

New Server Seat Holder Process

In general it takes approximately 2–3 weeks from the first contact request for new user setup to the users access to the data being approved. There are multiple parties and steps involved in the onboarding process. +

Additional time may be incurred if the user is from an institution other than the project issuing institution.

If a user does not have a NetID

Sponsored Account: People & Departments required for processing:

(DAC Operations Manager, User, Geisel HR, & Geisel Computing)

~1 week

- Draft a new application
- Email the applicant a request for the information needed to complete the application
- Upon receipt of the requested applicant information - Enter the applicant's information into the application
- Upon completion of the application DAC will review, approve, and sign the completed application
- Email the application to Geisel for review and approval
- Upon receipt of Geisel approval email goes to request a NetID be issued
- Geisel Computing will create the email account and create a NetID
- Once the NetID is created the DAC will be notified via email by Geisel
- Once notification is received of NetID approval the DAC will email the applicant
- Applicant must be claimed their NetID to move to next step

Canvas Trainings:

(DAC Operations Manager & User)

Includes slide review, quiz, document signature, CITI certificate, and SANS training

~ 4 hours – dependent on user

- Email the user instructions for accessing and completing Canvas trainings
- Confirm the user has successfully completed all 4 modules on Canvas
- Track all New DAC user compliance
- Once the user has completed the Canvas Annual Required Trainings email the user

DAC Server Access Setup:

(DAC Operations Manager, Research Computing, DAC Technical Project Director, DAC Data Governance Analyst, & Geisel Computing)

Includes several documents for review

~ 1 week

- Email Research Computing to initiate a ticket for a request to add a new user to the DAC IS
- While waiting for Research Computing email the user additional compliance information documents
- Email DAC Technical Project Director and Data Governance Analyst to request new user computer be cleared for security by computing department

- Wait for Geisel computing to meet with user and provide confirmation of security clearance
- Wait for Research Computing email indicating the ticket has been completed
- Once Research Computing confirms the user home directory has been set up email the user additional documentation and instructions for accessing the servers

Onboarding Training Meetings:

(DAC Operations Manager, DAC Programmer, DAC Data Governance Analyst)

~2 hours

- Email DAC Programmers to determine who to assign to the new user for the 1 hour required training
- Email DAC Data Governance Analyst to assign the new user for the ½ hour required training
- Email DAC user to schedule meetings
- Once onboard training meetings are complete add user to project specific folder on DAC server
- Email DAC user they are fully compliant and can begin working

All times are approximate and dependent on several departments' involvement. This can result in the process taking longer than the estimated 2-3 weeks.