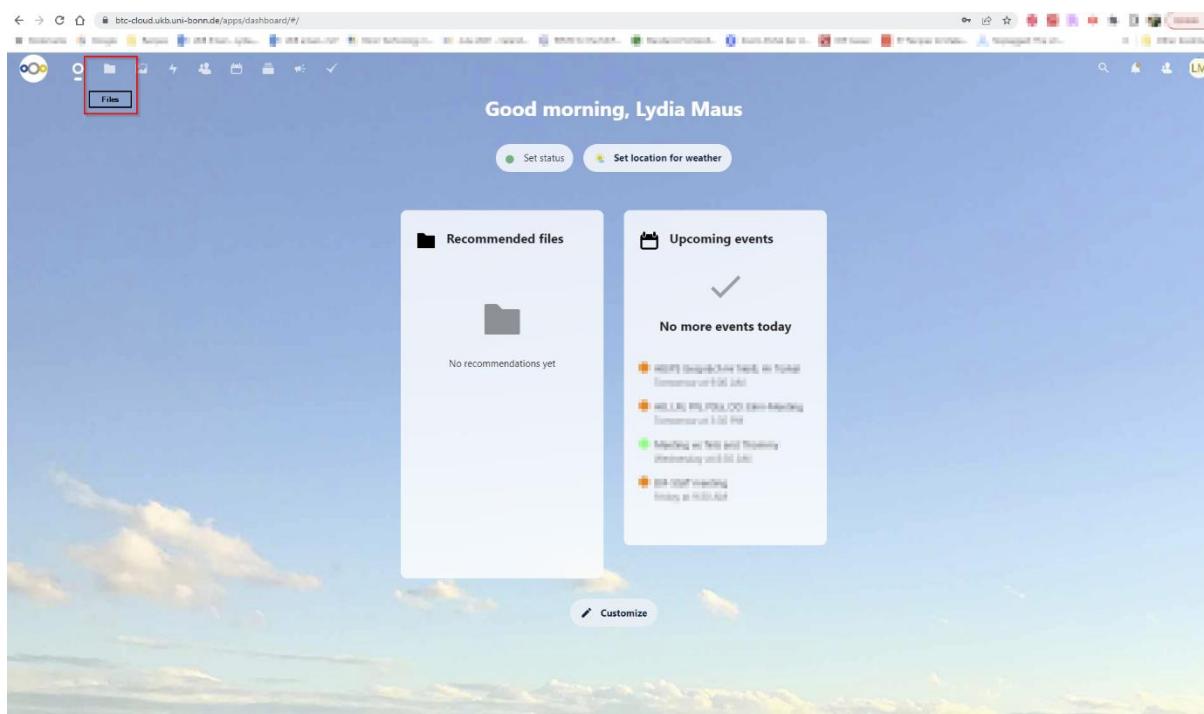
Go to the BTC cloud website at <https://btc-cloud.ukb.uni-bonn.de> and go to the Intranet located on the top right-hand side of the site.

Log into the BTC cloud with your credentials created when registering with the KWI and that you use to log into booking system (PPMS) or isi2.

