Statler College Data Depot Collaboration Access Instructions

Note: To grant access to person not already connected to the WVU Data Depot / R: Drive (e.g your graduate students) **you will need to request a Data Depot Account** for them by putting in a request on the Statler IT Helpdesk system <u>https://service.its.statler.wvu.edu/</u>. Please use the Account / Research Data Depot Access and Issues ticket. **Click here:** <u>https://service.its.statler.wvu.edu/index.php?cat=Account&type=40</u>

To make a shared folder and give others access please see instructions below.

(To give access to existing folders, please use Steps 4-12.)

Step 1: you will find the R drive under This PC (My Computer) on any Active Directory connected machines on the WVU network, computers on WVU Encrypted or a land line wire.



Step 2: You will need to double click in the Statler folder, then find your WVU ID name, double click to open that folder.

😴 📝 📜 ∓ File Home S	Share	Drive Tools statler (\\dat View Manage	adepot.hpc.wvu.edu\depot) (R:)			
← → ▼ ↑ 🐖	> This	PC > statler (\\datadepot.hpc.wvu)	edu\depot) (R:)			
		Name ^	Date modified	Туре	Size	
 Desktop 	*	🗌 🖡 engrit	1/10/2019 12:10 P	File folder		
🔈 Downloads	*					
Documents	*					
k Pictures	*					
🚺 Music						
🖪 Videos						
🗧 🗠 OneDrive						
👌 🏓 This PC						
🗧 🥩 Network						

Step 3: Right Click, select "new", select "folder". Then rename the folder you need.



Step 4: Now to set permissions - Right Click on the folder you need to set permissions, click on "Properties".



New for	sperties	
eneral Secu	ty Previous Versions Customize	
	New folder	
Туре:	File folder	
Location:	R:\engrit	
Size:	0 bytes	
Size on disk:	0 bytes	
Contains:	0 Files, 0 Folders	
Created:	Today, January 11, 2019, 1 minute ago	
Attributes:	Read-only (Only applies to files in folder)	
	Hidden	
	Archive	
	Archive	

Step 6: Click on "Advanced"



Step 7: Click on "Add"

Owner: ENGR Intern Test (engrit@wvu-ad.wvu.edu) Change Permissions Share Auditing Effective Access For additional information, double-click a permission entry. To modify a permission entry, select the entry and click Edit (if available). Permission entries: Permission entries: Type Principal Access Inherited from Applies to & Allow ENGR Intern Test (engrit@wvu-ad.wvu.ed Full control None This folder, subfolders and files only & Allow ENGR OWNER Full control None Subfolders and files only & Allow CREATOR GROUP Full control None Subfolders and files only & Allow its-rc-statler-admin (WVU-AD\its-rc-statt Full control None This folder, subfolders and files only & Allow its-rc-statler (wvu-AD\its-rc-statter) Full control None This folder, subfolders and files only & Allow its-rc-statler/admin (WVU-AD\its-rc-statt Full control None This folder, subfolders and files only & Allow its-rc-statler/admin (WVU-AD\its-rc-statt Full control None This folder, subfolders and & Allow its-rc-statler (wvu-AD\its-rc-statter)	SR Intern Test (engrit@wvu-ad.wvu.edu) Change Share Auditing Effective Access hation, double-click a permission entry. To modify a permission entry, select the entry and click Edit (if available). Inherited from Applies to ncipal Access Inherited from Applies to GR Intern Test (engrit@wvu-ad.wvu.ed Full control None This folder, subfolders and files main Users (WVU-AD\Domain Users) Full control None This folder only EATOR GROUP Full control None Subfolders and files only rc-statler-admin (WVU-AD\its-rc-statle Full control None This folder, subfolders and files rc-statler-admin (WVU-AD\its-rc-statle Full control None This folder, subfolders and files
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Step 8: click on "Select a Principle"

Principal:	Select a principal	
Туре:	Allow	
Applies to:	This folder, subfolders and files $\qquad \qquad \qquad$	
Basic permis	ssions:	Show advanced permission:
	Full control	
	Modify	
	List folder contents	
	Read	
	Write	
	_ special permissions	
Only apply	y these permissions to objects and/or containers within this container	Clear all
Add a candit	tion to limit access. The principal will be granted the aposition provide a principal and it and it as a met	
	uon to mini access. The principal will be granted the specified permissions only in conditions are met.	
🔥 Unab	ble to contact Active Directory to access or verify claim types.	

