

Requesting the Research Data Storage Service

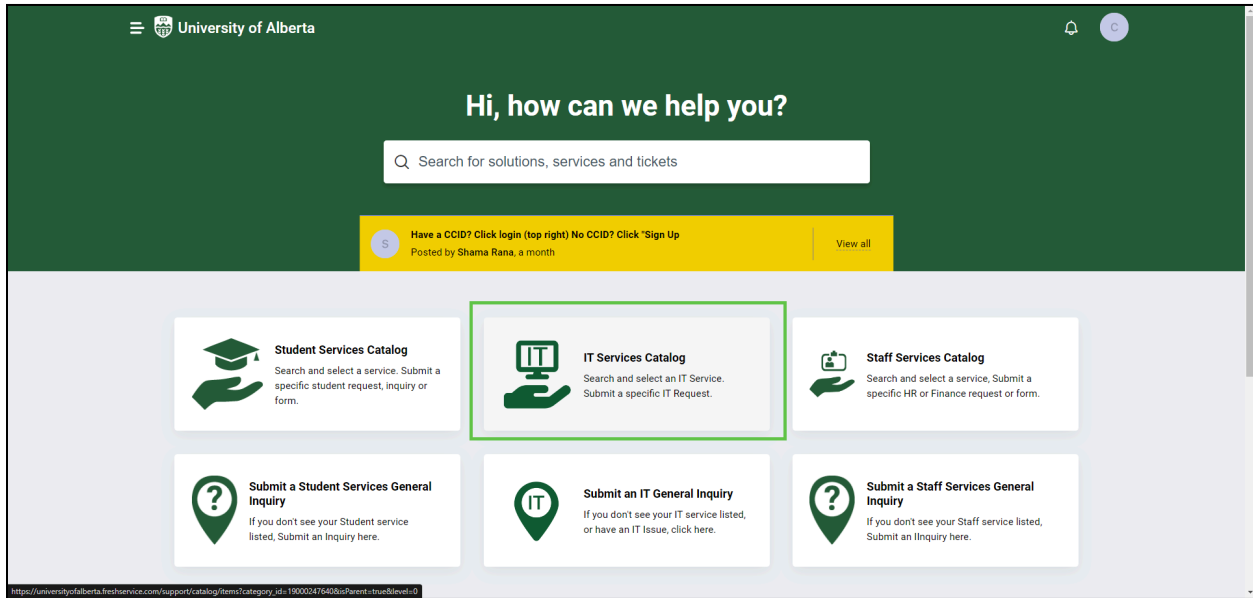
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Step 1: Important Note

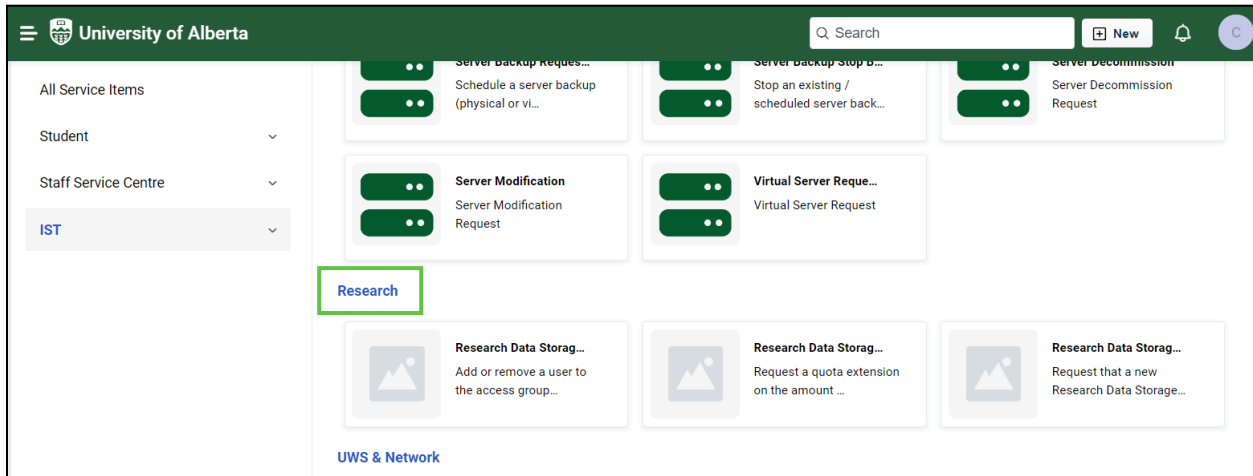
Before submitting the IT Service Request you will need this [research storage management plan template](#) to write and attach with your research data storage service request.