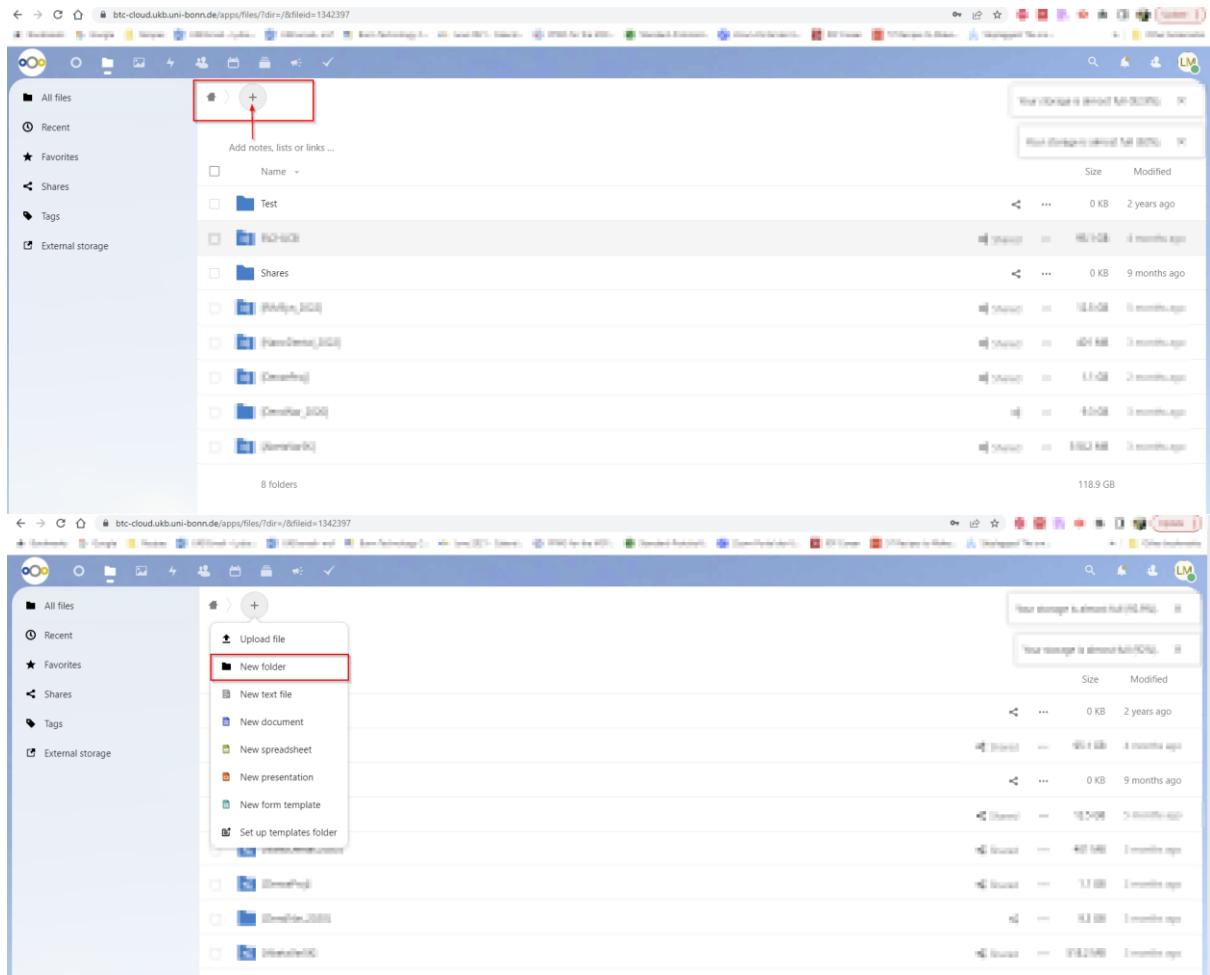
If you require assistance to retrieve your username or password please contact Thomas Bergerhausen at coradmin@uni-bonn.de