Step 9: Type in the wvu-username of the person you would like to add in the "object name" box, then click the "Check Names"

Select User, Computer, Service Account, or Group	×
Select this object type:	
User, Group, or Built-in security principal	Object Types
From this location:	
wvu-ad.wvu.edu	Locations
<u>E</u> nter the object name to select (<u>examples</u>):	
jjparsons	Check Names
Advanced OK	Cancel

Step 10: The name should change to their full name, click OK to close the box.

Select User, Computer, Service Account, or Group	×
Select this object type:	
User, Group, or Built-in security principal	Object Types
From this location:	
wvu-ad.wvu.edu	Locations
Enter the object name to select (examples):	
Jeremiah James Parsons (jjparsons@mail.wvu.edu)	Check Names
Advanced OK	Cancel

Step 11: Now set the permissions you would like them to have. Below are the definitions for permissions. Please make sure there is a check mark next to the permissions you wish for them to have and uncheck any permissions you do NOT want them to have.

You will need to select from the following options in the Applies to: drop down menu

- This Folder (Recommended) This gives permissions for a user to access the folder
 - <u>This folder and files</u> This gives permissions for users to access the folder and any files inside that folder
 - <u>This folder and subfolders</u> This gives permissions for a user to access the folder and ANY subfolder
 - <u>This folder, subfolders, and files</u> This gives permissions for a user to access to the folder, ANY subfolder, and ANY file
 - **<u>Subfolder and files</u>** Do NOT use
 - Files only Do NOT use

Then, you will need to assign permissions for the folder using the following options:

- <u>Full Control</u> (Not Recommend for most instances) Users can add, modify, move and delete files and directories, as well as their associated properties. In addition, users can change permissions settings for all files and subdirectories.
- <u>Modify</u> (Recommended if you want someone to be able to make changes) Users can view and modify files and file properties, including adding files to or deleting files from a directory, or file properties to or from a file.
- <u>**Read & Execute**</u> Users can run executable files, including scripts.
- <u>Read</u> (Grant only this if you do not want a user to make changes) Users can view files, file properties and directories.
- <u>Write</u> (Grant only this if you want a user to upload files with no other access) Users can write to a file and add files to directories.

<u>A VERY IMPORTANT NOTE – MAKE SURE THAT YOU ARE APPLYING PERMISSIONS TO ONLY</u> <u>THE FOLDER YOU WISH TO DESIGNATE THE USER TO HAVE ACCESS!!!!!!</u>

Examples of these settings can be found at the end of this instructional manual

Step 12: The user should now show up with the access you have granted them. Click "Apply" and then "OK".

