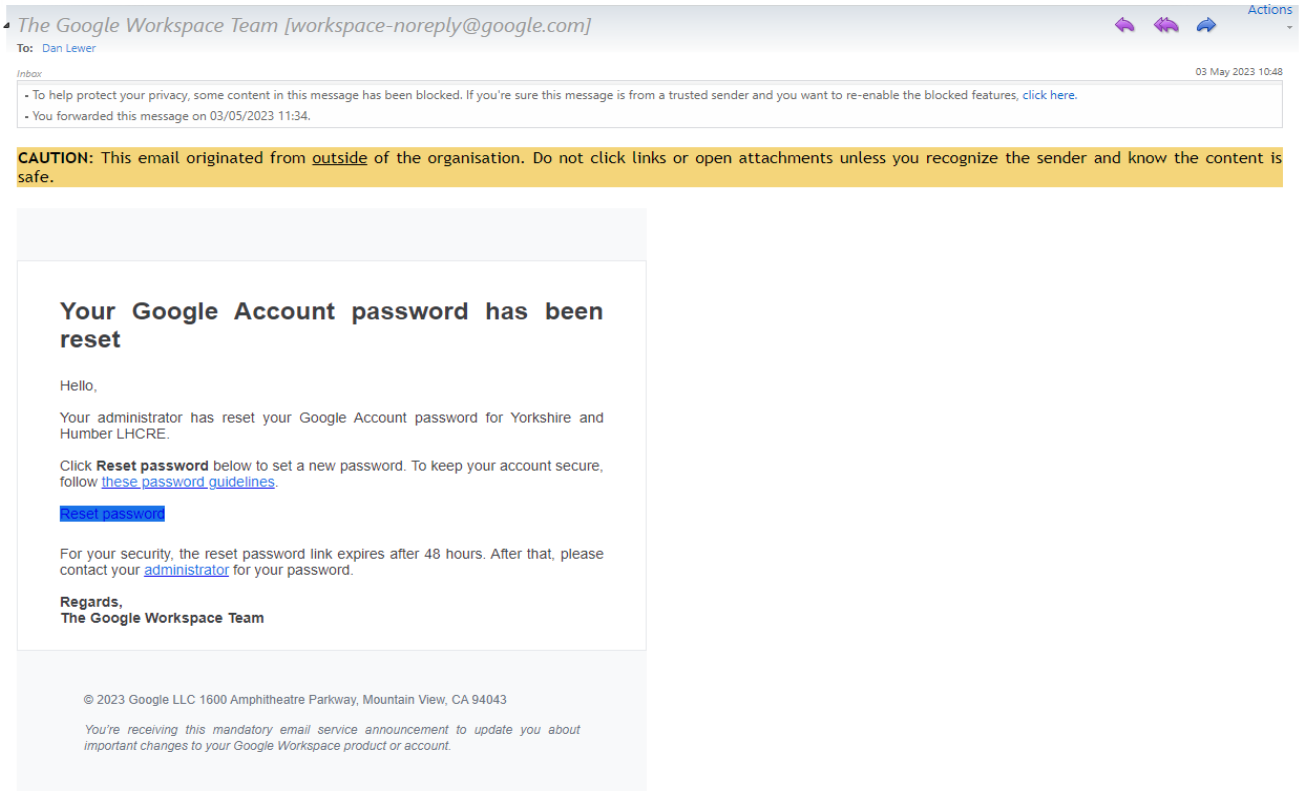
NEW STARTER REQUIREMENTS

Once you have received project approval and your Data Sharing Agreement/Contract has been signed:

A call will be logged with our provider PHM and login details will be sent to you from jira@yhcrservice.atlassian.net to be added as a user with a yhcr email address.

See screenshot below:



If you receive something similar to this and it comes from Yorkshire and humber LHCRE then it is valid and is part of the CB system so please accept the e mail.

Log in and create a username and password , . You will now have access to the Bradford Google environment. To access the data and run queries etc

You will require access to a Juypter Notebook (VERTEX) to build your R or Python) scripts , to access the data.

You will then be linked to the appropriate dataset you require for your project. You will have two datasets to work with, as well as read access to the datasets containing the source data (depends on your project):

1. **CB_nnnn_aa – This is the project space**

   nnnn – is our reference number from the system we log your EOI on
   aa – You initials , or the lead applicants initials.

