

# Research Data Storage Service Requests

## How-to Guidance

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# Requesting a New Research Data Storage Service (RDSS)

## 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, and Department
- Type in this formatting as it pertains to your group: "FACULTYSUBJECT-RESEARCHGROUPACRONYM". This will be used as the name for your shared space. [Click here](#) for the complete list of SUBJECT acronyms.
- If your data is sensitive, please type in what kind of sensitive data is being stored in RDSS, otherwise enter "N/A". We ask this for cybersecurity logging purposes.
- Enter how long you are planning on storing your data in RDSS.
- From the dropdown menu, select how much storage you are requesting. You can request up to 50 TB free of charge per research lab or group. Requests over 50 TB can be satisfied via consultation.
- Provide the CCID's for the space owner(s)/admin(s)
- Provide the CCID's that require access to your space (graduate students, lab researchers, contracted researchers, etc.)
- From the drop-down, select **all of the type(s)** of data that you want to store. We ask this for cybersecurity logging purposes.
- 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

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


Add or Remove Users

Add and Remove

CCIDs of users to be added

CCIDs of users to be removed

## 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](#)

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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

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 [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)

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[Home](#) > [Request New Service](#) > [IST](#) > [Research](#) > Research Data Storage (Increase Storag...



### Research Data Storage (Increase Storage Quota)

Request a quota extension on the amount of storage space for your RDS server location

[Read more](#)

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RDS Location(s) \*

Requested Storage Space Increase \*

[Attach a file](#) (File size < 40 MB)

[Place Request](#)

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## Step 3: Click 'Place Request'