Getting into the website:

1. **Login** – Go to the MCubed website (mcubed.umich.edu) and log in. The login button is in the top right-hand corner of the website. When the UM login site appears, enter your uniqname and your Kerberos password. When you return to the site, a box should appear. Please read about the confidentiality of the site and of ISR’s evaluation of the program. Once you are done, you can click the “x” in the top right-hand corner and the regular website should appear. A blue help bar at the top contains links to helpful information and can be collapsed by clicking on the white “x” on the right side. You can also access the help pages by clicking on the “?” icon. The other four new icons — Create a Project, Locate Collaborators, Find a Project, and a picture of you — will be described in the following sections.

2. **Obtain a token if you don’t have one** – If you were unable to log onto the website, you may not have a token. A token is required to enter the website, create a project, and cube. Each unit distributes tokens in a slightly different way, so check with your unit’s contact/MCubed Unit Liaison to find out the procedure for obtaining them. The contacts for each unit can be found on the help page (click on the “?” icon). LSA requires faculty to request a token through its eGIF system.

3. **Enter missing information** – Once you are logged onto the MCubed website, make sure all your information is entered correctly (e.g., your research summary, publications). You can go to your profile by clicking on your picture, and you can edit the information by clicking on “Edit Profile” at the top of the page. Don’t forget to enter a shortcode for your share of the token, plus a shortcode for any overages. This last number will only be used if your account is in deficit at the end of the project. (Note: If your unit is covering the entirety of your costs, you should enter “111111” as your user shortcode. Check with your MCubed Unit Liaison to see if you can enter “111111” for your overage account as well.) Finally, *make sure you hit save at the bottom of the page!* You may need to scroll down to do so.

Forming a cube:

1. **Create a project** – Click on Create a Project, and enter in the information about your project. You should choose a photo that represents what you are trying to do, give a description of the work, and enter in any keywords not in the title or description. Make sure you understand the policies for responsible conduct of research, click the checkbox, and then click the Submit button. You have now entered a project, and you are the owner of that project. You can enter as many projects into the MCubed website as you like, but you can only have your token in one project at a time.

2. **Commit your token** – Click on Find a Project and then locate the project you would like to cube (you have to be the owner to invite collaborators or to cube a project).
Locate your project by searching for your title or key words, or by selecting your unit and scrolling down through the projects. You can also go to your profile page by clicking on your photo — all your projects should appear on the right side of the page. Once you find the project you want, click on it, and then click on the Get Started button in the box on the right side. A window will pop up allowing you to click on the Commit your Token button. Your token is now committed to this project, and you are not available to join any other project. If you later decide to join a different project, you must click on the Remove Tokens button on the bottom of the window.

3. **Find collaborators** – To invite collaborators to your project, at least one of whom must be outside your unit, click on the Locate Collaborators icon. You will see all the other researchers that have tokens. You can sort them by units, and you can save collaborators in folders on the right side of the screen. Saving collaborators to folders makes the next step easier. Note that the Token Status tells you whether the collaborator is available to join your project.

4. **Invite collaborators** – Once you have found your collaborators in the MCubed website, go back to your project, click on the icon, and then click on Invite Collaborators. When the window pops up, you can scroll down and see a popup button that says All Collaborators. If you press that, a list of your folders for collaborators comes up. Select the folder you want, or search for your collaborators by name. Once you have found your collaborators, click in the box next to their name (a checkmark appears), and then click the Send button to send an invitation to them via email. Once they accept, your project will be filled and ready to cube.

5. **Request cube (not functional yet)** – Once you have filled your project with three tokens, you are ready to request a cube. See step-by-step website instructions for requesting a cube, as provided on the MCubed help page.

**Joining someone else’s cube:**

1. **Search for a project** – You can also join a project that someone else has created. Click on “Find a Project” to see all the projects that people have created. By clicking on any project, you can see the people who have already joined the project, and you can enter comments that can be viewed by everyone. You can also email the owner directly. But you can’t join these projects unless you are invited to join by the owner.

2. **Wait for an invitation** – Once you have contacted the owner of the project you want to join, you need to receive an invitation from him/her to proceed. The invitation will be in an email, and you merely need to click on the link to accept. After this, you should see your token in the project. If you decide to leave this project, you can remove your token at any time prior to cubing. Once a cube is requested, you cannot remove your token.

3. **Cube the project** – If you are not the owner, you cannot request a cube. You need to work with the owner to cube the project.