# 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 https://service.its.statler.wvu.edu/ . Please use the Account / Research Data Depot Access and Issues ticket. **Click here:** https://service.its.statler.wvu.edu/index.php?cat=Account&type=40

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.~~
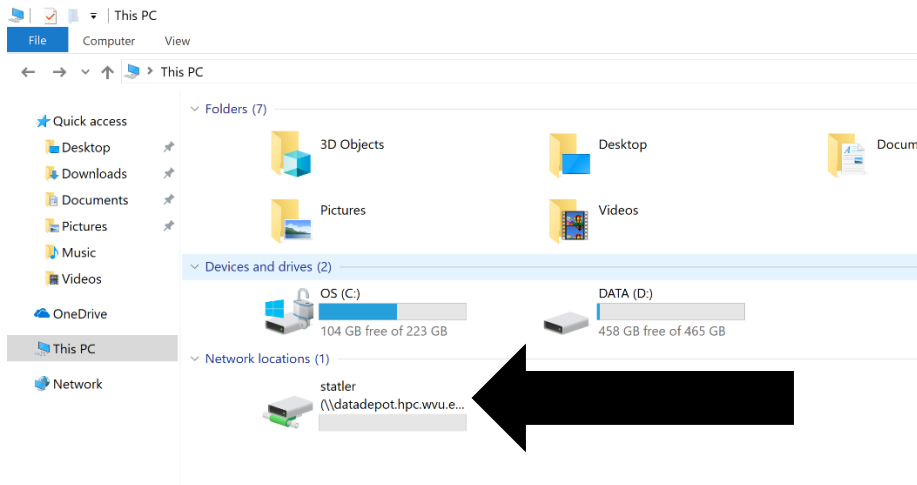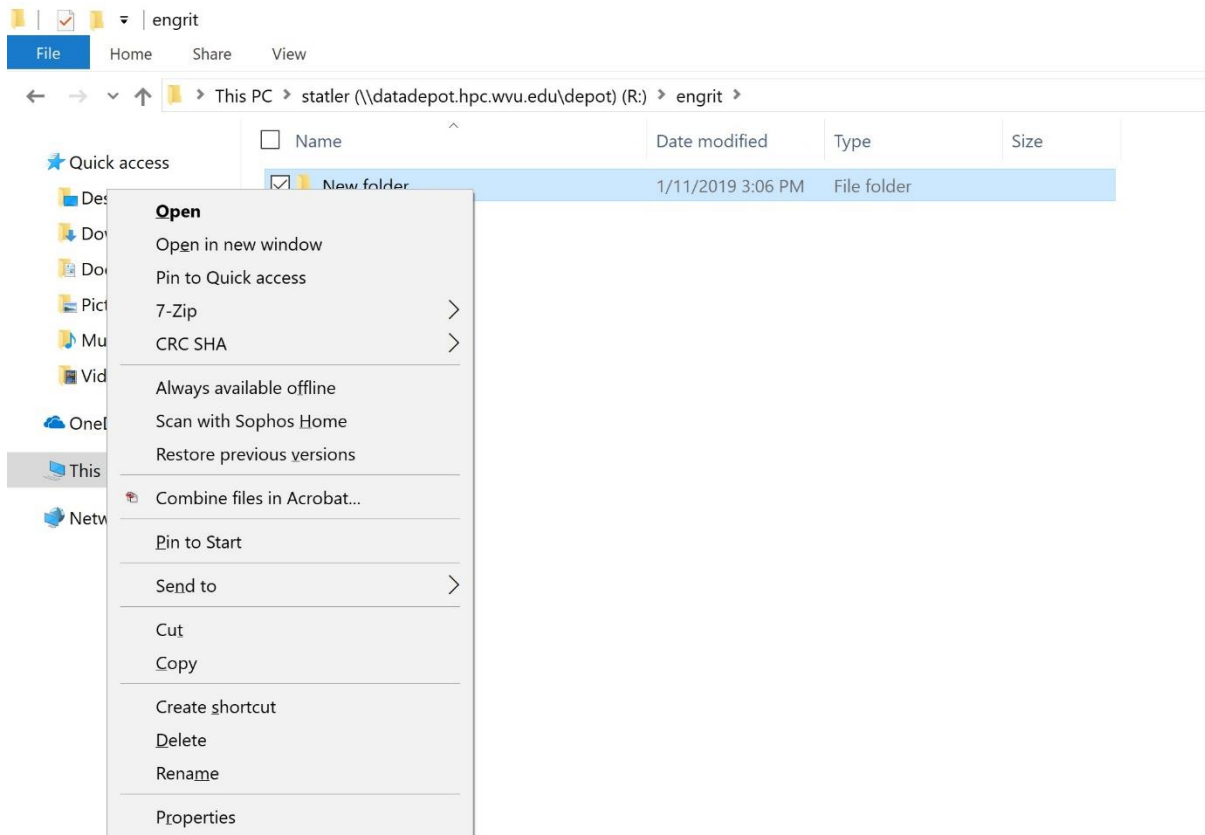