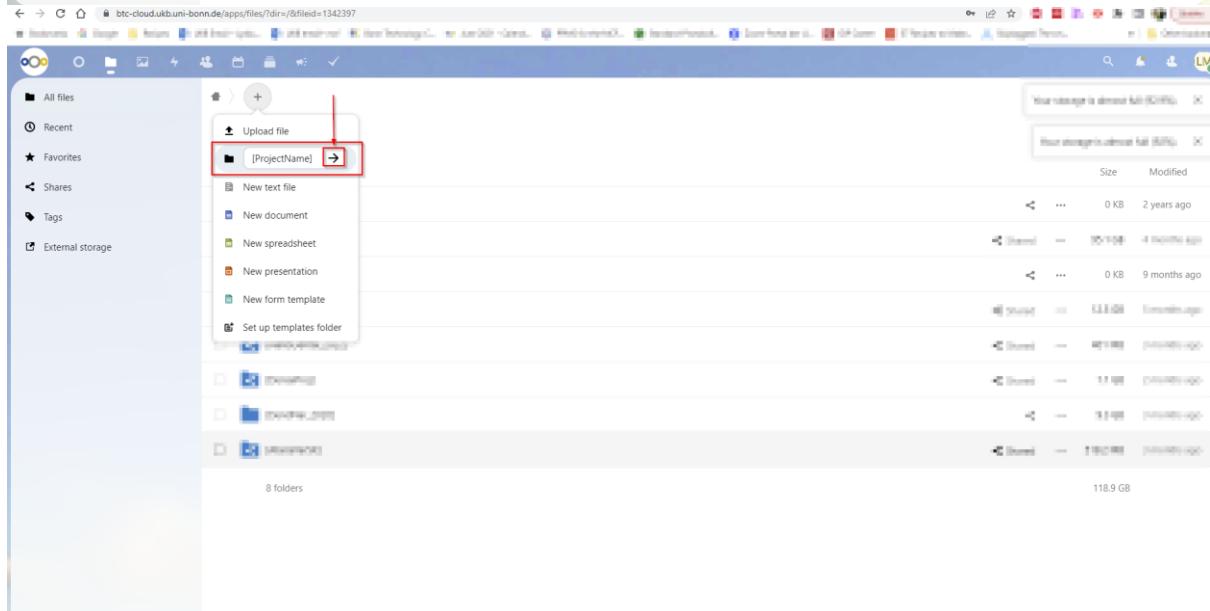
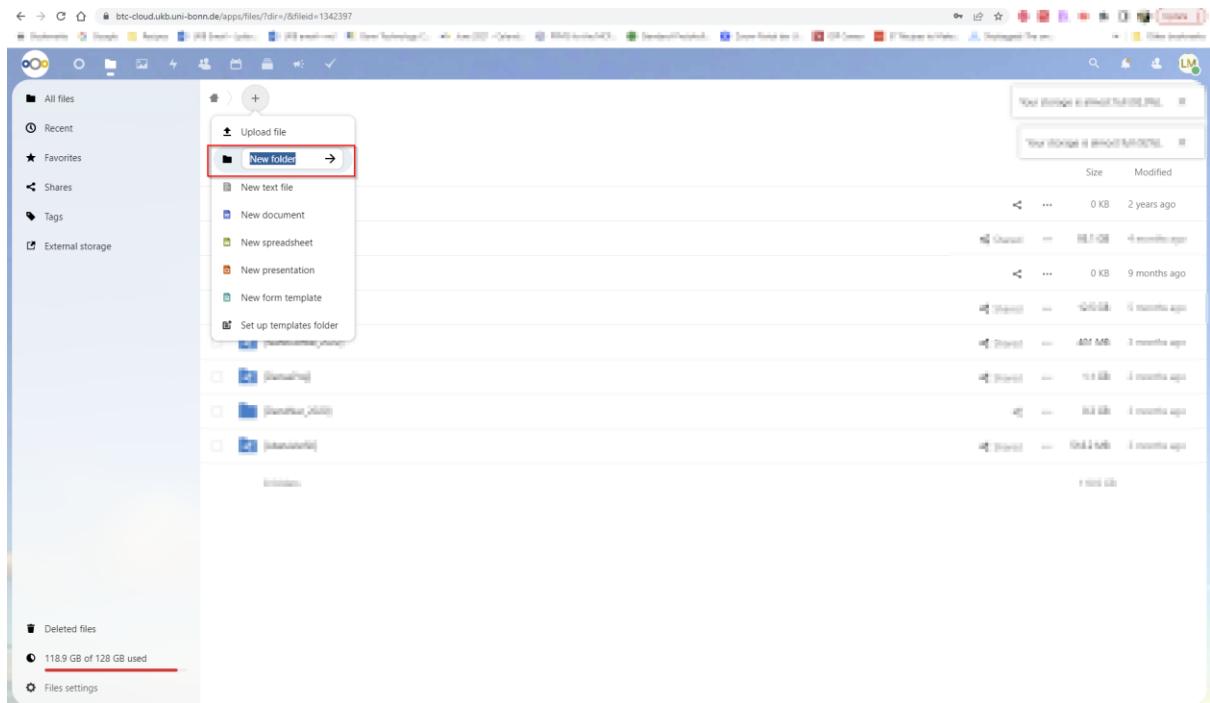
Once logged in, select the 'Files' tab on the top left of the page.