Step 2: Navigate to the [University Service Portal](#)

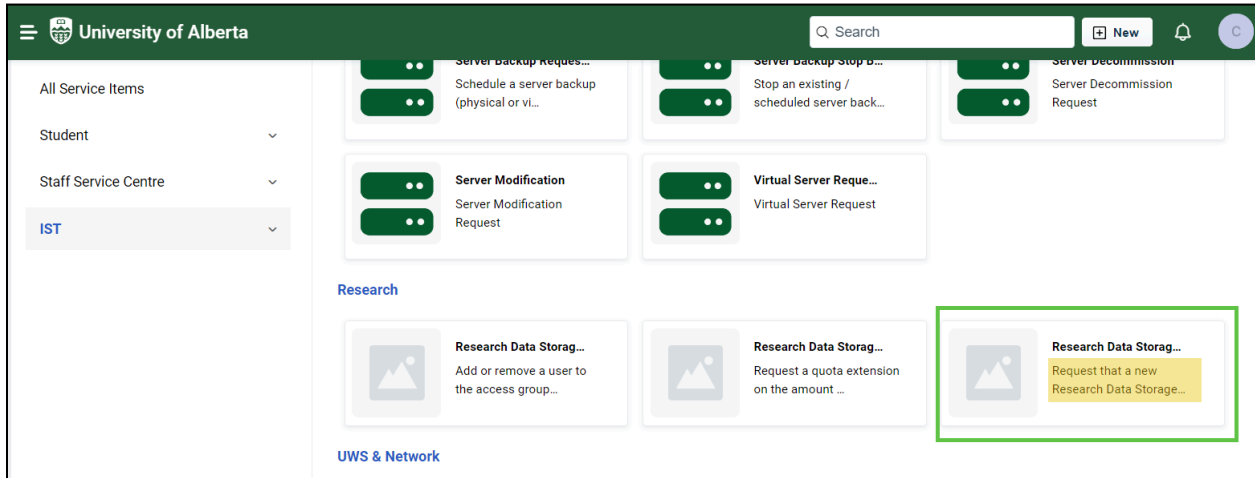
- Click on the IT Services Catalog



- In the IT Services Catalog, scroll down to the "Research" heading




Step 3: Click the “Request that a new Research Data Storage...” tile



Step 4: Fill out the New Service Request form

- Fill out the form, including your College, Faculty, Department, storage range, and exact storage amount you require, according to your [research storage management plan](#)
- Attach your [research storage management plan](#) and click 'Place Request'
- You will receive a confirmation email with the name of your drive

 **Research Data Storage (New Storage Space)**
Request that a new Research Data Storage location be created for you or your group

Requesting a new Research Data Storage requires a Research Storage Management Plan(RSMP) to be attached with the request. You will need to specify which faculty the research is being performed for, provide the name of the Research project (or group) and provide a list of all the CCIDs for any users requiring access to the drive. Upon

[View more](#)

Which college are you a part of? *

Faculty of research *

What is your department? *

How much storage are you looking for? *

Please specify exactly how much storage you require *

Please confirm you have attached your Research Storage Management Plan to support this request.*

