

SSC Science Program Data Solutions for Science

*Federal Science DataHub (FSDH)
Proof-of-Concept Phase 2
User Guide*

April 3, 2023



Shared Services
Canada

Services partagés
Canada

Canada




SSC
celebrating
10 years

SPC
célèbre ses
10 ans

Powering world-class technology for Government

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Unclassified



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Register & Setup

Steps 1 to 5



1

Open an Edge or Chrome browser and login to the FSDH Portal:

<https://federal-science-datahub.canada.ca>

2



Pick an account



(SSC/SPC)
@ssc-spc.gc.ca
Connected to Windows



Use another account

Select your GC account

3



@ssc-spc.gc.ca

Permission requested by:

1 163Oxygen
163oxygen.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
Your profile data means your name, email address, and photo
- ✓ Collect and log your activity
Your activity data means your access, usage, and content associated with their apps and resources
- ✓ Use your profile data and activity data
This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

You should only accept if you trust 163Oxygen. 163Oxygen has not provided a link to their privacy statement for you to review. You can update these permissions at <https://myaccount.microsoft.com/organizations>
[Learn More](#)

This resource is not shared by Microsoft.

Cancel

Accept

Click 'Accept'

4



@ssc-spc.gc.ca

Just a moment

Hang tight while we give you access to 163Oxygen.

.

Wait for next prompt

5



@ssc-spc.gc.ca

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next


Click 'Next'

Register & Setup

Steps 6, 7a, 7b 

6



 This needs to be your GC M365/Teams password

Sign in with your email address and computer (Windows) password.

Connectez-vous avec votre adresse courriel et votre mot de passe d'ordinateur (Windows).

Sign in / Connectez-vous

WARNING! This system is for the use of authorized individuals only and is monitored in accordance with Shared Service Canada on the use of electronic networks. Evidence of unacceptable or, illegal use will be reported and disciplinary or legal action may follow.

AVERTISSEMENT! Ce système n'est destiné qu'aux personnes autorisées et fait l'objet d'une surveillance conformément aux normes de Services Partagés Canada en matière d'utilisation des réseaux électroniques. Toute évidence d'utilisation inacceptable ou illégale fera l'objet d'un rapport et pourrait faire l'objet de mesures disciplinaires ou poursuites judiciaires.

Input your GC email address and your M365/Teams password*

*some organizations use your network password as your M365/Teams password

7a

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

If you currently use the Microsoft Authenticator app, click 'Next'.

Otherwise, go to step 8

7b

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

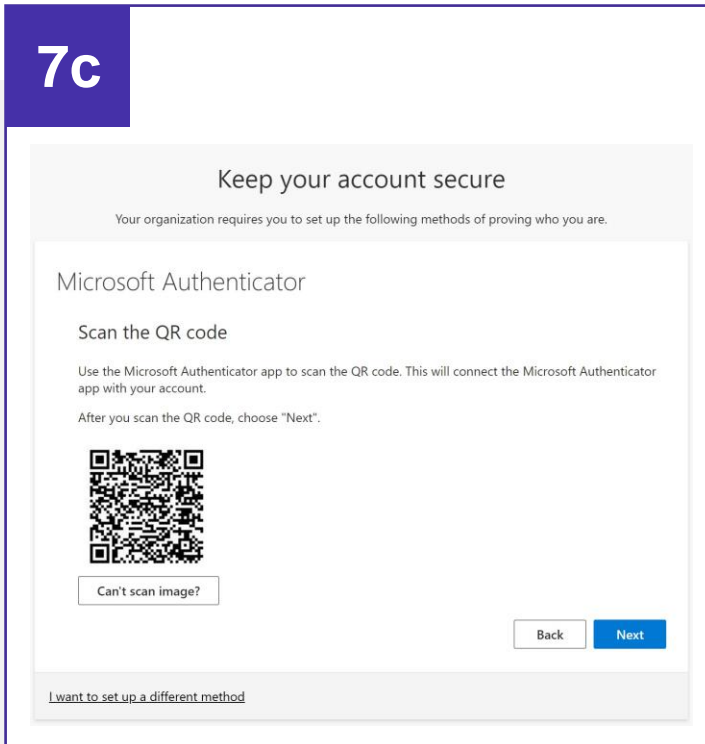
[I want to set up a different method](#)

Click 'Next'

Register & Setup

Steps 7c to 7f 

7c



Keep your account secure


Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



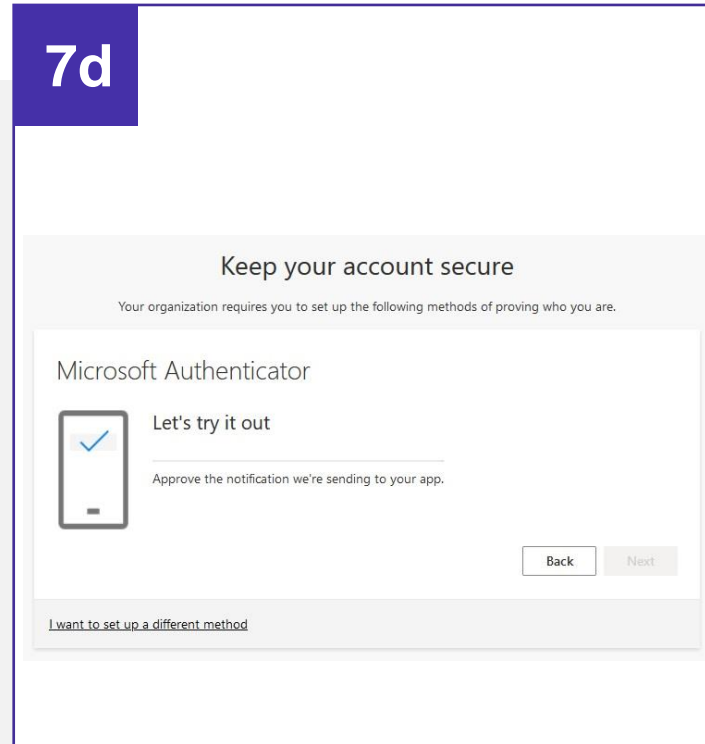
Can't scan image?

Back Next

[I want to set up a different method](#)

If you currently use the Microsoft Authenticator app, click 'Next'.

7d



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app.

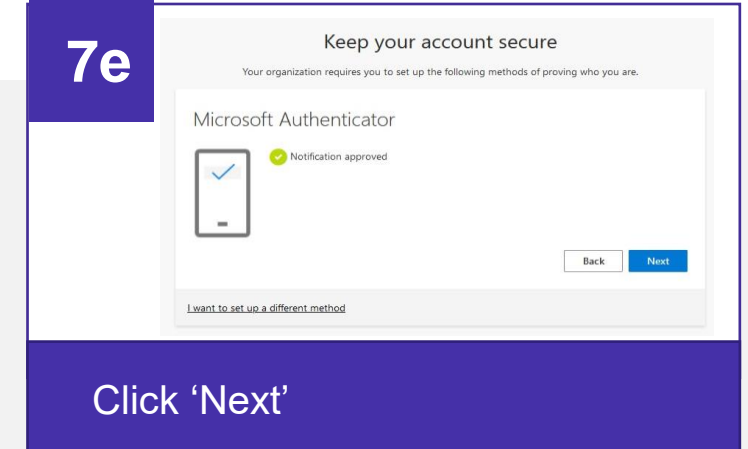
Back Next

[I want to set up a different method](#)

You will receive a prompt in your Authenticator application

Click 'Approve'

