1. **Create a Globus Account**

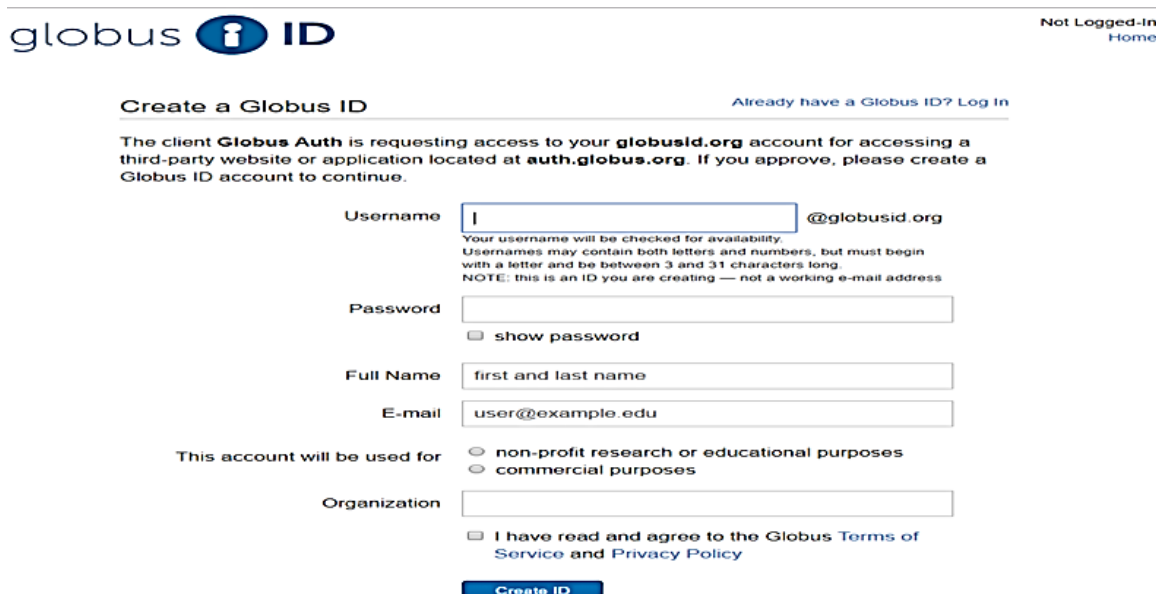To create an account, go to https://www.globus.org/data-transfer and choose **Log In**. Globus needs to know your identity. This can be done by signing in with your Google or ORCiD iD credentials, or if your organization has been set up with Globus, it can be found in the drop box listing, **Look-up your organization** (Figure 1). If these options are not applicable, create and sign into Globus using a **Globus ID** (Figure 2). When you have an account created, choose the sign-in option applicable to you.

Figure 1. Google, ORCiD ID, or Organization Login. Choose "use Globus ID to sign in" if these options are not applicable.

Figure 2. Creating a Globus ID https://www.globusid.org/create

2. **Globus Connect Personal Installation and Endpoint Setup**

To transfer files to your computer, create an endpoint for yourself. An endpoint is either the source or the destination between which files will move. You are only authorized to view specific endpoints. Once logged into Globus, choose **Endpoints** from the menu on the left-hand side (Figure 3). This page will allow you to **Create a personal endpoint.** You will be directed to Download Globus Connect Personal based on your operating system. (Figure 4).

Once you have installed Globus Connect Personal, your endpoint will automatically be saved to your desktop. You will *not* need to install GCP every time you use Globus.