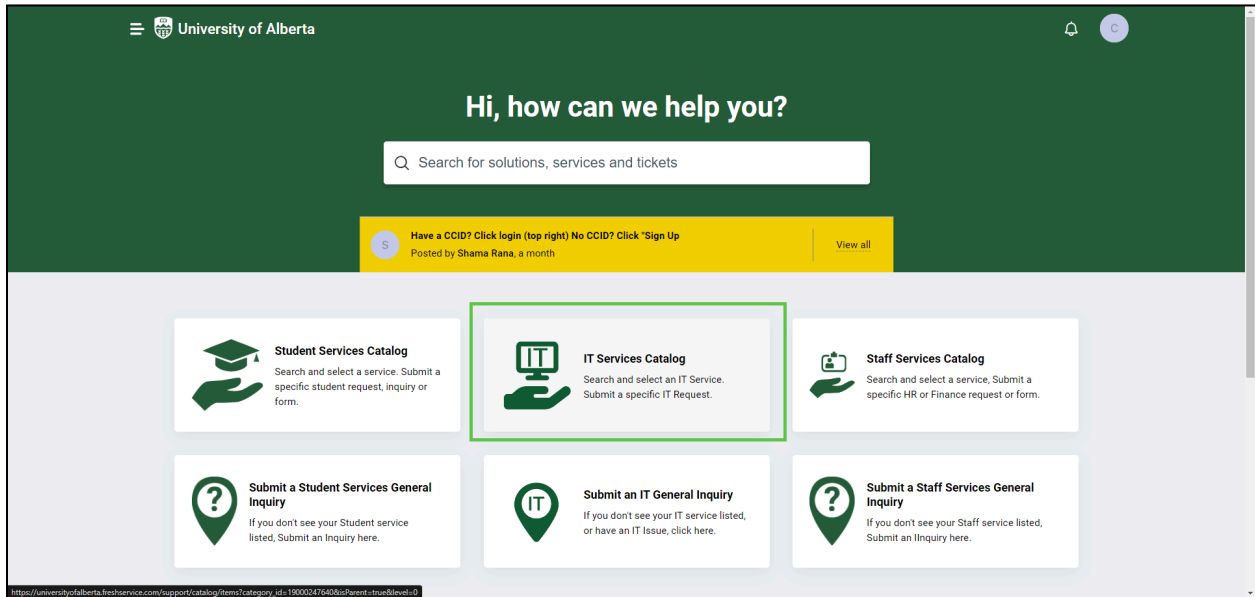
[Attach files](#) (File size < 40 MB) *

Drop files here
Make sure your file size is less than 40 MB

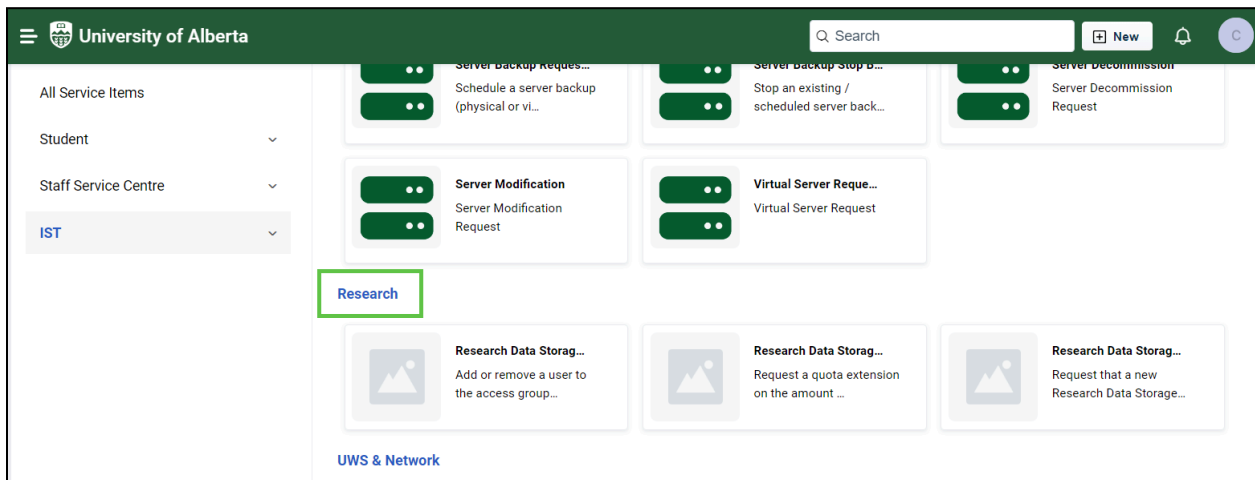
Requesting to Add or Remove Users

Step 1: Navigate to the University Service Portal

- Click on the IT Services Catalog



- In the IT Services Catalog, scroll down to the "Research Heading"



