Research Data Storage Service Requests

How-to Guidance

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 [research storage management plan](#) (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

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

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

Step 3: 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 ","*

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

Add or Remove Users

> Add and Remove ⌄

CCIDs of users to be added

> johnson1

CCIDs of users to be removed

> Jsmith

Place Request

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

Research Data Storage (Increase Storage Quota)
Request a quota extension on the amount of storage space for your RDS server location

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

Requested Storage Space Increase *

ex. 5TB

☐ Please confirm you have attached your updated Research Storage Management Plan to support the change *

🔗 Attach files (File size < 40 MB) *

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

Cancel   Place request

Step 3: Click 'Place Request'