Step 2: You will need to double click in the Statler folder, then find your WVU ID name, double click to open that folder.
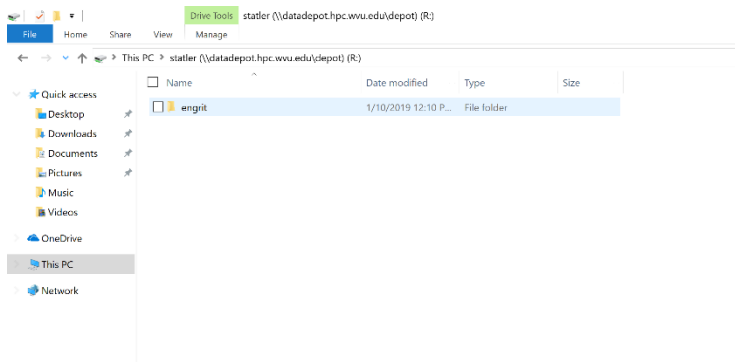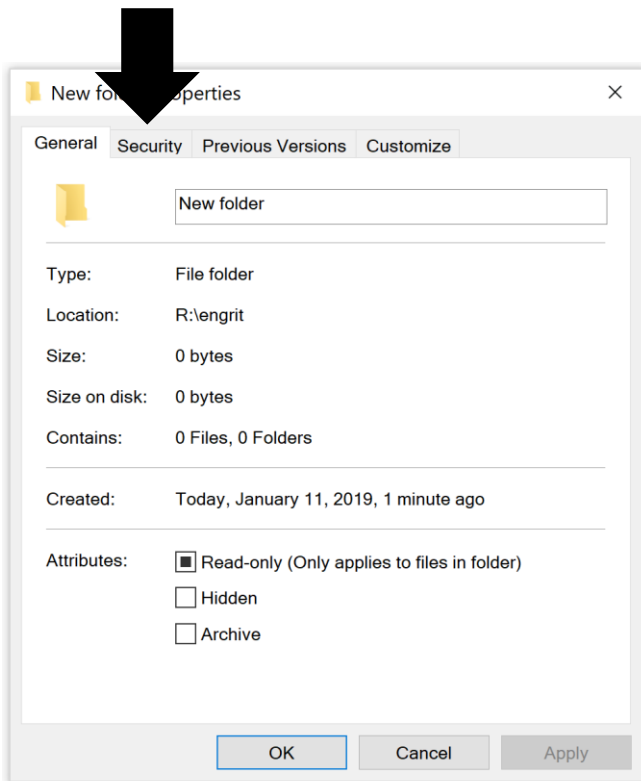

