



CENTER FOR TEACHING AND LEARNING

INDIANA UNIVERSITY–PURDUE UNIVERSITY
INDIANAPOLIS

Consortium for Learning and Scholarship

Creating a Webservice Account

To create a new Webservice account, you must be a full-time faculty or staff member at the IUPUI campus.

Step 1: Request a new group name

Create a group name (**can only be 8 characters long and must be lower-case**) for your Webservice account. Make it a brief, one word name or combine short words and keep the words together, such as 'mygroup'. You may **not** use your IU username for this account name.

1. Access the new group name form at: <http://itaccounts.iu.edu>
2. Select **Manage my IU computing accounts**
3. You might see a page asking you to log into the Central Authentication Service; if so, enter your IU network ID. If not, skip to the next step.
4. Select **request new group username**
5. Enter and re-enter the group username you want in the first two fields; in the "Display name:" field; enter the full name for this group. Select the campus and department associated with the group, and enter a brief description of the group's purpose.
6. Click **Submit**

The group name will generally take a few days to create. You will receive a confirmation email when the group name has been approved. Once you have received this confirmation you may continue to Step 2.

Step 2: Create the group account

1. Go to the Account Management Service at: <https://itaccounts.iu.edu/>
2. Select **Manage my IU computing accounts**.
3. You might see a page asking you to log into the Central Authentication Service; if so, enter your IU network ID. If not, skip to the next step.
4. Click **create group accounts**.

5. If your group account request has been approved, the username you requested will be displayed. To create the account, select the username and follow the directions on screen.
6. Click Submit.
7. Once your account has been created, complete the Web Account Application Form at: https://libertas.ucs.indiana.edu/~mgracc/iu_auth/apply_now.html
8. Confirmation of your account creation will be sent to your email address. This may take up to 2 days.

See the instructions at http://webmaster.iu.edu/account_info/webserve.shtml for more information

Step 3: Login to Webserve

1. You should test your account in Webserve by logging in to WinSCP
2. If you do not have WinSCP Client on your computer you can download it for free with your IU username at: <http://iuware.iu.edu>
3. Open WinSCP
4. For the Host Name type webserve.iu.edu
5. Enter your new group name in the User Name field
6. Type the password for your group name in the Password field and click Login
7. The application should appear, displaying local folders in the left pane and webserve folders on the right. If you receive an error message, wait another day to try this again. If, after a few days, you are still not able to log in, contact the Support Center at (317) 274-4357.

Step 4 (Optional): Digital Media Streaming Service Request Form

After confirmation of Webserve account setup, use the following link to create a digital media streaming account:

https://www.indiana.edu/~wmhome/tool_guide_info/wwwdm_form/wwwdm_form.shtml