Instructions to Access Partek Flow Server

1. Complete registration as ASRC Epigenetics Core User per [instruction](#).
2. Send email to Jia Liu <jliu1@gc.cuny.edu> to request an account on Partek server. Include name, PI, and email address in the email.
3. Wait for the confirmation for the account setup (usually within 1-2 business days). Each user will be assigned with **250GB** space. Partek will send notifications if a user's quota space reaches 90%. No new tasks can be performed when 100% quota space is reached. Additional space can be purchased with Partek Flow at user's own cost.
4. Reserve in Badger prior to usage.

   Important Notes:
   - Server access *without* Badger reservation will be removed by Admin.
   - Minimum period for each reservation is 3 hrs.

5. Login Partek Flow Server at https://cuny5j.partek.com/flow/login.xhtml

   Important Notes:
   - The core has **ONE** concurrent license, therefore only one user is allowed at a time.
   - The license is occupied when one user is logged in or when a task is running.
   - Please reserve enough time for time-consuming tasks. Users exceeding reservation time may be forced to log out or set tasks on hold until the license is released later.

6. Upon completion of the tasks, LOG OUT the server to release the license and avoid unnecessary usage fee.

   Important Notes:
   - Closing the browser window will <u>NOT</u> log out the server, therefore will continue to occupy the license and result in usage fee charge.
   - Users who are idle for more than 1hr will be logged out automatically. In addition, users will be logged out 1hr after the last task is finished.
   - Usage fee will be based on actual usage or reservation time, whichever is greater.

Need Help?

- Contact Partek Tech support at <support@partek.com>