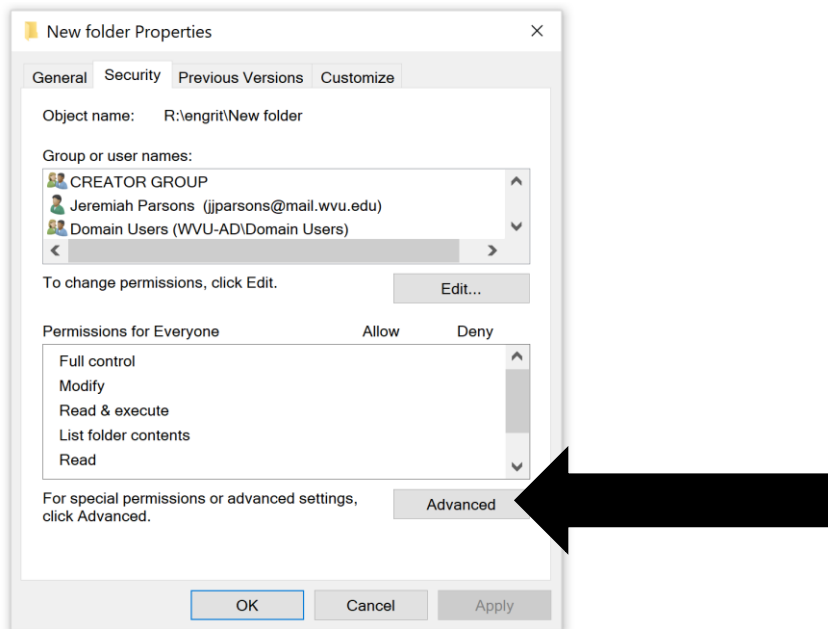**Step 3**: Right Click, select "new", select "folder". Then rename the folder you need.