Step 2: Click the “(Add/Remove User)” tile

Home > Service Catalog

Service Catalog
Browse the list of services offered and raise a request

All Service Items

- Student
- Staff Service Centre
- IST**

IST > RESEARCH

- Research Data Storage (Add/Remove User)**
Add or remove a user to the access group...
- Research Data Storage (Increase Storage Quota)
Request a quota extension on the amount ...
- Research Data Storage (New Storage Space)
Request that a new Research Data Storage...

Step 3: Fill out the IT Service Request Form

- Enter the name of your RDSS server address “\\research-filer.ualberta.ca\mylab”
- Select whether you want to add, remove, or both add and remove users from the drop down

Home > Request New Service > IST > Research > Research Data Storage (Add/Remove Us...

Research Data Storage (Add/Remove User)
Add or remove a user to the access groups for your Research Data Storage location
[Read more](#)

Please provide the name of the RDSS Location(s). If providing more than one location please separate each location using a comma “,”*

ex. \\research-filer.ualberta.ca\mylab

Add or Remove Users

Add

...

Add ✓

Remove

Add and Remove

Place Request

- Enter the CCIDs of the users to be added or removed (ie. johnson1 or Jsmith, etc.)

Please provide the name of the RDSS Location(s). If providing more than one location please separate each location using a comma **


Add or Remove Users

Add and Remove

CCIDs of users to be added

CCIDs of users to be removed

Step 4: Click 'Place Request'

 **Research Data Storage (Add/Remove User)**
Add or remove a user to the access groups for your Research Data Storage location
[Read more](#)

Please provide the name of the RDSS Location(s). If providing more than one location please separate each location using a comma **

Add or Remove Users

Add and Remove

CCIDs of users to be added

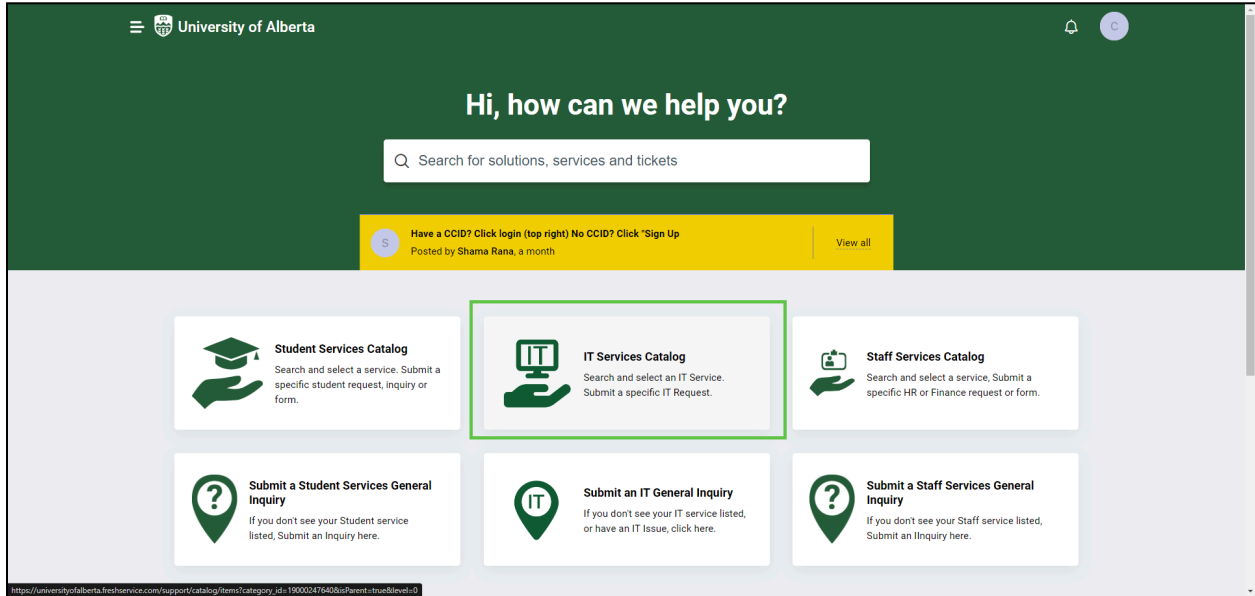
CCIDs of users to be removed

[Place Request](#)