7e



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

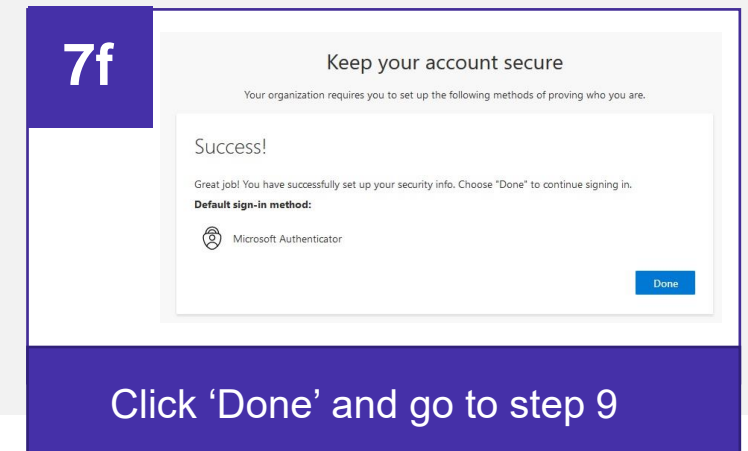
Notification approved

Back Next

[I want to set up a different method](#)

Click 'Next'

7f



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Microsoft Authenticator

Done

Click 'Done' and go to step 9

Register & Setup

Steps 8a, 8b



8a

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by getting the app

On your phone, scan the QR code or enter the code now

After you install the app, choose "Next".

[I want to set up a different method](#)

Choose a different method ×

Which method would you like to use?

Choose a method ▾

Phone

Authenticator app

Next

1. Click the 'I want to set up a different method' link (bottom left)
2. Select 'Phone' from the 'Choose a different method' prompt
3. Click 'Next'

8b

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

Canada (+1) ▾ Enter phone number

☒ Text me a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

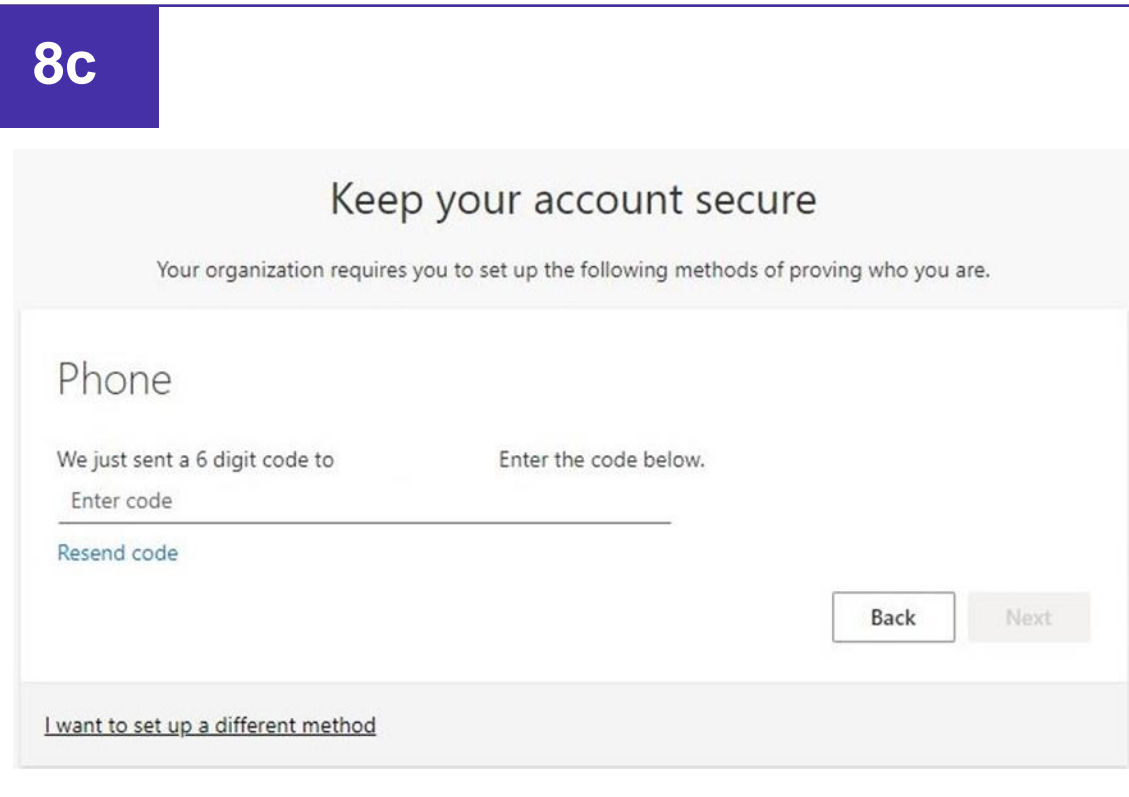
[I want to set up a different method](#)

1. Input a phone mobile number (work or personal) that can receive a text message
2. Click 'Next'

Register & Setup

Steps 8c, 8d, 8e 

8c



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to Enter the code below.

Enter code

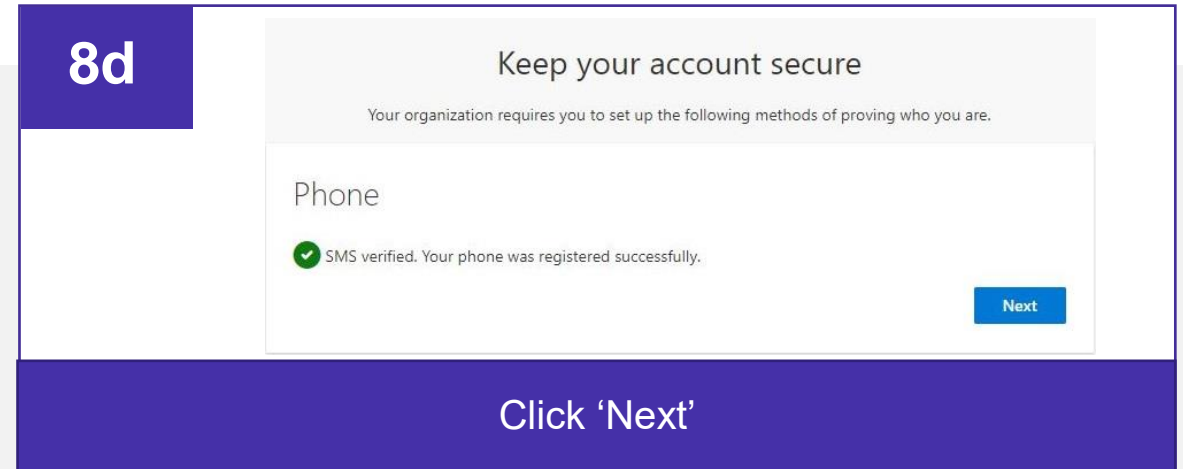
[Resend code](#)

[Back](#) [Next](#)

[I want to set up a different method](#)

1. Input the code that you receive by text on your mobile device (phone number you provided in step 8b)
2. Select 'Next'

8d



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

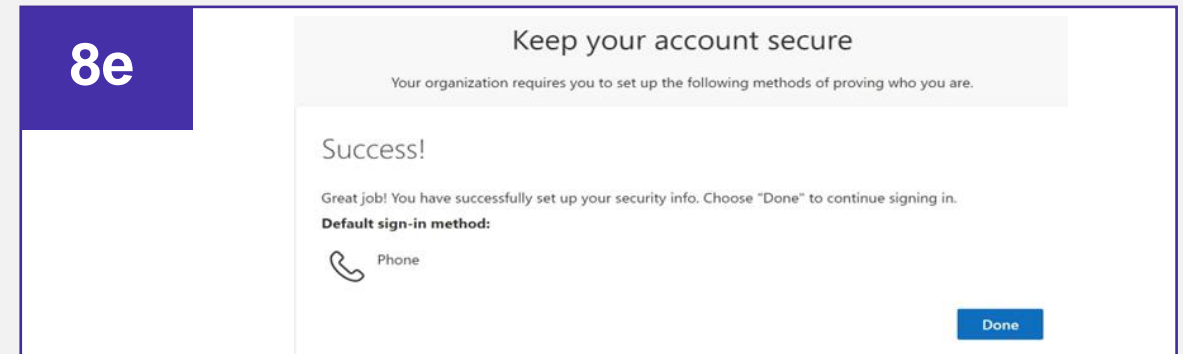
Phone

✓ SMS verified. Your phone was registered successfully.