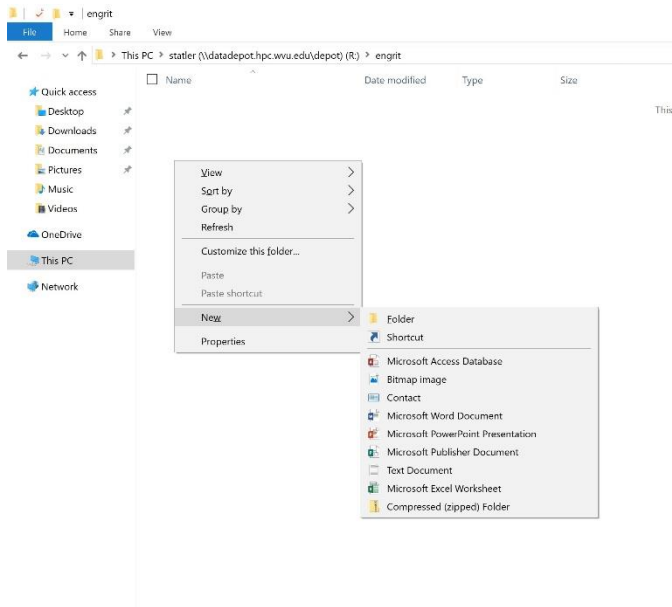
Step 4: Now to set permissions - Right Click on the folder you need to set permissions, click on "Properties".