Adva	inced Secu	rity Settings for New f	folder					×
Nam	e:	R:\engrit\New folder	r					
Own	er:	ENGR Intern Test (er	ngrit@wvu-ad.wv	vu.edu) Change				
Perr	missions	Share	Auditing E	ffective Access				
For a	idditional i	nformation, double-cl	lick a permission	entry. To modify a permission e	ntry, select the entry and click Edit (if	available).		
Perm	nission ent	ries:						
	Туре	Principal		Access	Inherited from	Applies to		1
2	Allow	ENGR Intern Test (e	engrit@wvu-ad.w	vu.ed Full control	None	This folder, subfolders and files		
52	Allow	its-rc-statler-admin (WVU-AD\its-rc-statl		-statl Full control	None	This folder, subfolders and files		
52	Allow	its-rc-statler (WVU-	-AD\its-rc-statler)	Full control	None	This folder, subfolders and files		
<u>87</u>	Allow	Domain Users (WVI	U-AD\Domain U	ers) Full control	None	This folder, subfolders and files		
<u>.</u>	Allow	CREATOR OWNER		Full control	None	Subfolders and files only		
<u>.</u>	Allow	CREATOR GROUP		Full control	None	Subfolders and files only		
2	Allow	Jeremiah Parsons (jjparsons@mail.v	vvu.e Full control	None	This folder, subfolders and files		
<u>88</u>	Allow	Everyone		None	None	This folder, subfolders and files		
	Add	Remove	Edit					
E	nable inhe	ritance						
Re	eplace all c	hild object permission	n entries with inhe	eritable permission entries from	this object			
						OK Cancel	Apply	

Continue to click OK to close all dialogue boxes.

You will need to use steps 4-12 on each folder in the structure above the folder you are working with in order to allow the user to navigate to the that folder. The user must have read permission to a folder in order to see and open it.

If you have any questions or concerns feel free to contact the Statler IT helpdesk service.its.statler.wvu.edu

EXAMPLES

These are examples of what the users can see. The example is sharing to a user called engrit.

After I have put my ticket into its.statler.wvu.edu I will go to my folder.

In Figure 1 below you see all the files in my user folder.

Figure 1:

Name	Date modified	Туре	Size
for engrit	2/4/2019 10:33 PM	File folder	
not for engrit	2/4/2019 10:33 PM	File folder	
test.txt	2/4/2019 10:33 PM	Text Document	0 KB
test.xlsx	2/4/2019 10:33 PM	Microsoft Excel W	6 KB

In Figure 2 below you will see what engrit sees if I give engrit <u>this folder, subfolders, and files</u> access to the jjparsons folder

Figure2:

Name	Date modified	Туре	Size
📊 for engrit	2/4/2019 10:33 PM	File folder	
📙 not for engrit	2/4/2019 10:33 PM	File folder	
📄 test.txt	2/4/2019 10:33 PM	Text Document	0 KB
test.xlsx	2/4/2019 10:33 PM	Microsoft Excel W	6 KB

In Figure 3 below you will see what engrit sees if I give engrit <u>This folder and files</u> access to the jjparsons folder

Figure 3:

hpo	c.wvu.edu (R:) > statler > jjparsons			
`	Name	Date modified	Туре	Size
	📄 test.txt	2/4/2019 10:33 PM	Text Document	0 KB
	test.xlsx	2/4/2019 10:33 PM	Microsoft Excel W	6 KB

In Figure 4 below you will see what engrit sees if I give engrit <u>This folder and subfolders</u> access to the jjparsons folder

Figure 4:

hp	vvu.edu (R:) → statler → jjparsons			
•	Name	Date modified	Туре	Size
	📙 for engrit	2/4/2019 10:44 PM	File folder	
Ŀ	not for engrit	2/4/2019 10:45 PM	File folder	

In Figure 5 below you will see what engrit sees if I give engrit <u>This folder</u> access to the jjparsons folder

Figure 5:

hpc.wvu.edu (R:) > st	tatler → jjparsons				
Name	^	Date modified	Туре	Size	
				This	folder is empty.

If I give engrit **Files only** access to the jjparsons folder engrit will not be able to access the jjparsons folder and will not be able to see files within

If I give engrit <u>Subfolder and files</u> access to the jjparsons folder engrit will not be able to access the jjparsons folder and will not be able to see files or folders within

To manager your folders succesfully it is recomeneded that you use <u>This Folder Only</u> until you want the user to have the ability to see all files within a folder. Below is a diagram to help. The permsions you see above the box is the permsions set on the folder.

Blue: User can see and access folder with permisions set above

Yellow: User can see files with permisions set above

Red: User can not see or access folder or file (no permisions given)

