

FAQ for users on the DST servers

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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 file of either of the following file-types can be moved: one R-file, one SAS-file and/or one STATA-file. If more files need to be moved, please gather them in one file. Ask your supervisor to facilitate contact to the administrators and supply the following information:

- The path, that the script is to be moved from
 - The names of the researchers, who have checked the script for micro data
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Export of data from project folders to external environments

Figures or other data types can be exported for e.g., 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
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Upload data to the project folder

Please contact your supervisor to facilitate the upload (they can refer to the procedure in the document *Older-hjælp*).

Resetting a password for DST servers

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, 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 three months. 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

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 sent back within the deadline, the user will be closed. New users will also receive the survey, when getting access to the servers. They can also risk being closed again if the survey is not sent back.

Why do I not have access to...? 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)