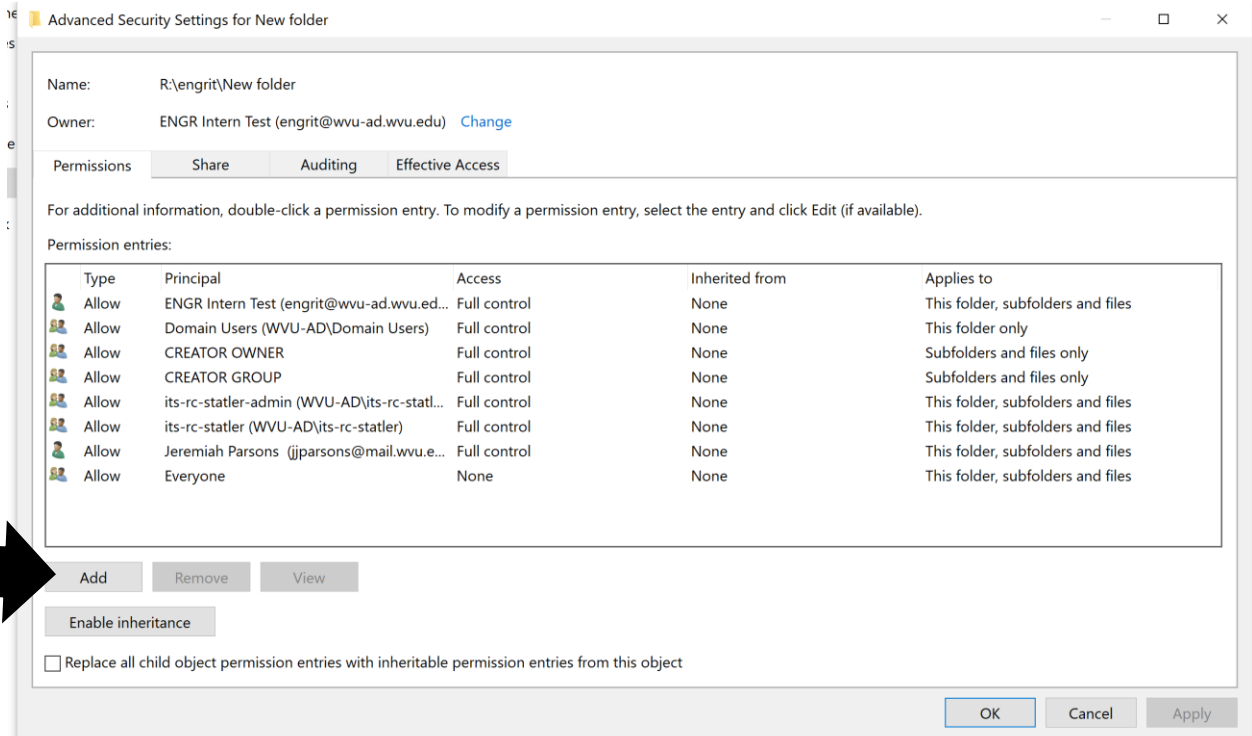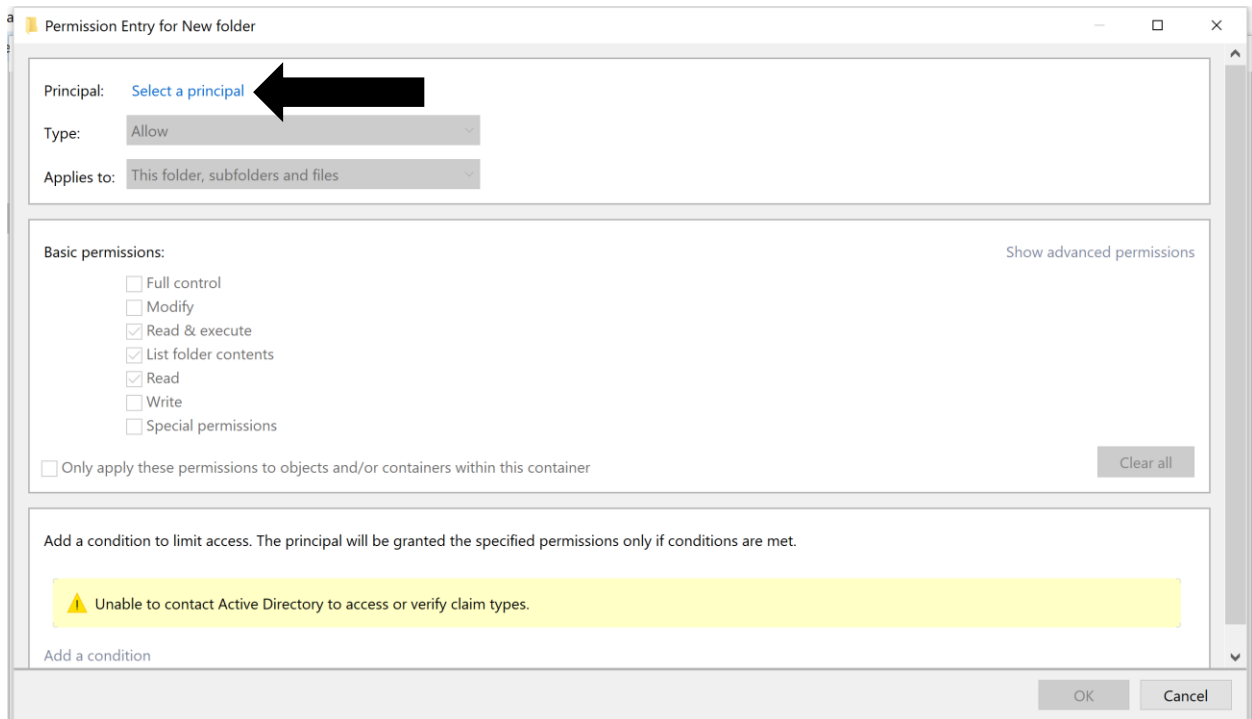
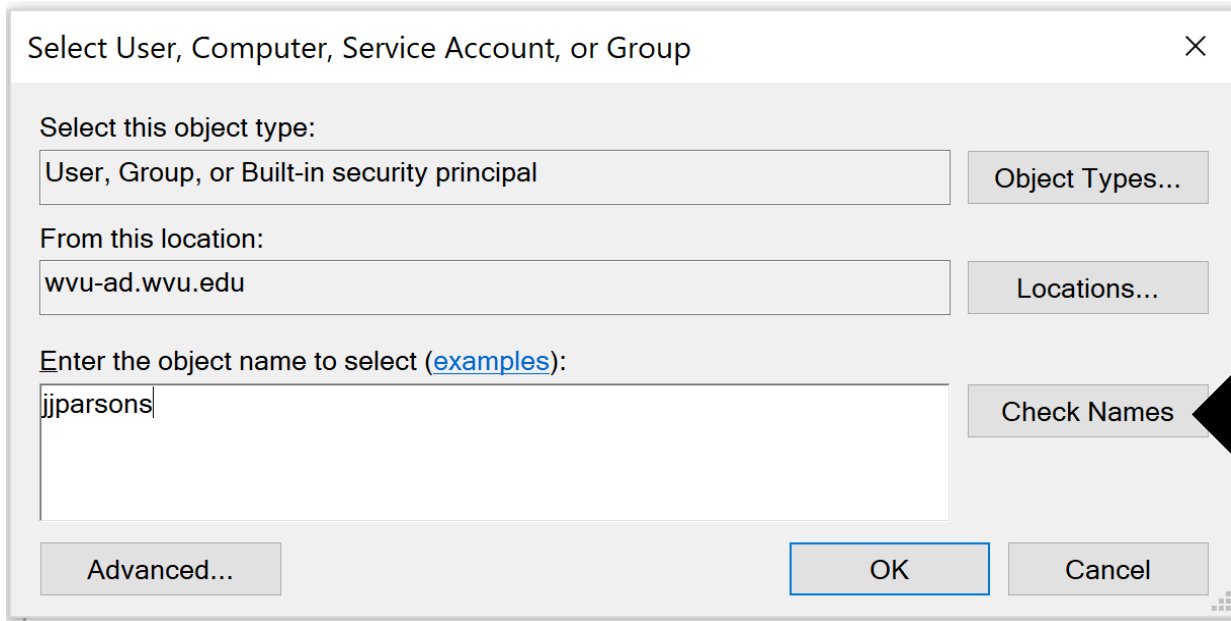**Step 5**: Click on the "Security" tab.

