

eDRIS Service

Standard Operating Procedure

Authorised RCs

Last updated: 10 Nov 2015

Introduction

When a new RC joins the eDRIS team or an RC leaves the authorisation list must be updated. This SOP contains instructions on what to do.

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1 Authorised List

A list of RCs authorised to contact EPCC has been provided. Should this list of people change:

- Add the RC to the [authorisation list](#) or remove them if they have left
- Send to Steve Pavis (s.pavis@nhs.net)
- Ask Steve to authorise the change by sending the list to EPCC at farr@mlist.is.ed.ac.uk.
- Once done ensure access for each RC is requested as noted below.

2 RC Accounts for SFTP and Citrix

When an RC joins the eDRIS team they will need to be set up with the following:

- Citrix
- 2nd factor authentication – requires a mobile phone number to be provided*
- Virtual machine (VM)
- Serv-U
- Access to all study folders within Citrix environment

*You need to ask the RC whether they are happy to have their mobile phone number used for this purpose and stored by EPCC.

Send email using the following template to the EPCC Farr Helpdesk. If more than one new RC is joining at the same time repeat the personal details for each RC.

To:	farr@mlist.is.ed.ac.uk
Subject:	Farr – eDRIS – New RC access
Attachments	<i>none</i>
Body:	<p>Dear EPCC</p> <p>The following staff have joined the eDRIS team. . Please arrange to provide access to the National Safe Haven including Citrix and Serv-U.</p> <ul style="list-style-type: none">• Firstname Surname• Email address (work)• Mobile phone number (for two-factor authentication)• Suggested user name i.e. first initial and surname e.g. dkidd <p>Regards</p> <p>Email signature</p>

When an RC leaves the eDRIS team their account and access must be removed. Send email using the template below to the EPCC Farr Helpdesk

To:	farr@mlist.is.ed.ac.uk
Subject:	Farr – eDRIS – Remove RC access
Attachments	<i>none</i>
Body:	<p>Dear EPCC</p> <p>The following staff have left the eDRIS team. . Please arrange to remove all access to the National Safe Haven including Citrix and Serv-U and remove any personal details held in relation to this access e.g. mobile phone.</p> <ul style="list-style-type: none">• Firstname Surname• Firstname Surname <p>Regards</p> <p>Email signature</p>