If you experience any errors installing the GCP, you may need to run the download as an administrator requiring administrative credentials.
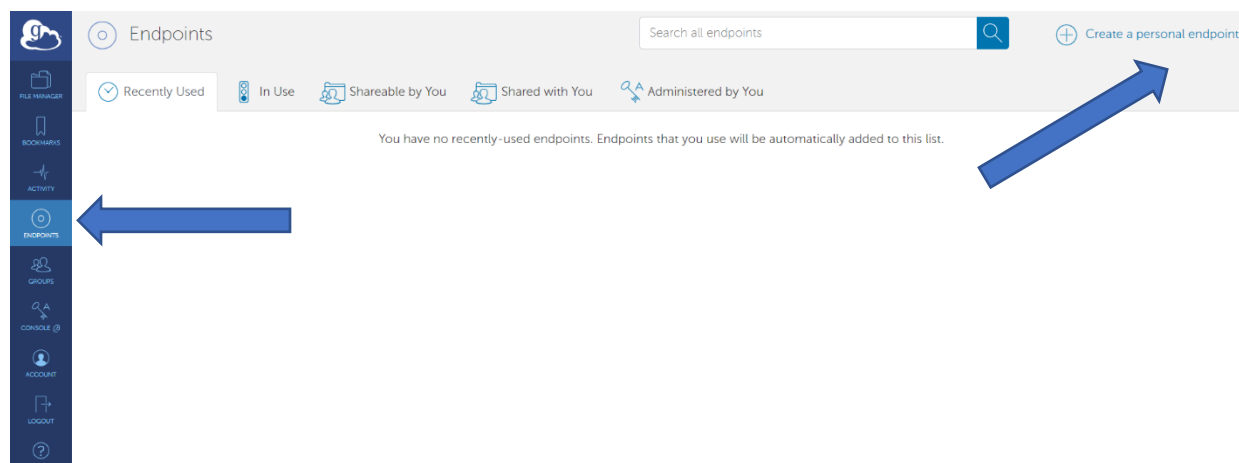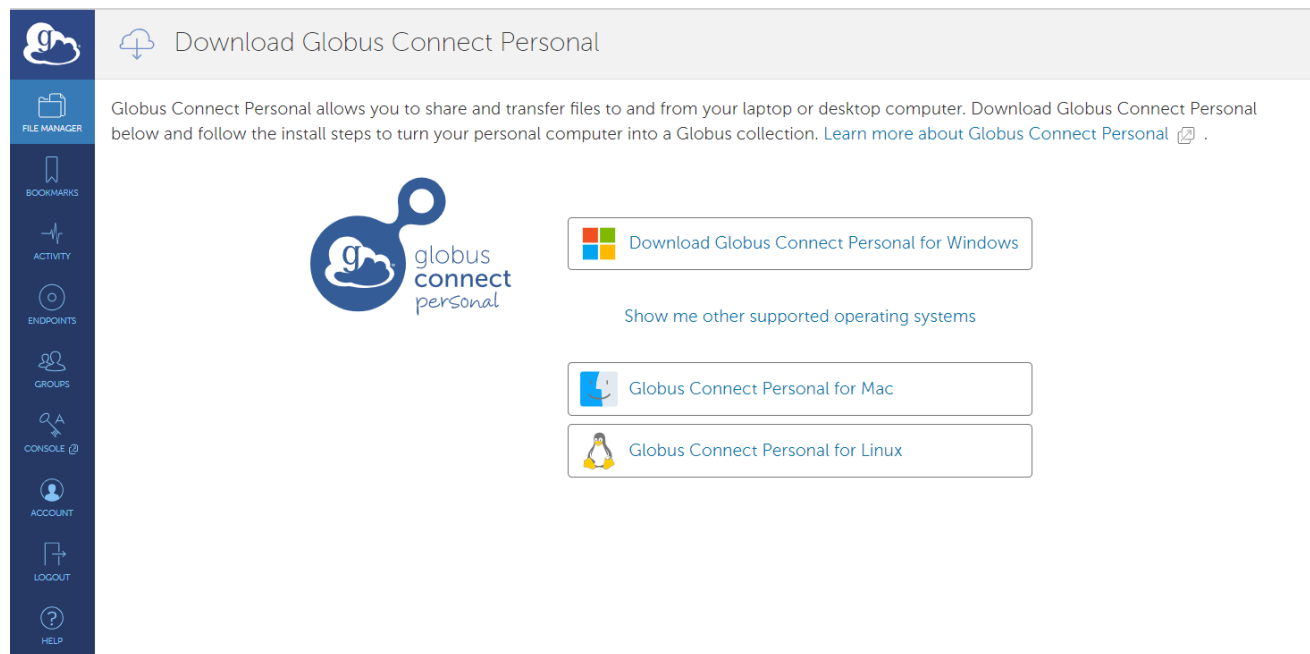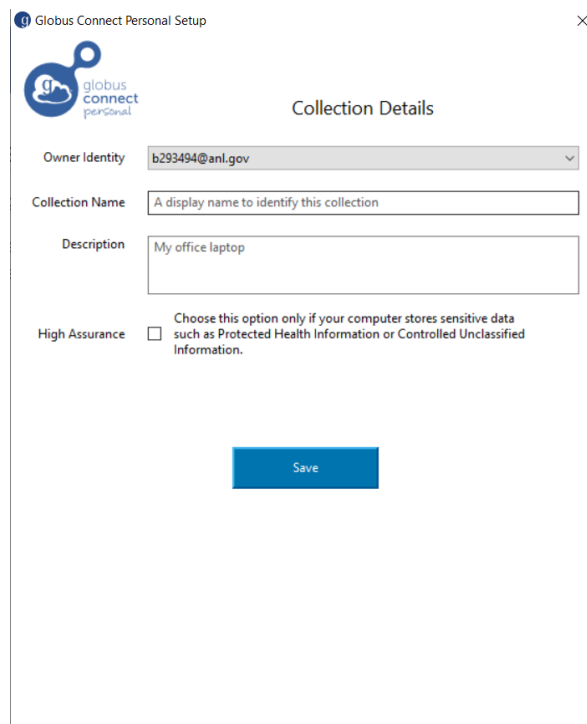
Figure 3. Installing Globus Connect Personal

