

CREATE, SHARE AND GET ACCESS TO PROJECTS

As a UCPH employee, you can create a project in SIF and thus become the project owner, and you can share your data with others from UCPH and/or external collaboration partners (see pages 1-4). As a UCPH employee/student or external collaboration partner, you can gain access to a project in SIF (see pages 5-6).

This guide assumes that you and any external collaboration partners have already registered with SIF and enabled two-factor authentication (see other guide).

CREATE A PROJECT AND SHARE IT WITH OTHERS

LOG IN

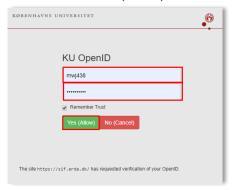
Go to https://sif.ku.dk/

Click 'log in'



In the pop-up window under 'UCPH OpenID', enter:

- 1. Your UCPH username (consists of three letters and three digits).
- 2. Your personal UCPH password, which you also use, e.g. for KUnet.
- 3. Then click 'Yes (Allow)'

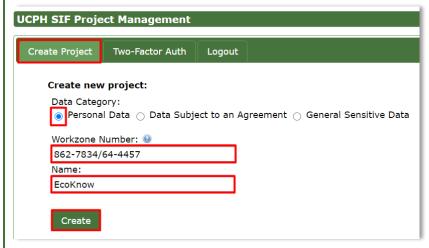


Open your downloaded app with two-factor authentication and enter the current six-digit token. Click 'Submit'



CREATE PROJECT

On the 'Create Project' tab, you proceed as follows:



Select the project data category:

Personal Data:

Must be selected if your project contains personal data and requires pre-approval from the legal department. Read more on KUnet about processing of personal data

- Data Subject to an Agreement:
 - Must be selected if the data in your project requires pre-approval by the legal department and need to be transferred from you as a UCPH researcher to your external cooperation partner or vice versa. Read more on KUnet about sharing and disclosure of research data
- General Sensitive Data:
 Must be selected if your project does not require pre-approval by the legal department.

Enter Workzone number

When you select 'Personal Data' or 'Data Subject to an Agreement', you need to supply the Workzone number of the project.

To create a project in SIF with personal data, you *always* have to obtain prior approval from the FacultySecretariat. Contact your <u>faculty's legal</u> <u>department</u> for advice (see the contact box on the right-hand side of the link). The approval email that you subsequently receive contains the Workzone number you need to use.

Enter name:

Write a short descriptive name for the subject of your project. In this example, we have called the project 'EcoKnow'.

Click 'Create'



The faculty's legal department will automatically be informed that you have created the project and can check the details in Workzone.

INVITE PARTI-CIPANT

Click the 'Invite Participant' tab to invite others with a UCPH account or external cooperation partners to join your project.

Click in the green dropdown menu under 'Invite project participant' and select your project.

Enter the email address of the person with whom you want to share the project data. The person must be registered as a SIF user before you can share the project data.

Enter the Workzone number you received in an email/PDF from your faculty's legal department.

Tick 'I confirm...' (You have thus confirmed that you have read the rules and the terms and conditions and are legally obliged to do what you confirm).

Click 'Invite'



An email will now be sent to the address you provided.

Status: OK: Invited user: 'rehr@nbi.ku.dk' to project 'EcoKnow'

NB! If you want to give a partner outside UCPH access to a project with sensitive personal data, you should first agree with the <u>faculty's legal</u> <u>department</u> that the external party may be granted access.

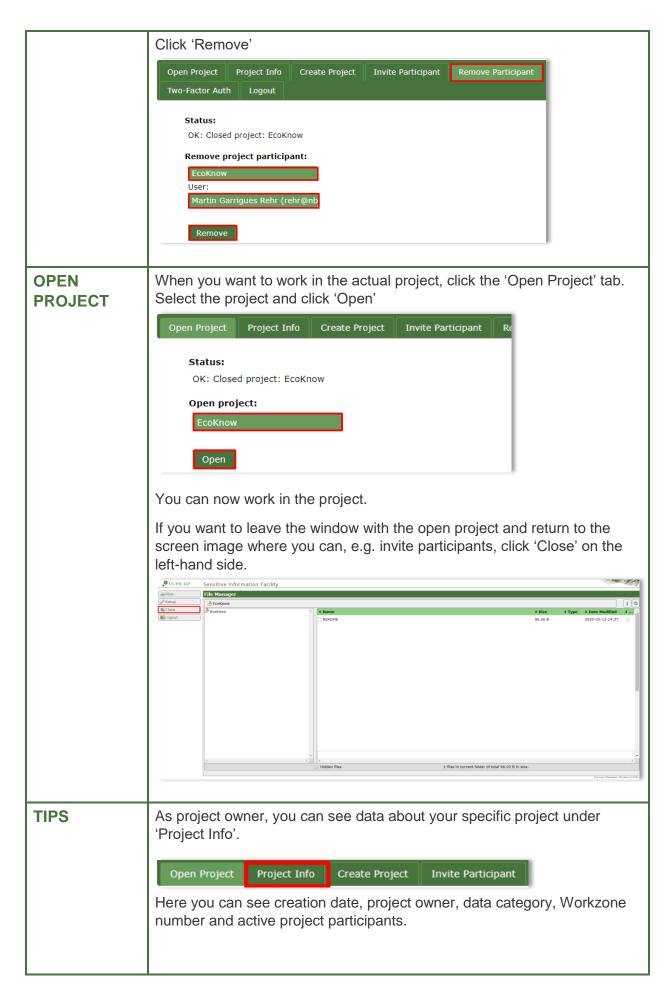
REMOVE PARTICIPAN T FROM PROJECT

If, at some point, a project participant should no longer have access to the project data, it's important that you remember to remove the participant from the project.

Click the 'Remove Participant' tab.

Select your project in the green dropdown menu under 'Remove project participant'.

Select the participant you want to remove from the project in the green dropdown menu under 'User'.



GET PROJECT ACCESS

GET PROJECT ACCESS – WITH A UCPH ACCOUNT

A project owner has invited you to participate in a project on SIF. You will receive an email from SIF once you have received an invitation to the project.

Go to https://sif.ku.dk/, click 'log in'



Click the 'Accept Invitation' tab.

In the green dropdown menu under 'Accept project invitation', select the specific project on which you intend to work.

Click 'Accept'



You now arrive at the 'Open Project' tab. Here you can select the project and start working in it.



GET PROJECT ACCESS – AS AN EXTERNAL USER A project owner at the University of Copenhagen has invited you to work on a project on SIF. You will receive an email from SIF once you have been invited to the project.

Log on to https://sif.ku.dk/ after you have received an email about access.

Click the 'External users' tab and click 'log in'. KU / UCPH Users External Users Sign up to SIF without a KU / UCPH account sign up log in Enter your email and the password you chose when you signed up for SIF. Click 'yes' Username (email): louise@ecoknow.dk Password: Remember Trust: yes no Proceed: Click the 'Accept Invitation' tab. In the green dropdown menu under 'Accept project invitation', select the specific project on which you intend to work. Click 'Accept' Accept Invitation Two-Factor Auth Logout Accept project invitation: EcoKnow Accept You now arrive at the 'Open Project' tab. Here you can select the project and start working in it. Open Project Two-Factor Auth Logout Status: OK: Accepted invitation to project: 'EcoKnow' Open project: **EcoKnow** Open Read more guides and instructions at https://sif.ku.dk/ or get personal help **HELP** at support@sif.erda.dk