Step 6: Click on "Advanced"

Step 7: Click on "Add"

Step 8: click on "Select a Principle"

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... |

Enter the object name to select (examples):

| 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:

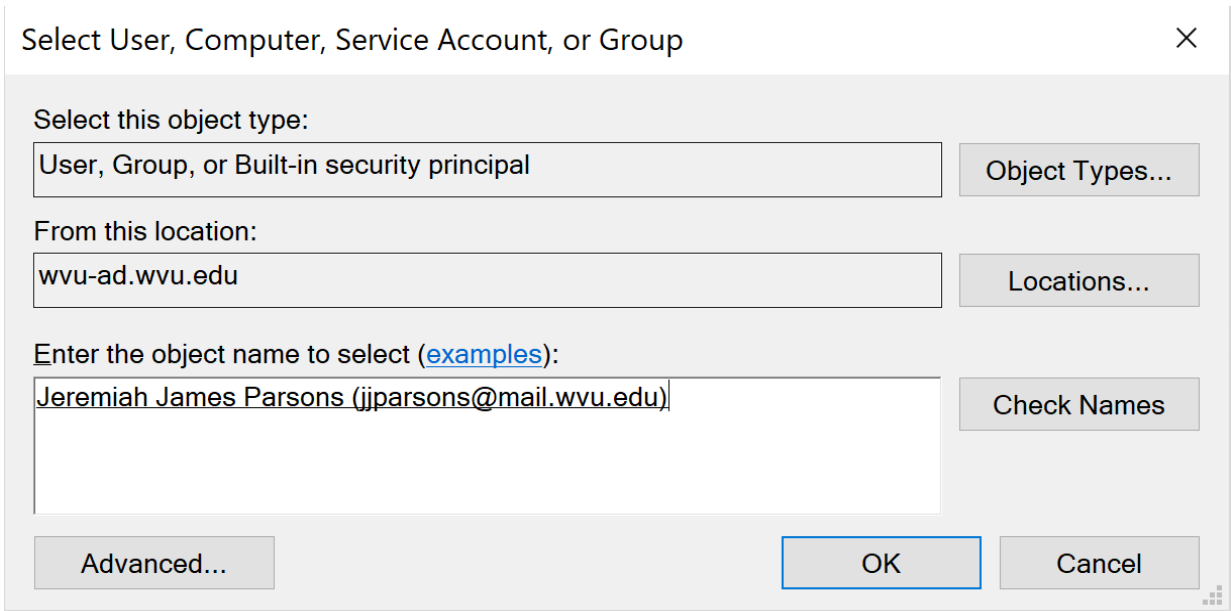| User, Group, or Built-in security principal | Object Types... |

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
  - **This folder and files** – This gives permissions for users to access the folder and any files inside that folder
  - **This folder and subfolders** – This gives permissions for a user to access the folder and ANY subfolder
  - **This folder, subfolders, and files** – This gives permissions for a user to access to the folder, ANY subfolder, and ANY file
  - **Subfolder and files** – Do NOT use
 - **Files only** – Do NOT use

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

- **Full Control** — **(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.
- **Modify** — **(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.
- **Read & Execute** — Users can run executable files, including scripts.
- **Read** — **(Grant only this if you do not want a user to make changes)** Users can view files, file properties and directories.
- **Write** — **(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.

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

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".
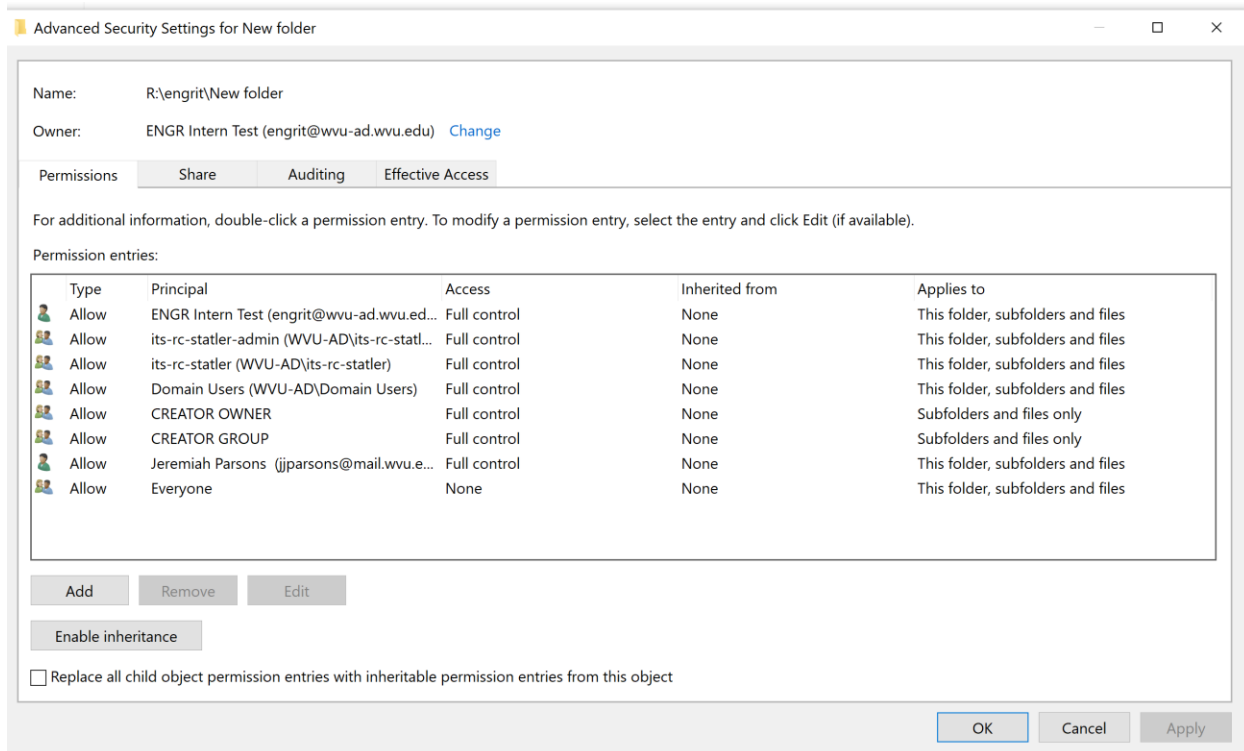
Continue to click OK to close all dialogue boxes.

