

BeMyIT Store

Address: <https://ritstore.research.cchmc.org/>

Login with your CCHMC username & password. Please contact help@bmi.cchmc.org with any questions.



Requirements

Must be on CCHMC network or connected to CCHMC via VPN. Must use web browser Chrome, Firefox, or Safari. The BeMyIT Store only works partially in Edge. Internet Explorer is no longer supported.

The BeMyIT Store is used for requesting and managing resources provisioned by Research IT. These resources include:

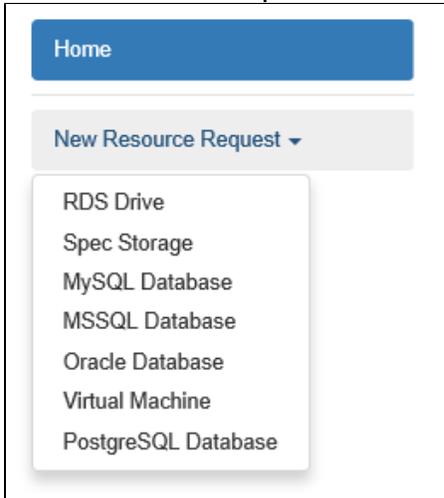
- RDS Drives - Email questions to help-rds@bmi.cchmc.org.
- Spec Storage - Email questions to help-storage@bmi.cchmc.org.
- Databases - Additional information available at [Research IT Hub / Database Servers](#)
- Virtual Machines - Additional information available at [Research IT Hub / Virtual Servers & Machines](#)

The BeMyIT Store provides cost estimates before you submit a request so you can price out the different options you need.

Requesting a New Resource

Follow the instructions below to request a new Resource using the BeMyIT Store:

1. **Login** to the BeMyIT Store at <https://ritstore.research.cchmc.org/>.
2. Use the **"New Resource Request"** menu on the top-left to choose the resource you want to request:



- RDS Drives are standard research network project drives and is only accessible by CCHMC employees on the CCHMC network or VPN. Examples:
 - Spec Storage is housed on BMISI and can be accessible to external collaborators and the HPC Cluster.
 - Multiple database systems are available: MySQL, MSSQL (Microsoft SQL), Oracle, and PostgreSQL.
 - Windows and Linux virtual machines are available as alternatives to physical servers.
3. **Fill out the Request Form** with all of the required fields. Hover over the icon in the form to see additional help for each form field.
 4. **The following fields are required** for all resources:
 - Owner/Principal Investigator
 - Resource Manager(s) - A resource manager can request quota changes to increase space available.
 - Resource Name
 - Server/Drive Space Size
 - Associated Project
 5. There are **additional required fields depending on the resource type**:
 - RDS & Spec Storage require you to select-
 - Backup - Different backup types are available depending on the project needs and any archiving requirements.
 - HPC access - Select "Yes" if the drive need to be accessible from the High Performance Computing Cluster (HPC Cluster).
 - External collaboration - Select "Yes" if users external to CCHMC will need access to the drive.
 - Database also requires-
 - Environment - Please specify if the database is to be used for Production, Test, Development, Stage, or Disaster Recovery.
 - Virtual Machines require the following fields-
 - Memory - The size of memory/RAM needed to be available to the VM.
 - CPUs - The number of CPUs assigned to the VM.
 - Operating System - Specify if the VM should run Linux, Windows, or Windows Server as the OS.

- Environment - Please specify if the database is to be used for Production, Test, Development, Stage, or Disaster Recovery.
6. When you've completed all the fields on the page, **click the Continue button** at the bottom of the screen to review your request. If you've missed any of the fields, It will be marked in red text so that you can correct it.
 7. If everything looks correct on the review screen, **click the Submit button** to complete your request.

Request a Change to an Existing Resource (Quota, Backup)

You must be designated as an owner or a Resource Manager to be able to view and submit changes for that resource.