[Next](#)

Click 'Next'

8e




Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Phone

[Done](#)

Click 'Done'

Register

Steps 9 to 11



9



@ssc-spc.gc.ca

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No

Yes

Click 'Yes'

10

🌐 Language Select / Sélection de la langue

Please select your language of preference

Choisissez votre langue de préférence

Language

Français

SAVE / ENREGISTRER

1. Select your language of preference (English/French) from the dropdown
2. Click 'Save'

11

📅 Terms and Conditions

To continue to use the Federal Science DataHub, you must read and agree to the Terms and Conditions

☒ I have read and agree to the terms and conditions

COMPLETE

1. Click on the 'Terms and Conditions' link and review content*
2. Check 'I have read and agree to the terms and conditions' and click 'Complete'

***Important reminder: FSDH is only approved for unclassified data**

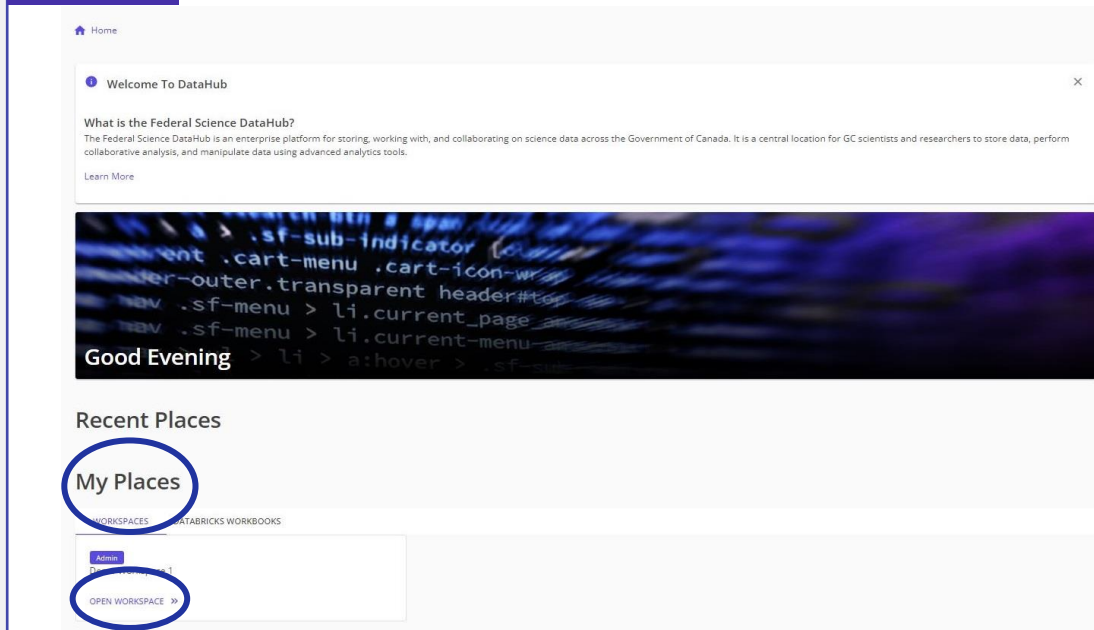
Register & Setup

Steps 12, 13



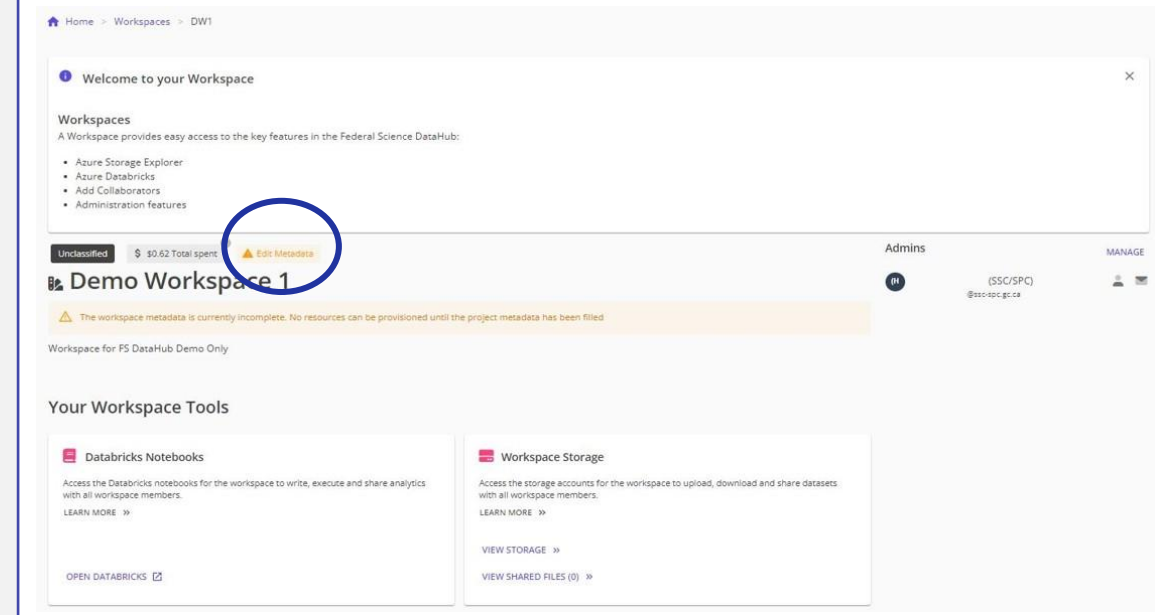
The following steps (12-16) only apply to the Workspace Lead. If you have been invited to the FSDH as a Collaborator, go to slide 15

12



1. Your workspace will be under the 'My Places' heading
2. Click on the 'Open Workspace' link

13



1. You are required to input metadata about your Workspace
2. Click the 'Edit Metadata' button

Register & Setup

Step 14



The following steps (12-16) only apply to the Workspace Lead. If you have been invited to the FSDH as a Collaborator, go to slide 15

14

Home > Workspaces > DW1 > Metadata

Workspace DW1 Metadata

Clicking the auto-translate icon will use a third party tool to translate and is only a suggested translation. It is the responsibility of the user to validate the translation before submitting the metadata.

Workspace Name (English)*
Demo Workspace 1

Workspace Name (French)*

Workspace Description (English)*

Workspace Description (French)*

Organization Name*

Security Classification*
Unclassified

Subject*

Keywords (English)*

Keywords (French)*

Access Restrictions*
Unrestricted

Workspace Lead Name*

Workspace Lead Email *

Discard Save Metadata

Did You Know?