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:

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

Figure2:

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

Figure 3:

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

Figure 4:
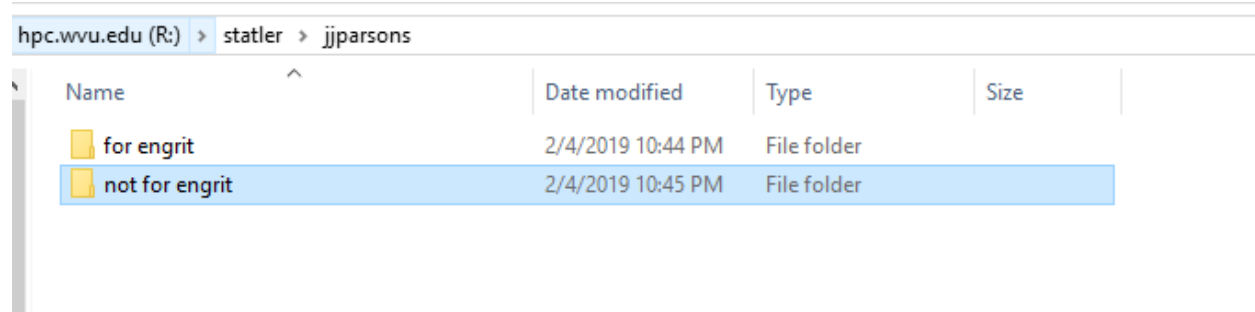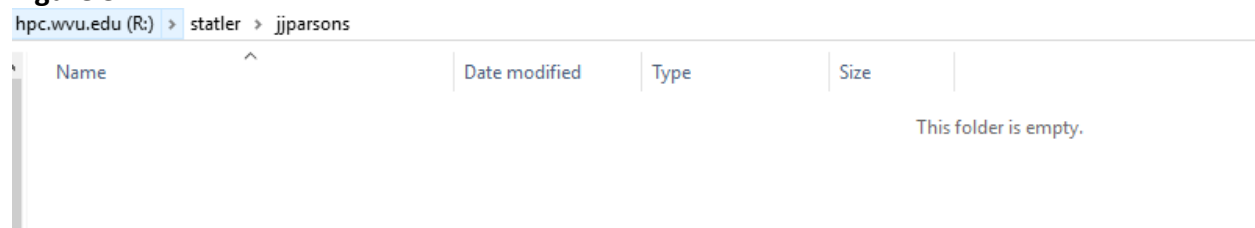

In Figure 5 below you will see what engrit sees if I give engrit **This folder** access to the jjparsons folder

Figure 5:

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 **Subfolder and files** 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 **This Folder Only** 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)

This folder only

Jjparsons

Not for engrit

Test 6.csv

Test 5.txt

Test folder 4

This folder only

For engrit

This folder, subfolders and files

Test folder 2

This folder, subfolders and files

Test folder 1

Test1.txt

Test folder 3

Test3.csv

Test4.xls

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