This is the dataset in which all output for the project must go. This dataset will be retained after the project completion.

2. **CB_MYSPACE_aa – This is your own space**

   This is your own workspace allocated for you to work with your data. This is a space in which you can build temporary objects to aid your analysis and learn the tools. You can do whatever you like in this dataset.

Documentation relating to Connected Bradford can be found via this link : https://github.com/ConnectedBradford/

For instructions on how to setup and use VERTEX please see the section : CB_GuidanceForAnalysts on Github:

1. Set up environment: https://github.com/ConnectedBradford/CB_GuidanceForAnalysts/blob/main/docs/r_vertex_instructions.pdf
2. The basics: https://github.com/ConnectedBradford/CB_GuidanceForAnalysts/blob/main/docs/cBdfd_newstarterguide.pdf
3. Useful code snippets: https://github.com/ConnectedBradford/CB_GuidanceForAnalysts/tree/main/code

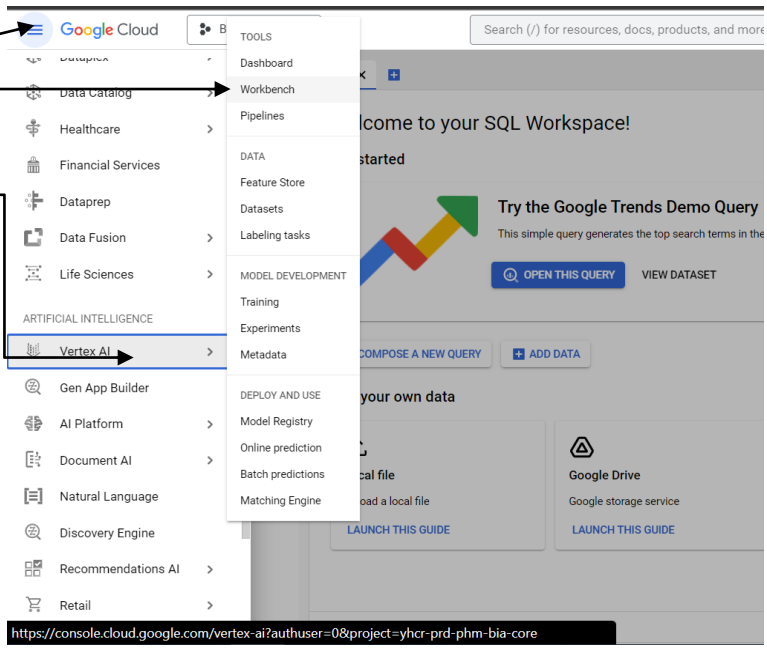
You can find out how to access Vertex Workbench and JupyterLabs below.

If you haven't already got a GitHub account please set up an account and let John Birkinshaw (john.birkinshaw@bthft.nhs.uk) or Cathy Hulin (cathy.hulin@bthft.nhs.uk) know your Github user name.

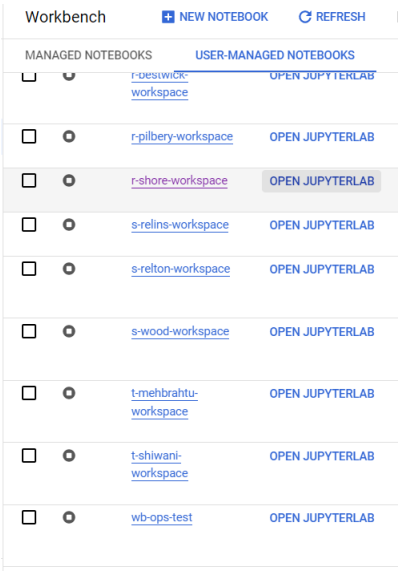
To access Vertex click this link, your Notebook will be on this list. An email with a link to your Notebook will be sent separately.: https://console.cloud.google.com/vertex-ai/workbench/user-managed?authuser=2&project=yhcr-prd-phm-bia-core

To access Vertex and your Workbench:

1. Click here
2. Scroll down and click **Vertex AI**
3. Click Workbench



This will take you to the Workbench screen. Scroll down to find your name and click **OPEN JUPYTERLAB**



This will take you to the **JupyterLab** launcher where you can begin to set-up your environment (see GitHub guidance links above)