Metadata can be edited during the PoC. For more guidance on inputting or editing metadata refer to [SSC Datahub \(canada.ca\)](https://sscanada.ca/ssc-datahub/)

1. Input mandatory metadata in all fields marked in red
2. Click 'Save Metadata'



Congratulations

You're ready to work in the FSDH

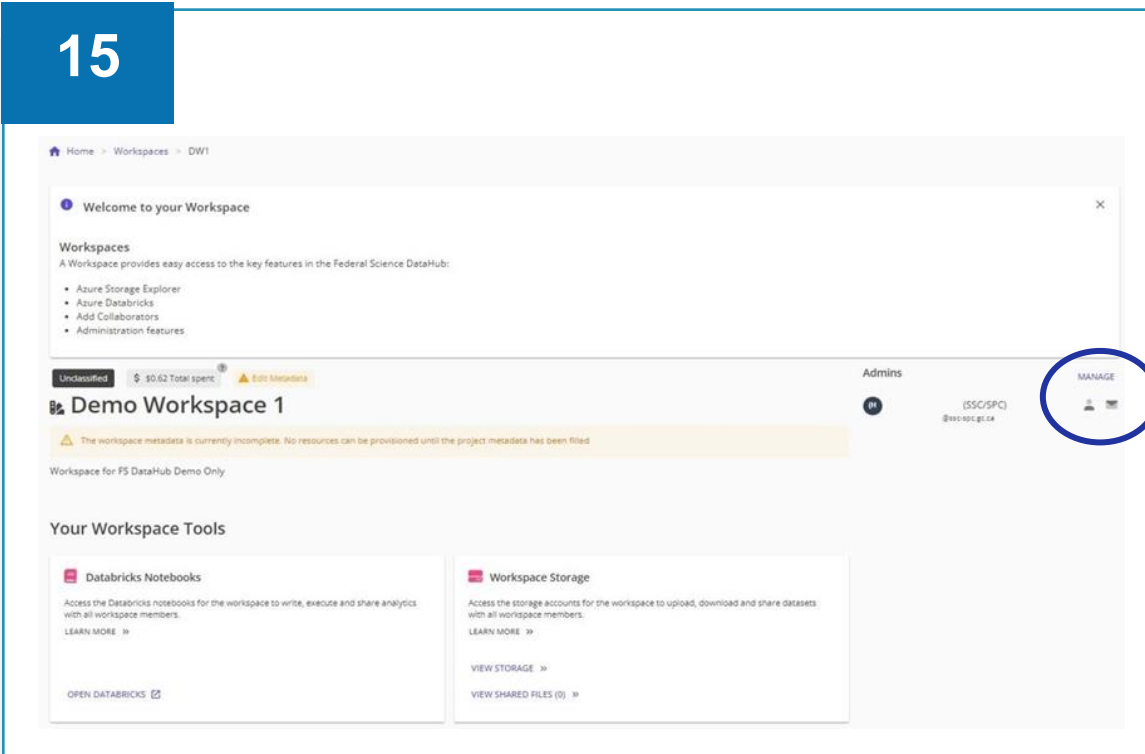
Manage Collaborators

Invite



The following instructions only apply to Workspace Leads. If you have been invited to the FSDH as a Collaborator, go to slide 15

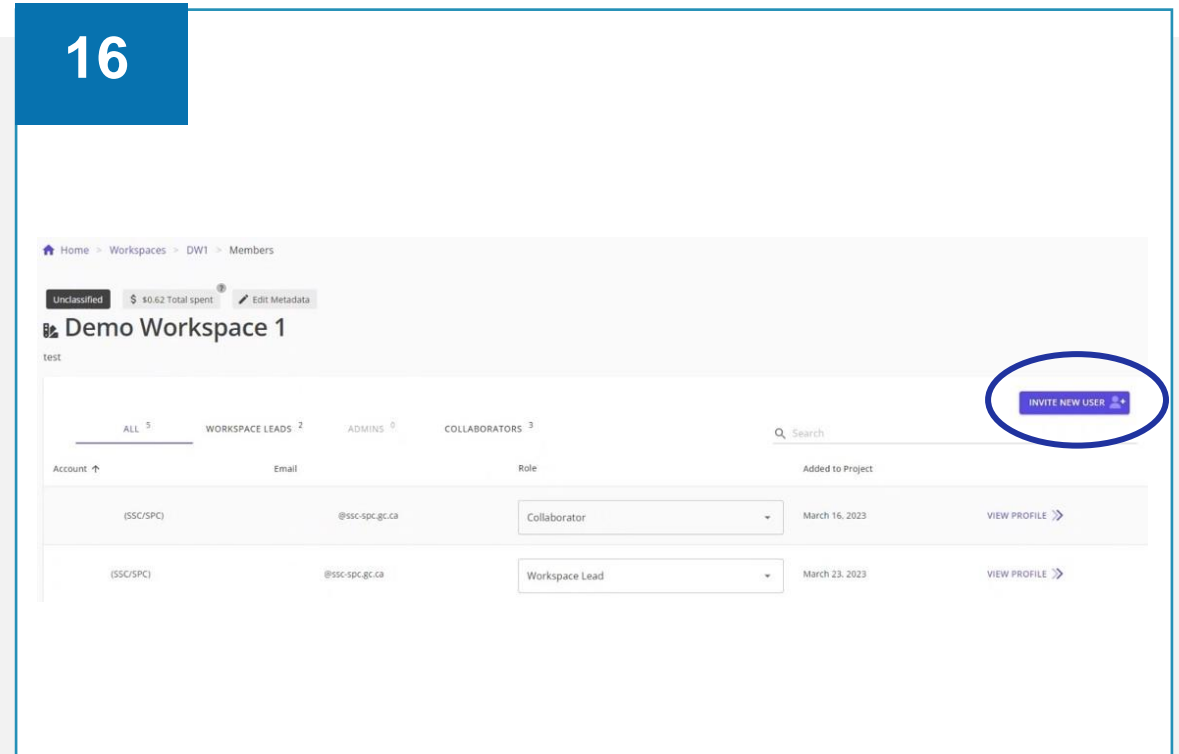
15



The screenshot shows the 'Demo Workspace 1' page. At the top, there's a 'Welcome to your Workspace' message. Below it, a list of workspace features includes 'Add Collaborators'. On the right side, under the 'Admins' section, there is a 'MANAGE' link with a user icon, which is circled in blue. The page also shows a 'Workspace for PS DataHub Demo Only' warning and 'Your Workspace Tools' section with links to 'Databricks Notebooks' and 'Workspace Storage'.

In your workspace, click on the 'Manage' link

16



The screenshot shows the 'Members' page for 'Demo Workspace 1'. At the top, there's a 'test' label and a '\$0.62 Total spent' indicator. Below this, there are tabs for 'ALL 5', 'WORKSPACE LEADS 2', 'ADMINS 0', and 'COLLABORATORS 3'. On the right side, there is a blue button labeled 'INVITE NEW USER' with a plus icon, which is circled in blue. Below the tabs, there is a table with columns for 'Account', 'Email', 'Role', and 'Added to Project'. The table lists two users: one with role 'Collaborator' added on March 16, 2023, and another with role 'Workspace Lead' added on March 23, 2023. Each row has a 'VIEW PROFILE' link.

