Date: 21 August 2024	*Contact:* Faculty Data Stewards	*e-mail:* datastewards@tudelft.nl

Project Data Storage usage instructions

"Project Data Storage (U:)" is a network drive for storing research data. It is backed up by TU Delft ICT and storage space can be requested by filling in a request form in TopDesk.

You will receive an email confirmation once your requested storage space is ready (takes up to two weeks). You can always check the folders on Project Data Storage that you have access to via a web browser: https://webdata.tudelft.nl/staff-umbrella/

Managing ownership and collaborator permissions

To request changes in ownership, contact your faculty service desk. To add/remove other collaborators or to adjust their permissions, contact your faculty service desk or use the UMRA tool. If you don't have UMRA installed on your computer, you can access it via remote desktop in the Start menu under Tools > UMRA.
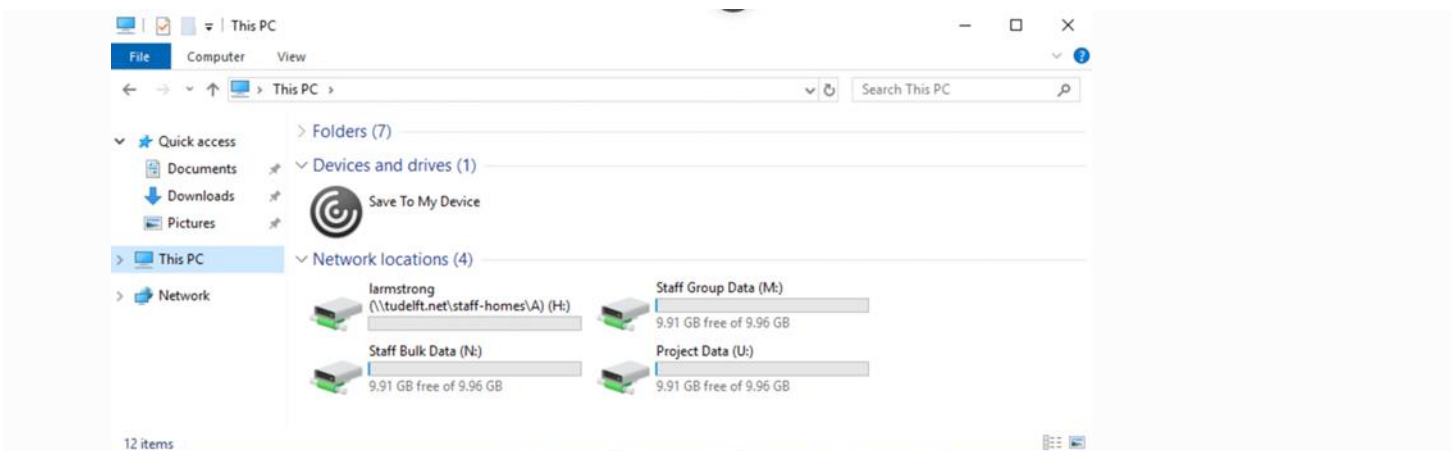
To avoid data loss when leaving TU Delft, transfer ownership of Project Data Storage folders to appropriate person(s) before your contract ends.

Access project data storage on your computer

Windows

For computers managed by ICT:

- Project Data Storage is on 'This PC', the same location as your home drive on university-managed computers: Project Data (U:) or \\tudelft.net\staff-umbrella

- To access Project Data Storage off-campus, log into EduVPN first.

For computers not managed by ICT:

- Sign into EduVPN.
- Install WebDrive and connect to sftp.tudelft.nl as described in the installation instructions. Click on staff-umbrella (this is the Project Data Storage).

Mac OS

In the Finder, type ⌘K or choose Go > Connect to Server; enter the server address (smb://tudelft.net/staff-umbrella/) and click 'Connect'. Add the address to your 'Favorite Servers' list to easily connect later.

Some people are able to use WebDrive, which will mount the drive on your desktop. There is a missing step in the installation instructions: after step 2 in the final section 'Setting up WebDrive for macOS (after installing macFuse)', get the registration code from https://software.tudelft.nl/ in order to activate the license.

It's also possible to connect via sftp for file transfer, for example using the terminal:

sftp \<NetID>@sftp.tudelft.nl

cd staff-umbrella

or an ftp client such as FileZilla or CyberDuck

Linux

If Ubuntu installed by ICT:

- For managed Ubuntu 22.04 workstations, contact ICT to help set up
- For Ubuntu 18.04, in terminal:
  cd /tudelft.nl/staff-umbrella/\<project>
- File manager (nautilus or dolphin): Other locations > Computer > tudelft.net > staff-umbrella > project

If Linux installed by user:

- Terminal:
  sshfs \<NetID>@sftp.tudelft.nl: target_mount_point

  OR:

  sftp \<NetID>@sftp.tudelft.nl
  cd staff-umbrella (mainly for file transfer instead of working)

- File manager: Other locations > Connect to server > sftp://sftp.tudelft.nl/staff-umbrella > project > Login when needed with your NetID and password