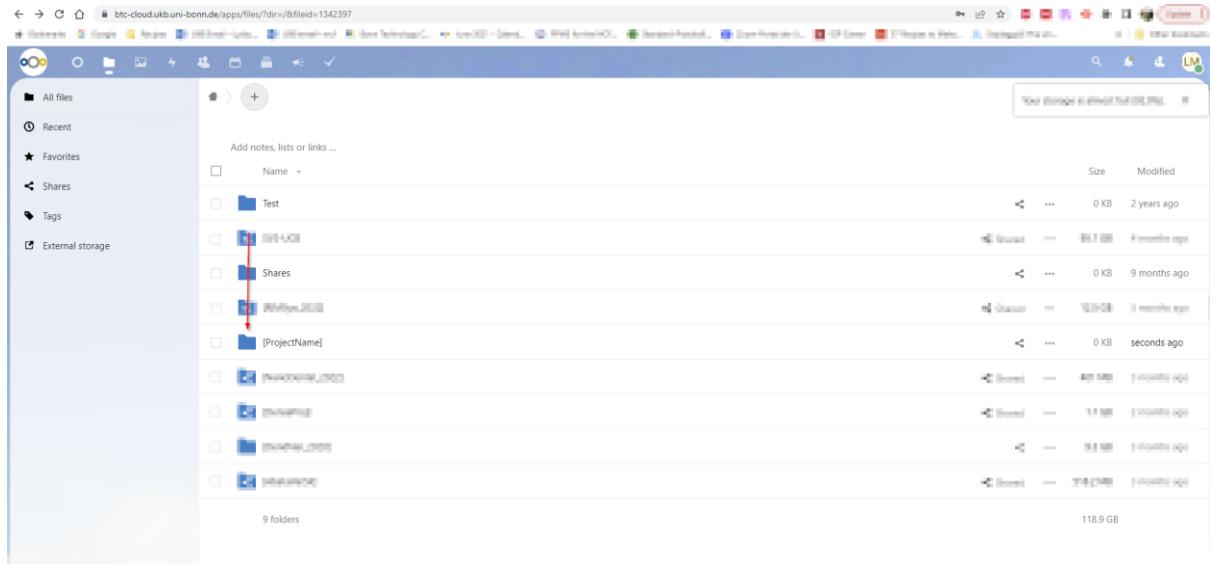
Click on the '+' button at the top of the page to add a new folder.



Change the name of the folder to the Project Name associated with the MCF and click on the arrow to create the folder.



You will then see the new folder appear in the list of files. Click on the newly created folder.