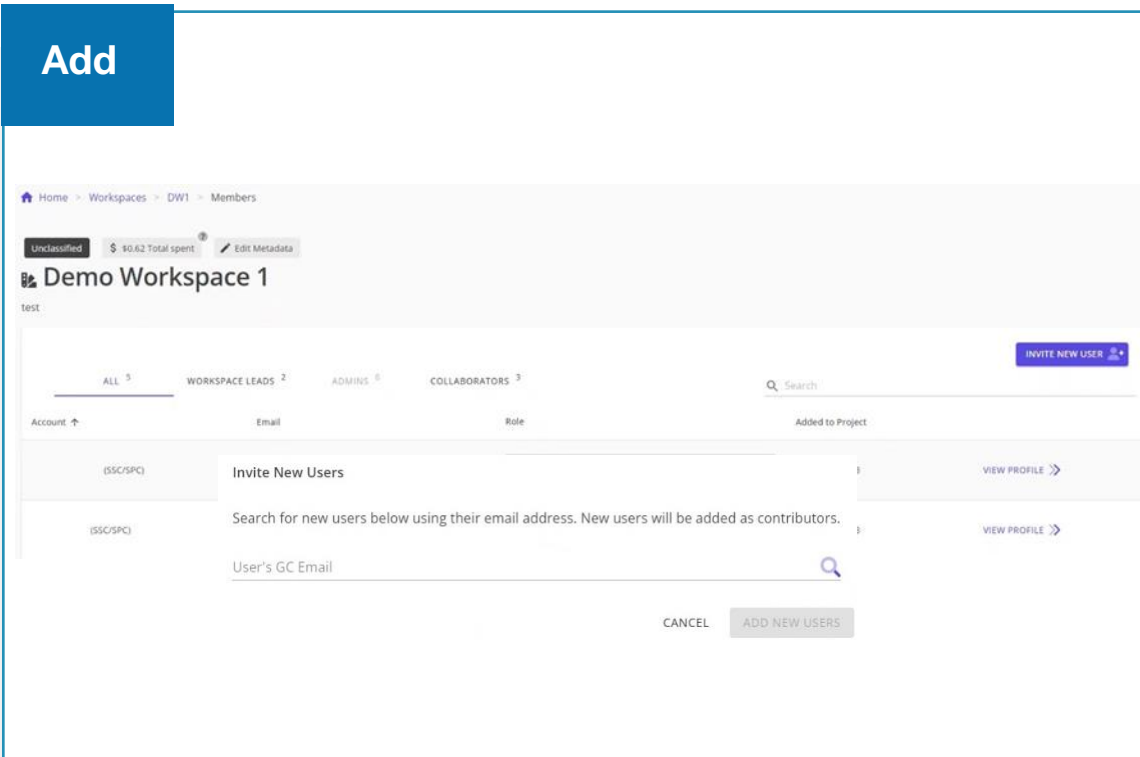
Click the 'Invite New User' button

Manage Collaborators

Add or delete 

The following instructions only apply to Workspace Leads. If you have been invited to the FSDH as a Collaborator, go to slide 15

Add



Home > Workspaces > DW1 > Members

Unclassified \$ 80.62 Total spent Edit Metadata

Demo Workspace 1

test

ALL 5 WORKSPACE LEADS 2 ADMINS 6 COLLABORATORS 3

Account ↑ Email Role Added to Project

Invite New Users

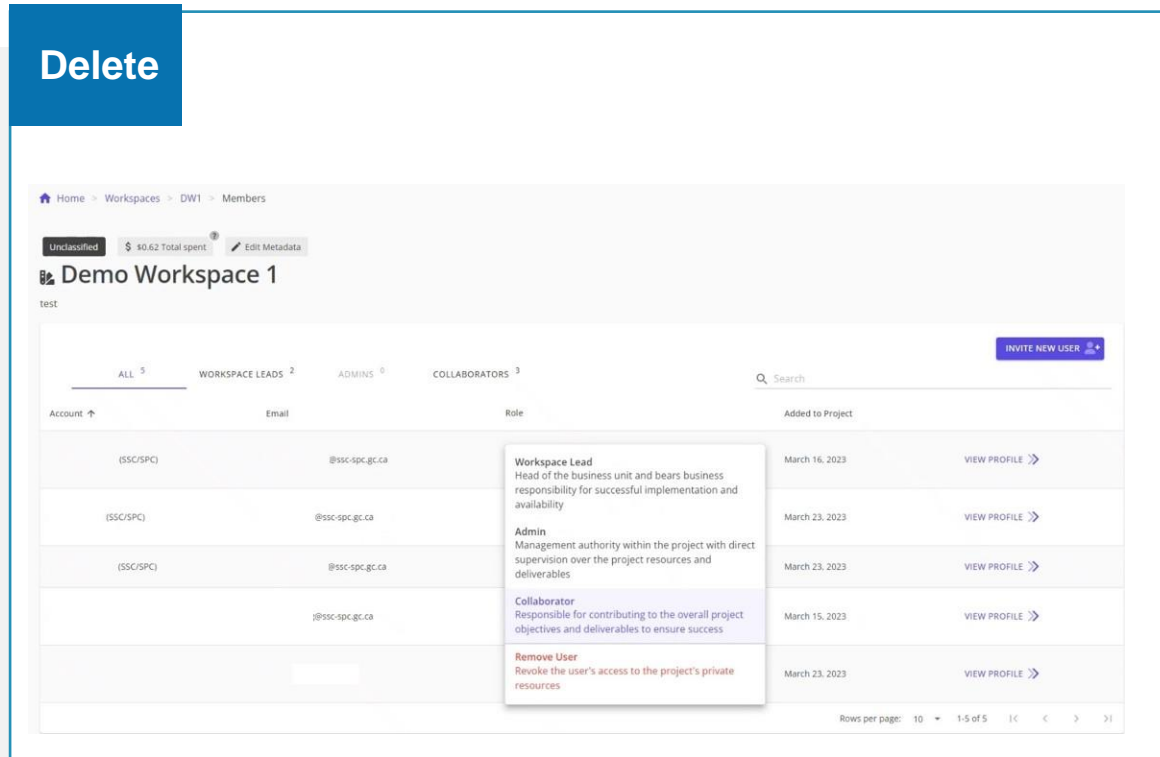
Search for new users below using their email address. New users will be added as contributors.

User's GC Email

CANCEL ADD NEW USERS

1. Input the Collaborators email address
2. Click 'Add New Users' button
3. Repeat for all Collaborators you wish to invite

Delete



Home > Workspaces > DW1 > Members

Unclassified \$ 80.62 Total spent Edit Metadata

Demo Workspace 1

test

ALL 5 WORKSPACE LEADS 2 ADMINS 6 COLLABORATORS 3

Account ↑ Email Role Added to Project

Workspace Lead
Head of the business unit and bears business responsibility for successful implementation and availability

Admin
Management authority within the project with direct supervision over the project resources and deliverables

Collaborator
Responsible for contributing to the overall project objectives and deliverables to ensure success

Remove User
Revoke the user's access to the project's private resources

Rows per page: 10 1-5 of 5

In the 'Role' column, select 'Remove User' from the dropdown menu for the Collaborator you wish to delete

Manage Collaborators

Edit Role



The following instructions only apply to Workspace Leads. If you have been invited to the FSDH as a Collaborator, go to slide 15

Edit Role

Home > Workspaces > DW1 > Members

Unclassified \$ \$0.62 Total spent Edit Metadata

Demo Workspace 1

test

ALL 5 WORKSPACE LEADS 2 ADMINS 0 COLLABORATORS 3

Search

INVITE NEW USER

Account	Email	Role	Added to Project	
(SSC/SPC)	@ssc-spc.gc.ca	<div>Workspace Lead Head of the business unit and bears business responsibility for successful implementation and availability</div>	March 16, 2023	VIEW PROFILE >>
(SSC/SPC)	@ssc-spc.gc.ca	<div>Admin Management authority within the project with direct supervision over the project resources and deliverables</div>	March 23, 2023	VIEW PROFILE >>
(SSC/SPC)	@ssc-spc.gc.ca	<div>Collaborator Responsible for contributing to the overall project objectives and deliverables to ensure success</div>	March 15, 2023	VIEW PROFILE >>
		<div>Remove User Revoke the user's access to the project's private resources</div>	March 23, 2023	VIEW PROFILE >>

Rows per page: 10 1-5 of 5 |< > >>

Did You Know?

