**Transfer Data with Globus Online**

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1. **Log in to Globus**

You will need two level of credentials: an existing organizational login or an ORCID iD and the SOLEIL project number and password.

You will obtain an ORCID iD via the website: [https://orcid.org/register](https://orcid.org/register) if you do not have one already.

Go to globus website [https://globus.org](https://globus.org) and click on "Log In"

Then Look-up your organization or pick the ORCID iD authentification:

You will be redirected to the Globus File Manager:
2. TRANSFER FROM SOLEIL

To log into SOLEIL endpoint:

- click into the collection box (top left) and search `synchrotron-soleil-01`
- Warning: another endpoint with a similar name exists, but you should **not** use it: "share on Synchrotron SOLEIL".
- An authentification request will appear, click on “Continue”
• Click on the "re-globus-01 OIDC server" link

• Log in with your credentials: Project number and associated password or sunset id and associated password
• Accept the requested authorization by clicking on "Allow"

• Fill the box "Path" with following value:
  o `/beamline-users/project_number` where beamline is the beamline name in lower case letters and the project number (8 digits project number).
  o Example: `/proxima1-users/20100023`
  o If you are successful, the directory listing will appear.
  o Your data are on published-data directory
3. WHICH ENDPOINT SHALL I TRANSFER DATA TO?

1. Your institution endpoint
Transfer to your institution's server to save personal data storage, but this is only possible if your institution has already a Globus account.

2. Your personal endpoint
   - Transfer to your own computer data storage.
   - You can enable one personal endpoint in minutes.

4. FIND YOUR INSTITUTION ENDPOINT

Each endpoint is named institution#project
   - Search your institution's endpoint by typing the name of your institution in the endpoint field, suggestions will automatically appear.
   - In the following example we tried to write *embl*:

![Collection Search](image.png)

If you cannot find your institution, contact your IT department to see if they have an endpoint set up.

If your institution don't have an endpoint, we recommend that you make a request to your institution.

Alternatively, we suggest you to set up a personal endpoint on your own computer (if you have enough space and bandwidth to retrieve data).
5. **SET UP A PERSONAL ENDPOINT IF YOUR INSTITUTION DOESN'T HAVE ONE**

If your institution doesn't have a Globus endpoint, you can create your own endpoint to transfer files to your personal computer.

- In your web browser open the Globus File Manager as shown before and then select ENDPOINTS in the left pane menu

- From the ENDPOINTS view click on "Create a personal endpoint"

- Then download your Globus Connect Personal and install it

- Follow the installation instructions, choose a folder for storing data on your computer and a name for your endpoint.
• To modify the options and monitor activity, you should find out the globus icon in the bottom right pane of windows (Active Applications):

• Right click on the G (Globus) icon

• In the options window, add another transfer folder by clicking the plus symbol
• Browse to the location you would like to be able to transfer files to and from, and click 'Choose'.

• To remove location from the available list ('Accessible Folders'), select it and click the minus button.

• In the General tab, choose whether you would like Globus to run when Windows starts, or to automatically check for updates.

• Click 'Save'.

Good job! You should be ready to transfer files to your computer.
6. **TRANSFER THE FILES**

- Select the files or folders you want to transfer and click the Start button corresponding to the appropriate download direction:
  - the highlighted button will initiate a transfer from SOLEIL to your laptop

![Image of file manager with highlighted button](image1.png)

- The 'Activity' panel will report your transfer status and errors:

![Image of activity panel](image2.png)
7. **CHANGE YOUR IDENTITY TO ACCESS ANOTHER FOLDER**

It may happen that other data is accessible through another SUN account.
- In this case you should terminate, pause or complete your previous data transfer.
- click on Account:

```
click on Manage identities
```

![Image of File Manager and Account sections]

• Click on the waste icon next to the connection you want to close

• Click on Unlink Identity

You will then be able to work to transfer files under your other credentials.