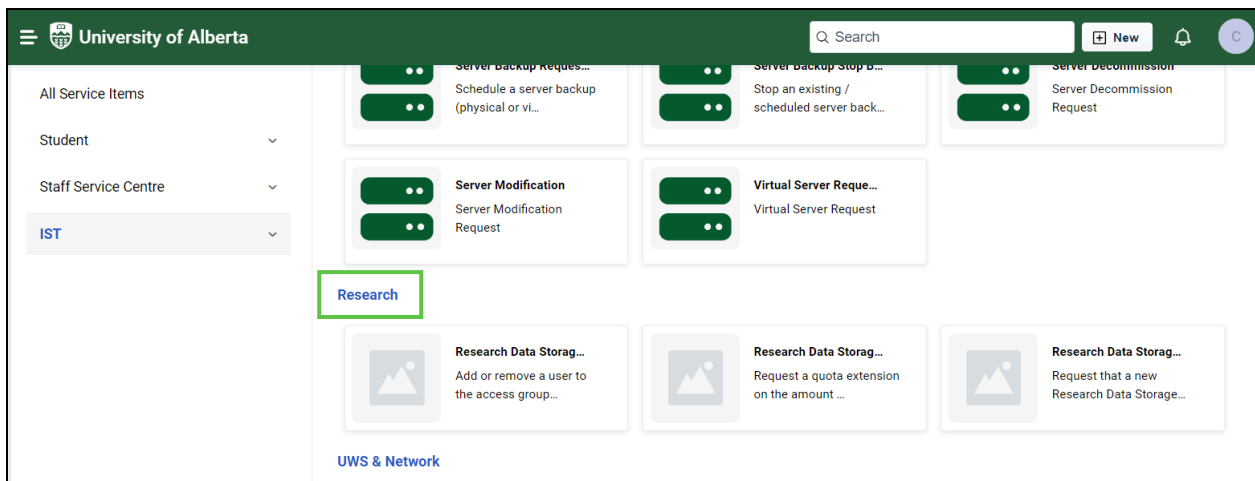
Requesting Extension for the Research Data Storage Service

Step 1: Navigate to the [University Service Portal](#)

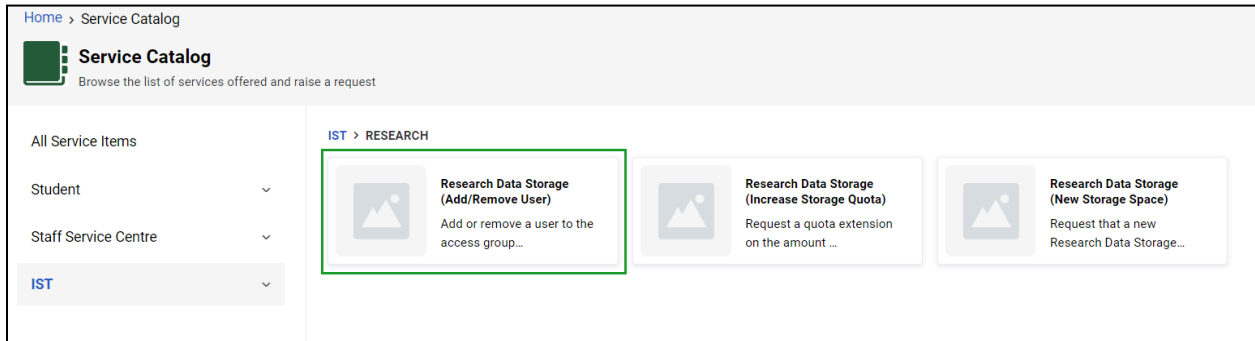
- Click on the IT Services Catalog



- In the IT Services Catalog, scroll down to the "Research Heading"