A Workspace Lead can assign Collaborator(s) with an elevated role as a 'Workspace Lead'. This will allow the Collaborator(s) to add or remove other Collaborator(s) and edit metadata

Assigning this role will not downgrade the role of the original, designated Workspace Lead

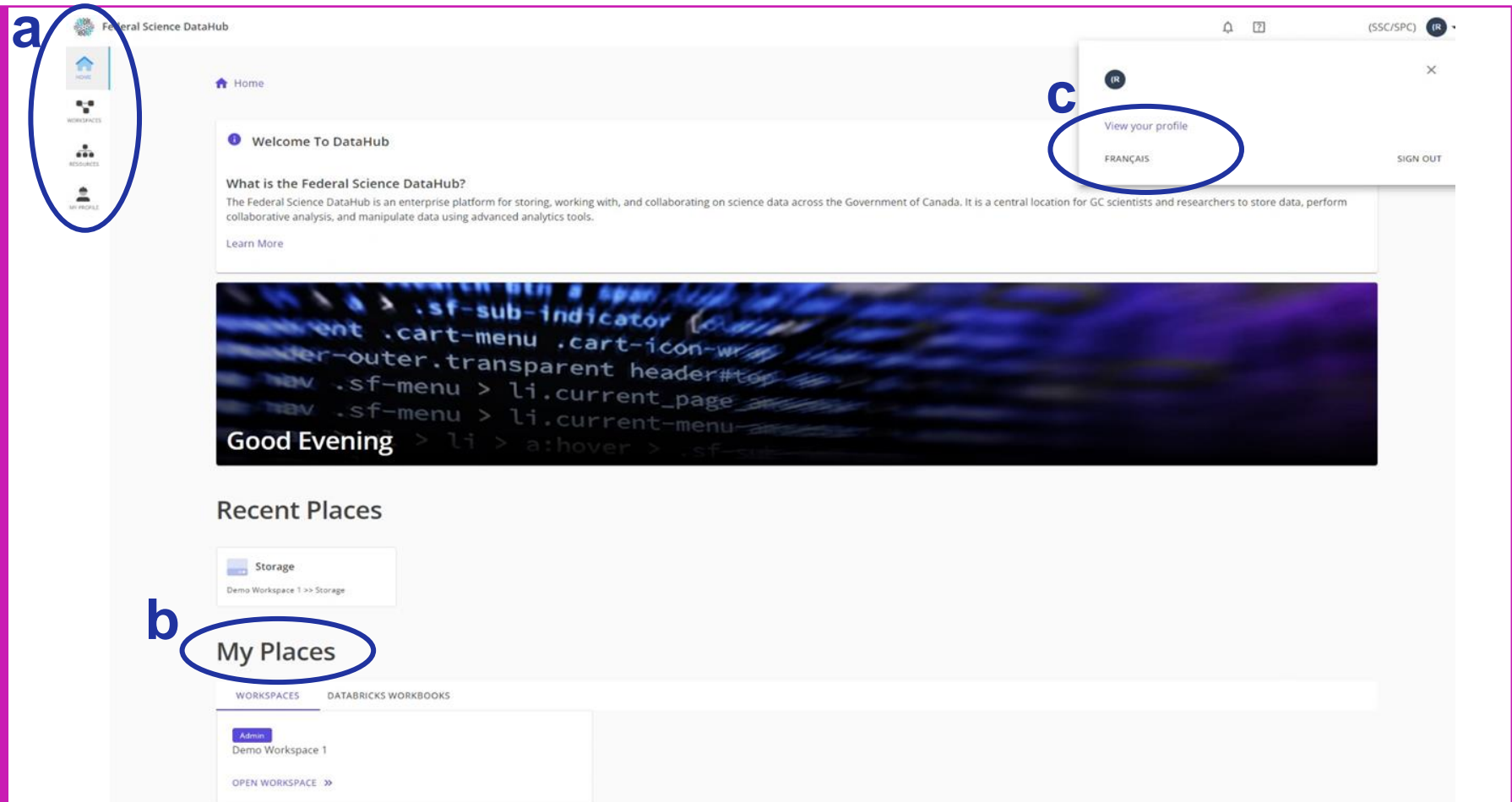
In the 'Role' column, select the role you wish to assign a Collaborator from the dropdown menu

FSDH Portal Orientation

Home Page

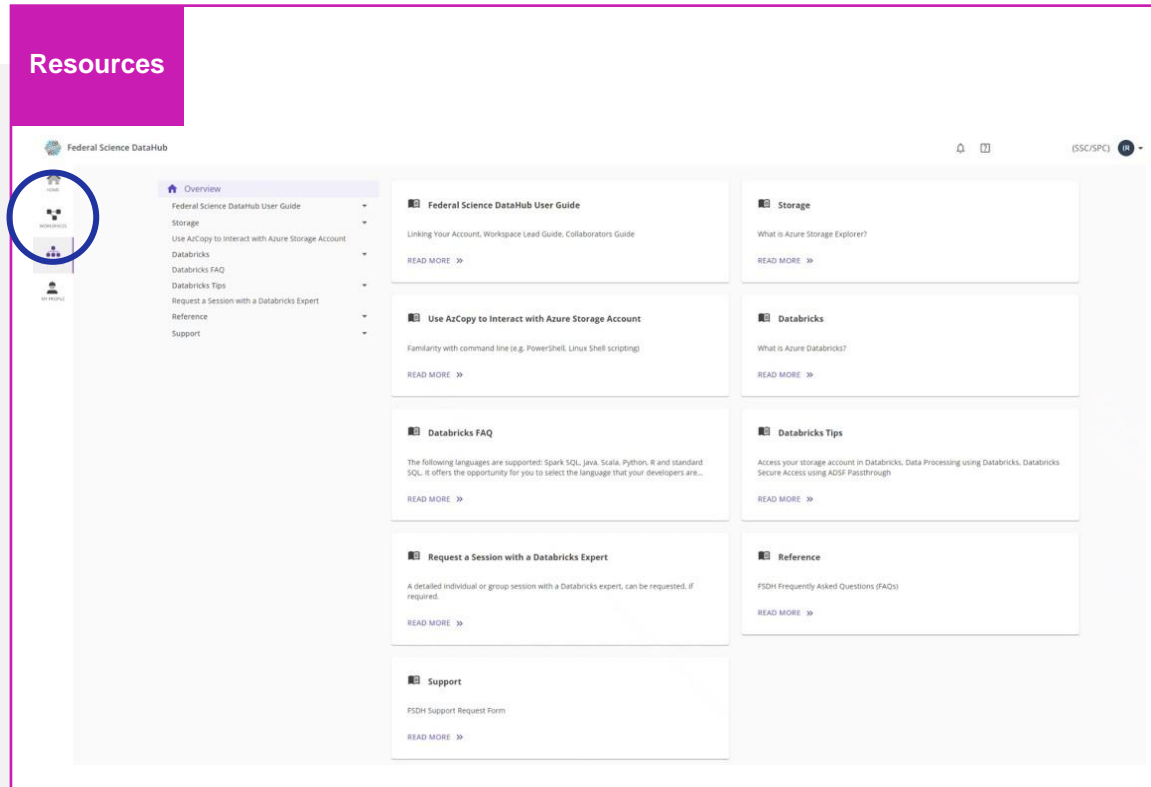


- a) Using the buttons on the left pane, you can navigate between your workspace, resources (support documentation) and your profile
- b) Alternatively, you can navigate to your workspace under 'My Places'
- c) You can edit your language preference anytime