Figure 4. Download Globus Connect Personal

Globus Connect Personal Setup will appear. You will be prompted to identify the owner of the endpoint, create a display name for the endpoint, and a quick description of the machine linked to that endpoint. (Figure 5). Click **Save**. You will receive a notification that your endpoint is connected.

Figure 5. Globus Connect Personal Setup to create an Owner Identity and Collection Name

If you need any additional assistance on installing Globus Connect Personal go to:
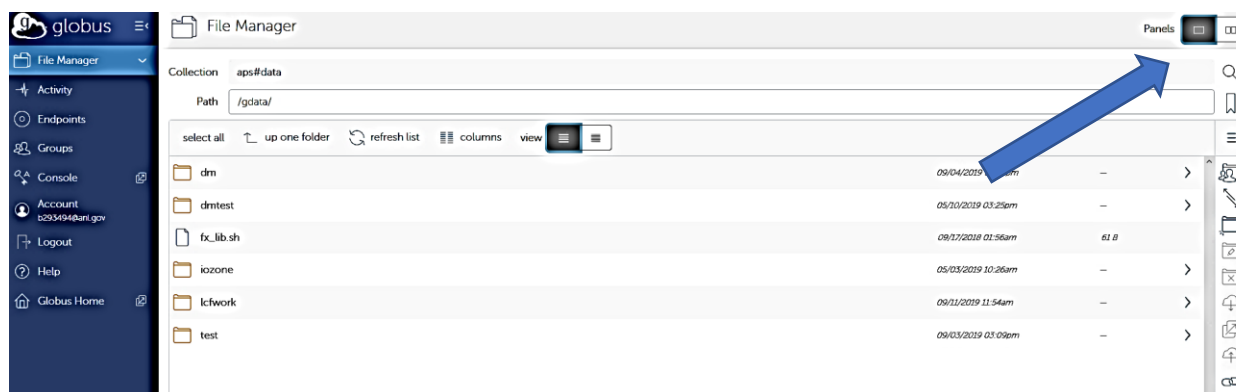https://www.globus.org/globus-connect-personal

3. **Accessing Your Data**

Once you can login to Globus and have a personal endpoint, you can start accessing your data. To begin, click on **File Manager** from the menu on the left-hand side. In order to view your personal endpoint and the DCS endpoint which you will be collecting your data from, click on the split screen panel shown in Figure 5. To search your data from the DCS endpoint, type in **aps#data** in the upper left box titled **Collection**.

Press continue and you will be prompted to authenticate your account using your APS credentials. The username is **d<your badge number>**. Example: d123456. **Don't forget the d in front of the badge number**, there should be **no other letters**. Enter your APS password.

Once you have authenticated, navigate to **/gdata/dm/DCS/**.

Folders are listed based on the organization and date of your experimental time at the DCS. Your folder will be authenticated to your group only and will not be accessible to anyone else.

