Research Data Storage Service Requests

How-to Guidance

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Requesting a New Research Data Storage Service

Step 1: Navigate to the New Service Request Form

Step 2: 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 <u>research storage</u> <u>management plan</u> (RSMP)
- Please note: The RSMP was created in collaboration with VPRI and the Library to better understand your use case for the Research Data Storage Service and to help us serve you better
- Attach your research storage management plan and click 'Place Request'
- You will receive a confirmation email with the name of your drive

Request that a new Research Data Storage location be created for you ryour 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 CCDs for any users requiring access to the drive. Upon Vow more Which college are you a part off* Select Wore department? * Select For up department? * Select Perse confirm you have attached your Research Storage Management Plan to support this request.* Perse confirm you have attached your Research Storage Management Plan to support this request.* Perse confirm you have attached your Research Storage Management Plan to support this request.* Prop files here Make sure your file size is less than 40 MB	Research Data Storage (New Storage Space)	
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Step 3: Click 'Place Request'

Requesting to Add or Remove Users

Step 1: Navigate to the Add/Remove User Form

Step 2: Fill out the Add/Remove User 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

Research Data Storage (Add/Remove User) Add or remove a user to the access groups for your Research Data Storage location Read more Reade more Research-filer.ualberta.ca\mylab do r Remove Users Add Remove Add an Remove	Iome > Request New	w Service > IST > Research > Research Data Storage (Add/Remove Us	
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• Enter the CCIDs of the users to be added or removed (ie. johnson1 or Jsmith, etc.)

ex. \\research-filer.ualbe	erta.ca\mylab
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Add and Remove	~
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CIDs of users to be removed	1
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Step 3: Click 'Place Request'

	Research Data Storage	(Add/Remove User)		
	Add or remove a user to the access g	roups for your Research Data Storage locat	ion	
	Read more			
Please provide the name of	the RDSS Location(s). If providing more than o	ne location please separate each location using a	comma "," *	
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Requesting Extension for the Research Data Storage Service

Step 1: Navigate to the Increase Storage Quota Form

Step 2: Fill out the Increase Storage Quota 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

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) View more RDS Location(s) * ex. \vresearch-filer.ualberta.ca\mylab Requested Storage Space Increase * ex. STB Please confirm you have attached your updated Research Storage Management Plan to support the change		Research Data Storage (Increase Storage Quota) Request a quota extension on the amount of storage space for your RDS server location
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Cancel Place request

Step 3: Click 'Place Request'