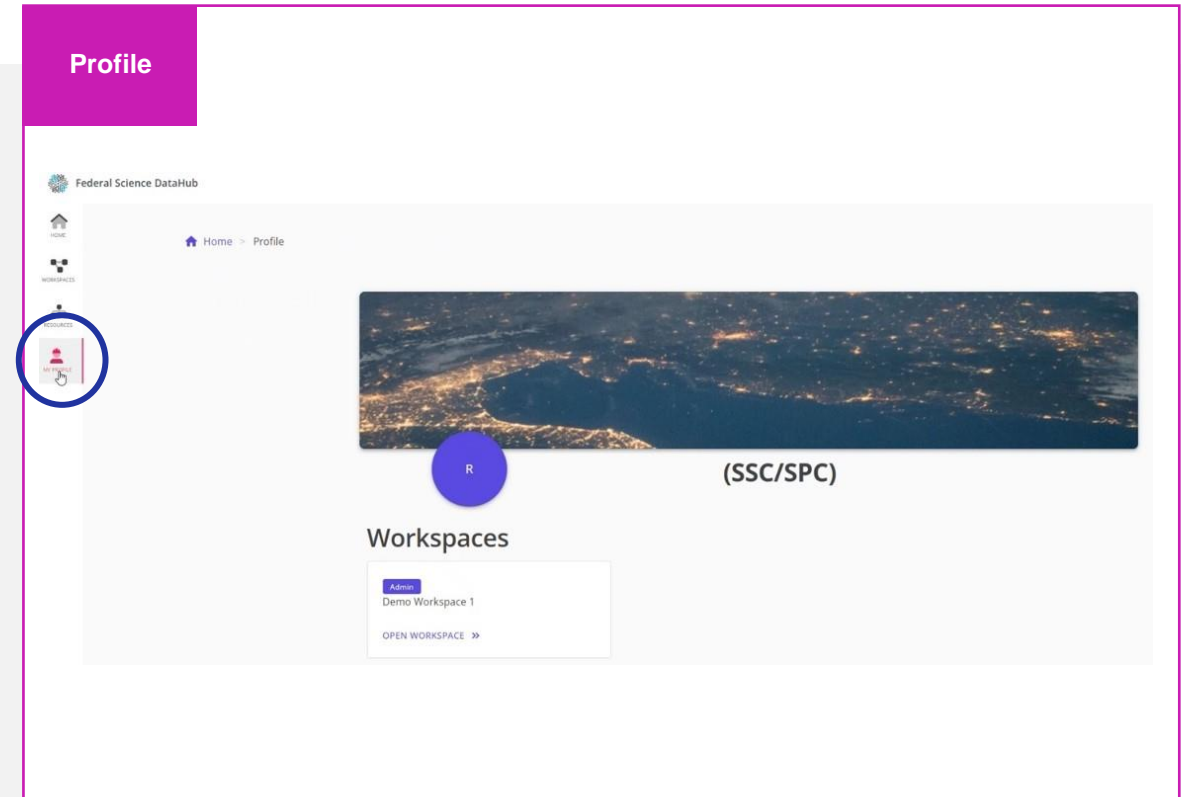


FSDH Portal Orientation

Resources &
Profile Pages



Find helpful documentation and request support



View your profile and all workspace(s) you are working in

FSDH Portal Orientation

Workspaces Page



- a) You can access your total spend report
- b) You can access Databricks Notebooks (use case 2 participants) and Workspace Storage
- c) You can access the tools catalogue (links to documentation and the GitHub informal discussion space)

Federal Science DataHub

Workspaces
A Workspace provides easy access to the key features in the Federal Science DataHub:

- Azure Storage Explorer
- Azure Databricks
- Add Collaborators
- Administration features

a **Unclassified** **\$0.62 Total spent** **Edit Metadata**

Demo Workspace 1
test

Your Workspace Tools

b **Databricks Notebooks**
Access the Databricks notebooks for the workspace to write, execute and share analytics with all workspace members.
LEARN MORE »
OPEN DATABRICKS

b **Workspace Storage**
Access the storage accounts for the workspace to upload, download and share datasets with all workspace members.
LEARN MORE »
VIEW STORAGE »
VIEW SHARED FILES (0) »

c **Tools Catalogue**

Databricks Notebooks
Why use Databricks Notebooks?
Databricks is a collaborative jupyter notebook where workspace members can write and execute Python or R scripts in the cloud. The interactive jupyter notebook enables to validate, add algorithms, visualizations and enrich datasets shared in the workspace.
LEARN MORE »
RESOURCE HAS BEEN CREATED

Workspace Storage
Why use workspace storage?
The workspace storage provides access to cloud storage and a place to exchange datasets with collaborators. The storage can be used like other cloud storage systems with a web interface or it can be integrated with existing tools through command line or standard blob storage API. To streamline collaboration, DataHub will generate email notifications when the datasets are updated.
LEARN MORE »
RESOURCE HAS BEEN CREATED

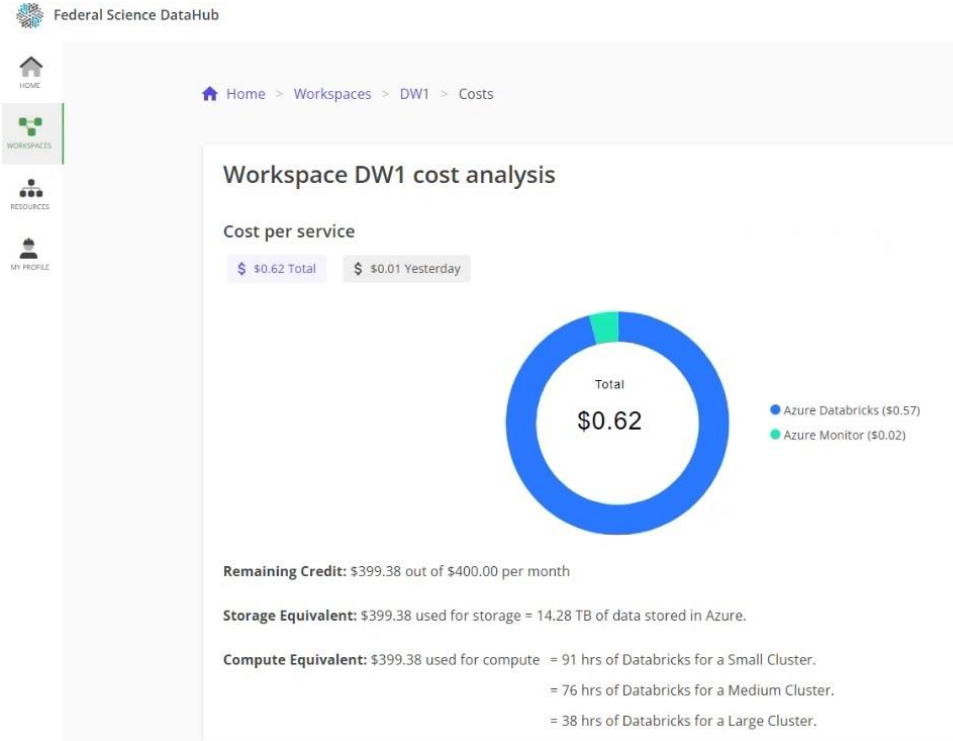
Community
Looking for other tools?
The DataHub project is driven by the community feedback. Please visit our feedback page to vote on upcoming features and add your suggestions for other tools.
LEARN MORE »
OPEN GITHUB DISCUSSIONS

FSDH Portal Orientation

Spend Limit
Report



Spend Limit
Report



View your cost report

Did You Know?