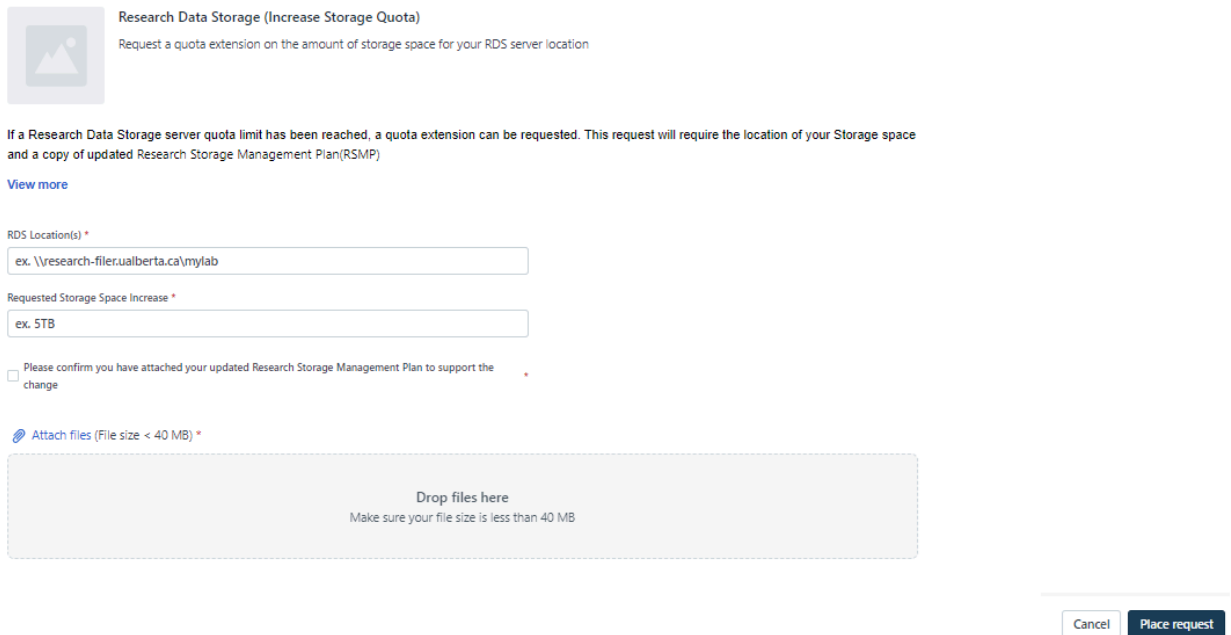
Step 2: Click the “(Increase Storage Quota)” tile



The screenshot shows the 'Service Catalog' interface. On the left, there is a navigation menu with 'All Service Items', 'Student', 'Staff Service Centre', and 'IST' (selected). The main content area is titled 'IST > RESEARCH' and contains three tiles. The first tile, 'Research Data Storage (Add/Remove User)', is highlighted with a green border. The second tile, 'Research Data Storage (Increase Storage Quota)', is the target of the step. The third tile is 'Research Data Storage (New Storage Space)'.

Step 3: Fill out the IT Service Request form

- Enter the name of your RDSS server address “\\research-filer.ualberta.ca\mylab”
- Enter in how many more TBs you need (not including your current storage size)
- Attach your updated Research Storage Management Plan to support the Change



The screenshot shows the 'Research Data Storage (Increase Storage Quota)' service request form. The form includes a description: 'Request a quota extension on the amount of storage space for your RDS server location'. Below this, there is a note: 'If a Research Data Storage server quota limit has been reached, a quota extension can be requested. This request will require the location of your Storage space and a copy of updated Research Storage Management Plan(RSMP)'. A 'View more' link is provided. The form fields are: 'RDS Location(s) *' with the example 'ex. \\research-filer.ualberta.ca\mylab'; 'Requested Storage Space Increase *' with the example 'ex. 5TB'; a checkbox for 'Please confirm you have attached your updated Research Storage Management Plan to support the change'; and an 'Attach files (File size < 40 MB) *' section with a 'Drop files here' area. At the bottom right, there are 'Cancel' and 'Place request' buttons.

Step 4: Click 'Place Request'