Follow the instructions below to request a change to an existing Resource using the BeMyIT Store:

1. **Login** to the BeMyIT Store at <https://ritstore.research.cchmc.org/>.
2. In the Resources area, **look under the tab labeled "Manageable Resources" and find the resource you wish to change.**
3. **Click the "Request Change" button** to the right of the resource.
4. Depending on the resource you've chosen, you can change the:
 - Quota
 - Backup
 - Memory
 - CPUs
5. When you finish, **click the Request Change button.**

Add or Change a Budget Number

You must be designated as an owner or a Resource Manager to be able to view and submit budget number changes for that resource.

Follow the instructions below to add or change a budget number for an existing Resource using the BeMyIT Store:

1. **Login** to the BeMyIT Store at <https://ritstore.research.cchmc.org/>.
2. In the Resources area, **look under the tab labeled "Manageable Resources" and find the resource you wish to change.**
3. **Click the resource name/path or the Request Change button.**
4. **Click "Budget"** in the left-hand menu.
5. In the Budget Information section you can Add a budget number, Delete a budget number, or change the Budget Allocation:
 - Add a Budget Number
 - a. **Click the Add button** to display the Add Budget Number window.
 - b. The entry for budget number is broken-up into separate fields. **Select or fill-in each of the fields:** BU, Fund, Department ID, Project BU, Project ID, and Percentage.

- c. **Click the Verify button** at the bottom.
- d. **Look for a Success message** at the top of the window when your budget number verifies.



Budget Number Error

If budget number does not verify, then **send an email to help@bmi.cchmc.org with the budget number that you want to use**, and we will take care of it for you.

- e. The Account, Budget Ref Yr, End Date, and Responsible Party fields will be auto-filled for you when the budget number verifies.

- f. **Click the OK button** at the bottom to close the Add a Budget Number window.
 - g. **Click the Save button** under the Budget Information section to finish adding the budget number.
- Remove a Budget Number
 - a. **Click the checkbox** next to an existing budget number in the list and then **click the Remove button**.
 - b. **Click the OK button** in the popup to confirm you want to remove the budget number.
 - c. **Click the Save button** under the Budget Information section to finish adding the budget number.
 - Change the Budget Allocation

When adding a budget number you can specify how much of the charges will be allocated to it. The Percentage field defaults to 100% but can be edited while adding the budget number.

 - a. If you want to change the allocation after you've already added a budget number, just **add your second (third, fourth, etc) budget number, set the Percentage, and save it**.
 - b. Then when you return to the main Budget Information section you'll see a message prompting you to change the allocations.

Budget Number % Must Equal 100 - Correction required in 'Budget Information' section below

- c. **Click the Budget Allocation button** and the Update Budget Number Allocation window will appear.

Update Budget Number Allocation ✕

31-00000-666350-200700-32-000000	100
Total	100

- d. **Reduce the Percentage** field for the displayed budget number from 100% to the correct amount **so that the total of all your budget number allocations will be 100**.
- e. **Click the Save button** to close the Update Budget Number Allocation window.
- f. **Click the Save button** under the Budget Information section to finish adding the budget number.

Change the Owner or Resource Managers of an Existing Resource

Follow the instructions below to change the Owner of an existing Resource or add/remove Resource Managers using the BeMyIT Store:

1. **Login** to the BeMyIT Store at <https://ritstore.research.cchmc.org/>.
2. In the Resources area, **look under the tab labeled "Manageable Resources" and find the resource you wish to change**.
3. **Click the "Request Change" button** to the right of the resource.
4. In the Resource Info section, **click the "Update Ownership" button**, or choose the **Ownership section from the links to the left**.
 - To Change the Owner:
 - a. **Click the "Change Owner" button** in the Owner/Principal Investigator section.
 - b. In the New Owner Section **type the user's Name or User ID**. It will search and prompt with a list of matching users to select. If it is not showing the correct user, try entering the User ID to search for the user.
 - c. **Select the User and click the Save button**.
 - To Add a Resource Manager:
 - a. **Click the Add button**.
 - b. **Type the user's Name or User ID**. It will search and prompt with a list of matching users to select. If it is not showing the correct user, try entering the User ID to search for the user.
 - c. **Select the User and click the Add button**.
 - To Remove a Resource Manager:
 - a. Select an existing Resource Manager by **clicking the checkbox to the left of the User ID**.
 - b. **Click the Remove button**.
 - c. **Click the OK button** to confirm.