All participants in a workspace will be able to view this report

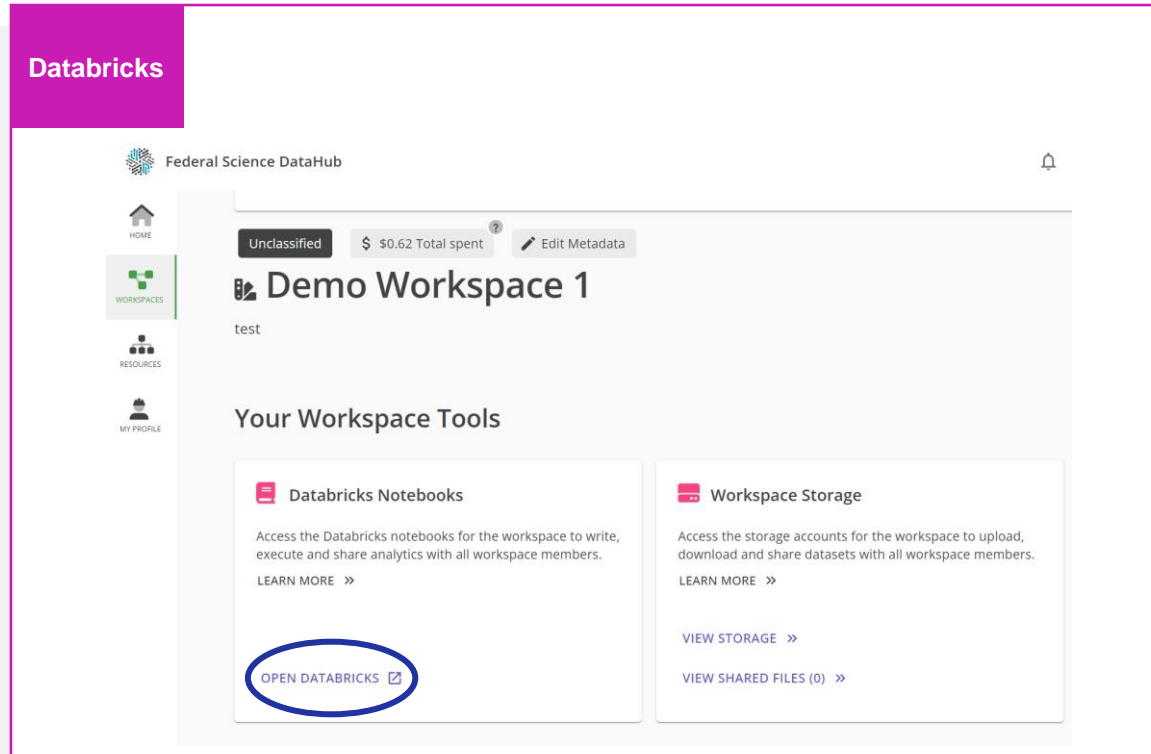
System generated notifications from ssc.datahub.donotreply-nepasrepondre@ssc-spc.gc.ca will be sent to all participants in a workspace when 25%, 50%, 75% and 100% of their cloud budget is consumed in their workspace

FSDH Portal Orientation

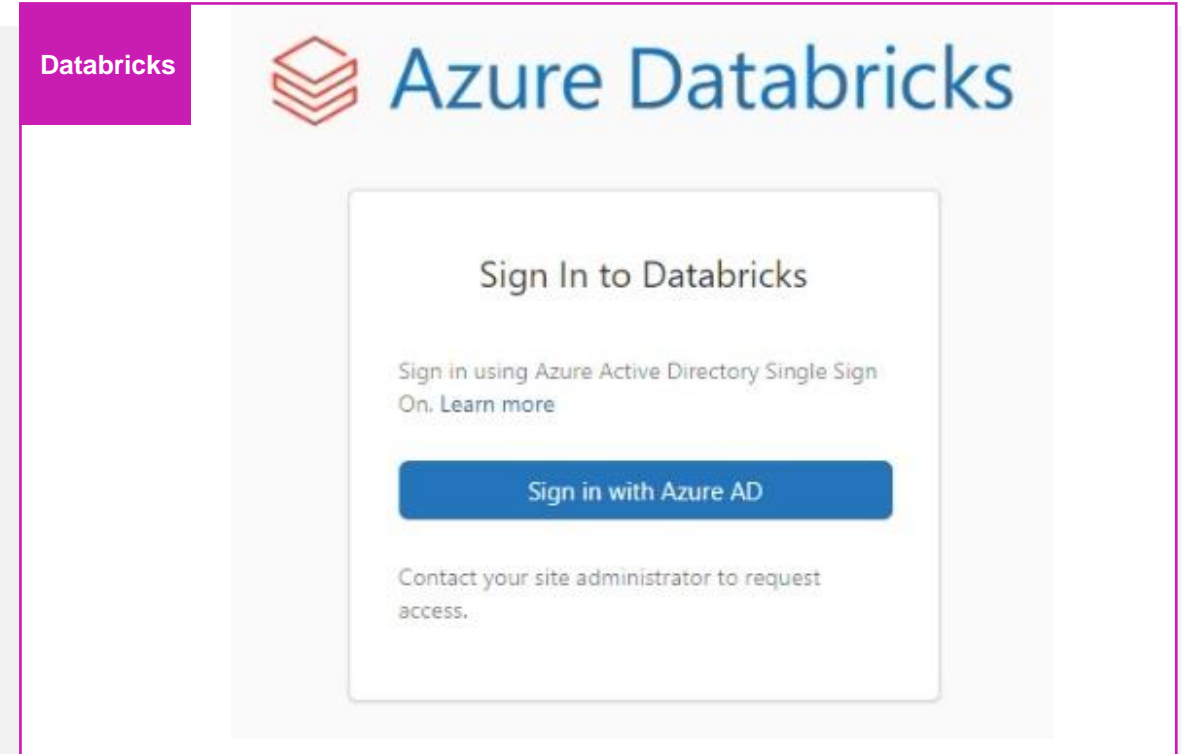
Databricks
Notebook



Databricks is only available to use case 2 participants



Click 'Open Databricks' to access your notebook(s)



Click 'Sign in with AzureAD' button. You should be automatically signed and do not need to enter another username or password

FSDH Portal Orientation

Workspace
Storage



Storage

Federal Science DataHub

Home > Workspaces > DW1 > Storage Explorer

How to use Project Storage

Workspace Storage
The Federal Science DataHub uses Azure Storage, Microsoft's cloud storage solution for modern data storage scenarios. Azure Storage offers highly available, massively scalable, durable, and secure storage for a variety of data objects in the cloud.
There are two key types of storage accounts:

- **Azure Data Lake Storage (Gen2)** - designed for big data analytics and provides Access Control Lists at the file and folder level
- **Azure Blob Storage** - basic storage account - doesn't provide Access Control at the file and folder level but is required for compatibility in certain scenarios.

Storage Explorer

DATAHUB

AZCOPY

DATABRICKS ACCESS

root

Name	Size	Last Modified
Kirby		
simontest		
biostats.csv	849 B	Wed, 15 Mar 2023 18:10:58 GMT
sample.csv	101.63 KB	Thu, 16 Mar 2023 14:23:09 GMT

root/

Who has access

DW1

Storage Properties

Container Name

datahub

Account kind

StorageV2

Replication

standardLrs

Versioning

True

Url

<https://fshprojdatapec.b>

Start working
in the FSDH

Upload, share and download datasets

Meetings



Onboarding Check-In

April 4-7
1:00-2:00 EST

Purpose:

To support Workspace Leads or Collaborators who have trouble logging into the FSDH

Weekly Office Hours

Tuesday & Thursday
1:00-2:00 EST

Purpose:

To offer participants tips and tricks, and to share lessons learned or workarounds

Monthly Touchpoint

Last Thursday/month
1:00-2:00 EST

Purpose:

To seek feedback from participants and showcase PoC projects

Proof-of Concept (PoC) Timeline



April 3 – September 30, 2023

- Each PoC applicant and any delegate Workspace Leads will receive meeting invites after today's kick-off meeting
- Forward meeting invites to any Collaborators you will be working with during the PoC
- Meeting attendance is encouraged but is optional

Support & Reference Material



Support
Mon-Fri, 9:00-5:00 EST



Submit a [Support Request Form](#) to get assistance from the FSDH Development Team



**Contact Data
Solutions Team**



Send us an [email](#) if you have questions or feedback*



**Community
Discussion**



Informal forum to participate in discussions with PoC participants in [GitHub](#)

***Please do not report technical issues by email. If we receive an email with a technical issue, we will direct you to submit a [Support Request Form](#).**

Reference Material



For quick access to documentation and helpful information, visit the FSDH Resources page:

<https://federal-science-datahub.canada.ca/resources>