FAQ for users on the DST servers

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11. juni 2025

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Can I contact Statistics Denmark (DST)/The Danish Health Data Authority (SDS) for support?

Please, adhere to not contacting DST or SDS, as we will be billed for any contact to these.

Moving codes between the project folders

Codes can be moved between project folders if they don't contain micro data (see **Rules of Engagement**. One R-file and one SAS-file can be moved. If more files need to be moved, please gather them in one file. Please adhere to the procedure described in **Rules of Engagement**.

Export of figures and tables from project folders to external environments

Figures and tables can be exported for publication. In accordance with your certification, familiarize yourself with the rules for exportation of data from the servers at: **dst.dk**

When you and at least one other researcher has looked through the data, ask your supervisor to export the data. If this is not possible, ask your supervisor to facilitate contact to another researcher with rights to export (see **Users and exporters**) and supply the following information:

- The path for the place of the file(s) that is to be exported
- A short description of the file content(s)
- The names of the researchers, who have checked the files for micro data

Do not ask someone to send something home **that is not ready for publication**.

Upload data to the project folder

You should never upload data before you have permission from your supervisor and responsible older.

Please contact your supervisor and responsible older to facilitate the upload.

Resetting a password for DST severs

You can reset your password at remote.dst.dk (the same place you choose and log in to the servers). Click "Forgot Password" → press "Reset" → a new password will be sent to your e-mail within a few minutes → click "Change Password" → fill in the information (NB, along with the password requirements (**12 characters including both capitalized letters, small letters, numbers, and symbols**), the password cannot be the same as it was before resetting it) → press "Submit"

Changing a password for DST servers

Passwords must be changed every year. The length and complexity requirements are: **12 characters including both capitalized letters, small letters, numbers, and symbols**. You can change your password at remote.dst.dk (the same place you choose and log in to the servers). Click "Change Password" → fill in the information (NB, along with the password requirements, the password cannot be the same as it was) → press "Submit"

Changing e-mail or phone number for DST-login

To change to the e-mail or phone number connected to your login at remote.dst.dk: Log in to DDV → press "Profil" in the upper right corner → fill in required information

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Certification on DDV

When required to perform the certification for the DST servers in DDV, you can find it at remote.dst.dk → "Læring og Certificering". You'll receive notice from DST when your certification is expiring.

NB, if you are not certified when we do the annual closing of users, your access will be closed as well.

Annual survey

Every year a survey is sent out to all users in the network. The survey is designed to close users, that no longer need access to the servers. If the survey is not filled out within the deadline, the user will be closed. New users will also receive the survey, when getting access to the servers, and they also risk being closed again if the survey is not sent back.

Why do I not have access? And what do I do?

If you either haven't completed the annual survey, haven't completed your certification on DDV, or your supervisor/older has asked you to be closed, you will have your access closed.

If you need to regain access you'll need to contact your supervisor, which should provide the administrators with the following information:

- The older approving the access
- The project folder(s) you need access to
- Fill out survey and complete certification (which will be send to you)

When is the registry data on the project folder updated?

Once a year we get updated registry data to our project database, and we automatically update the project folders after receiving the data. If the project folder is not approved by SDS to get continuous date updates, the data on the project folder will not be automatically updated and we have to reapply for the data at SDS. If you need updated data, and it's not found on the project folder, please contact your responsible older.

Using RKKP-data

Even though there are several RKKP registers available on the project folders, it is required to apply for approval from RKKP to use a registry **for individual projects**.

To apply for access to an RKKP register you need to adhere to the following procedure:

- Fill out a study protocol
- Fill out the needed variables in the variable list for the register
- Fill out the requirement form on RKKP's web page

Once those documents are filled out, these must be sent to the data manager. The data manager will submit these.

Available data on the projects folders

Each project folder has a subdirectory on the Github repository accessible through heart.dk. These are called by their project folder number. In the subdirectory we have a folder called 'DST approval' with the latest approved version of the project including the approved datasets, where you'll be able to see which datasets are available on each individual folder.