Figure 4. Search for aps#data and select split screen panel in the upper right-hand corner to view the DCS endpoint and your personal endpoint
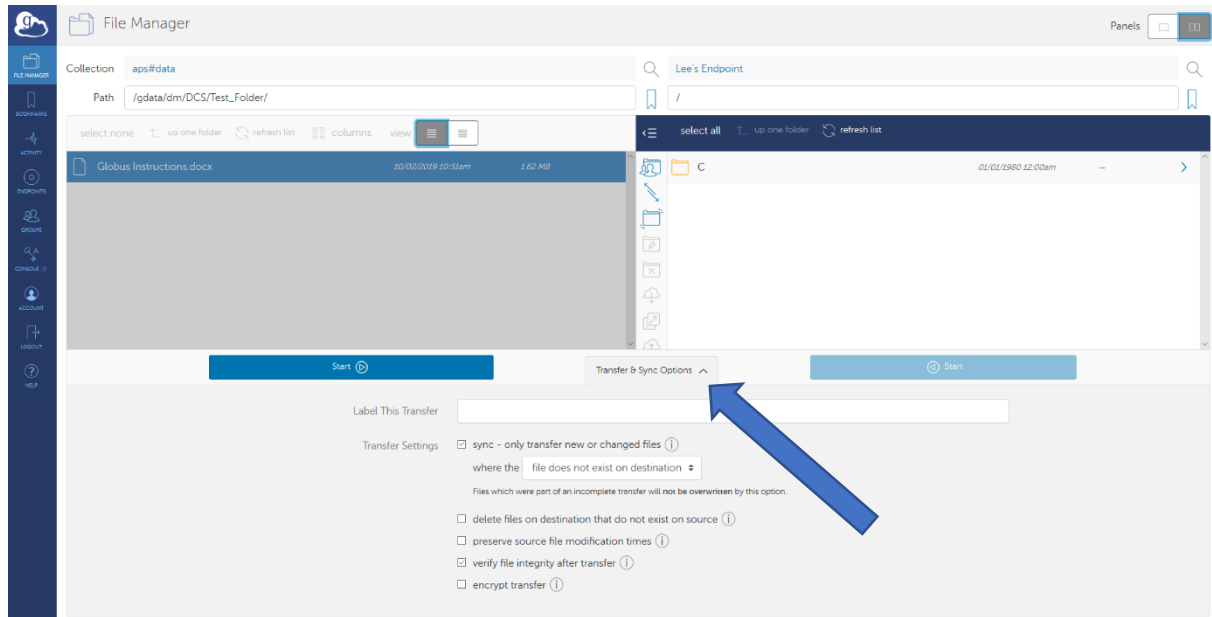

4. *Transferring Your Data*

Under **File Manager** with your panel enabled as **split screen**, choose the endpoint which you made after installing Globus Connect Personal. Your endpoint name can be found easily by clicking on **Endpoints** from the menu on the left side and then clicking on the **Administered by You** tab. (Figure 6).

Figure 5. The name of your endpoint can be found in the Administered by You tab of the Endpoints section of the menu
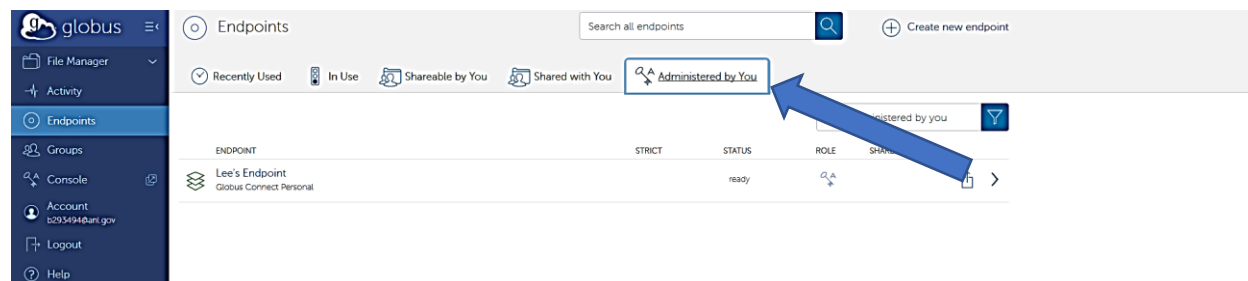
On the right-hand side, search your personal endpoint in the collection search box (Figure 7). Before starting your transfer, you can customize the settings to only transfer new files which currently do not exist on your endpoint. To do so, choose the **Transfer and Sync Options**. In the settings, you can check the **sync** box in the **Transfer Settings**. In the drop down, change the option to where the files do not exist on your destination (Figure 7). This will only save new files instead of rewriting the entire directory.

Figure 6. Transfer settings to configure sync to transfer new files which currently do no exist on your endpoint.

Once your settings are configured, select **Start** in the bottom of the DCS endpoint (Figure 8). You will be notified of a successful data transfer via email and the file will be accessible in the documents folder of your personal computer.

Figure 8. Transferring collected data to your personal endpoint. Left-hand side as the DCS endpoint and your personal endpoint on the right-side