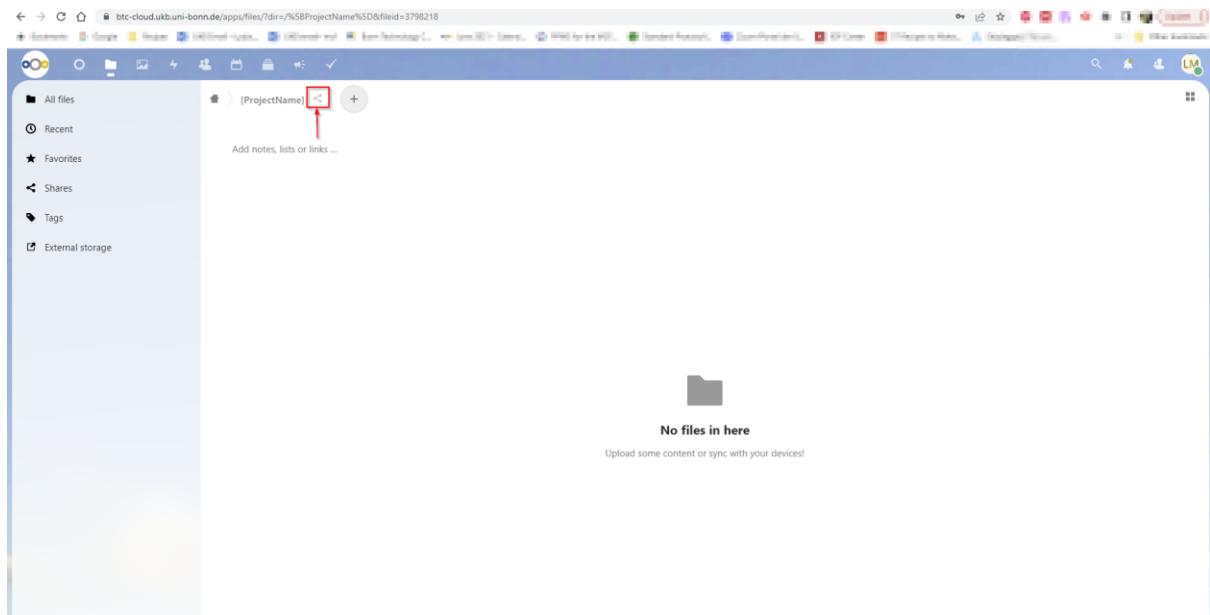


A screenshot of a web-based file manager interface. The left sidebar contains navigation links: All files, Recent, Favorites, Shares, Tags, and External storage. The main area displays a list of folders. A red arrow points to the folder named '[ProjectName]'. The list includes the following items:

Name	Size	Modified
Test	0 KB	2 years ago
Shares	0 KB	9 months ago
[ProjectName]	0 KB	seconds ago
[ProjectName]	0 KB	10 minutes ago
[ProjectName]	0 KB	10 minutes ago
[ProjectName]	0 KB	10 minutes ago
[ProjectName]	0 KB	10 minutes ago
[ProjectName]	0 KB	10 minutes ago

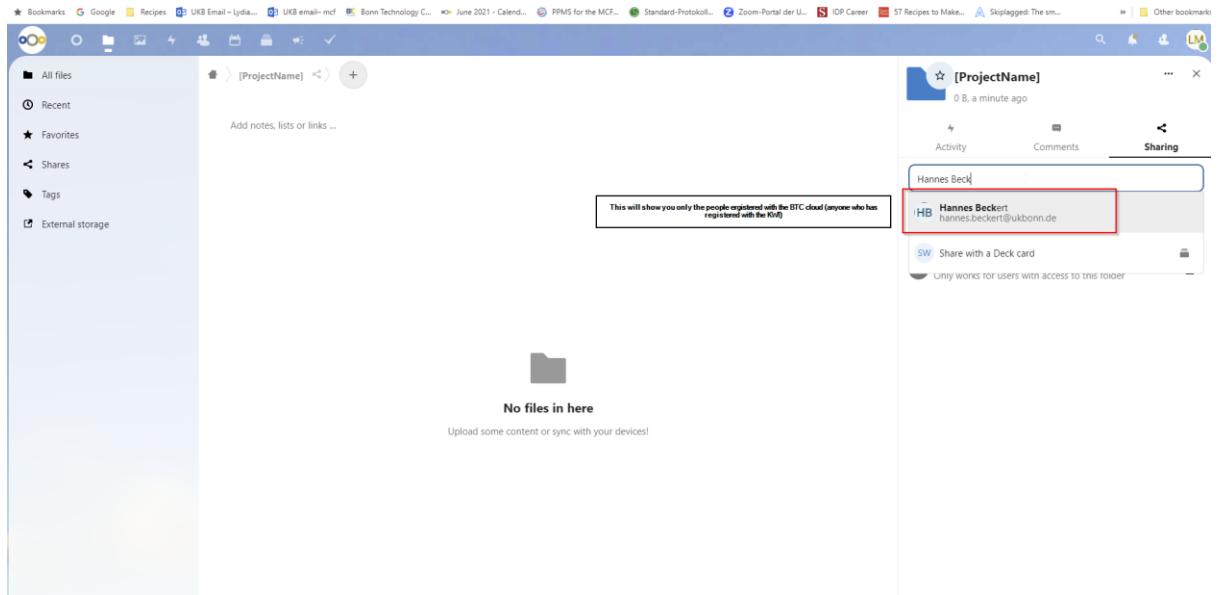
9 folders 118.9 GB

Select the share button at the top of the screen and a dialog box will appear on the right-hand side of the screen.



A screenshot of the same web-based file manager interface. The left sidebar is identical. The main area shows the '[ProjectName]' folder, which now has a lock icon next to it, indicating it is shared. A red box highlights the share button at the top right of the main content area. Below the folder, a red arrow points to the '[ProjectName]' folder. The interface includes a note: "No files in here" and "Upload some content or sync with your devices!"

Search for 'Kristiano Ndoci' and 'Hannes Beckert' and once you select the names, they should appear listed under 'share link.'



Once the Core Managers are added, click on '...' and make sure two boxes are checked: 'allow creating' and 'allow editing' so we can upload the raw imaging data.

