

This safeguarding data section focuses on the accessing data on the staff network from other networks and from off campus.

More comprehensive instructions for using TrueCrypt are in the Remote Access Guide.

After this introduction, you could use the guide to

- demonstrate accessing the staff network through the student network .
- assist the audience in setting up emails on their mobile devices, laptops etc. that they have brought with them to the session.

**Research Data Management Remote Access**

**On Campus**

There are two networks – the staff network and the student network.

**Staff network:**

- Access to the shared drives using Novell on Windows
- Access to StaffNet and core services

**Student network:**

- Access to student system personal drive only.

To access StaffNet, core services, and the shared drives, you need to activate **network connect** and log into **Novell**.

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Focus: Two networks at UH

Main points:

- access to core services is restricted to staff so unless they're on the staff network, they are considered off-site.

Highlight that they can still access these services using network connect and Novell.

**Research Data Management Remote Access**

**Network Connect**

– allocate your computer a UH IP address adding it to the staff network.

First time: log in to the UH VPN at <https://uhvpn.herts.ac.uk/>

Using your UH member username@staff and the password.

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Focus: Network Connect online

Main points:

- log into the UH VPN – the virtual portal.

Highlight from this site you can access the staff store and email, but it can be a little clunky. We recommend getting access from your machine.

**Research Data Management Remote Access**

Select **Start** to activate Network Connect.

Activating network connect will initiate a download of the Java application to your machine.

Next time, you will not need to web interface, you can activate it directly from the Start menu.

Enter your username@staff and password.

You can then browse the online services; core, StaffNet, and engage, as you would at your desk on campus.

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Focus: Network connect on your machine

Main points:

- Once downloaded, can be run from the start menu

Highlight that this gives access to the online services, outlook, and engage.

**Research Data Management Remote Access**

Next log into **Novell**;  
- This enables connections to your staff personal drive and shared drives.

You will need to install the Novell package onto your machine including the UH settings.

The screenshot shows a Windows desktop environment. On the left, a file explorer window displays a list of network drives: 'WINDOWS (C:)', 'UHCL\_SHARED (\\CL-STAFF-SHARED-SERVER\UHCL\_SHARED) (S)', 'A11BCD (\\CL-STAFF-USERS\SERVER\UHCL\_USERS\A11BCD) (X)', and 'SHARED (\\UHSTAFF-SHARED-SERVER) (X)'. In the center, a tablet icon is shown with an arrow pointing to a 'Novell Login...' menu. The menu includes options like 'Novell Connections...', 'Novell Map Network Drive...', 'Disconnect Network Drive...', 'Novell Utilities', 'User Administration for U-HERTS', 'Browse To', 'Configure System Tray Icon...', 'Update Novell Client', 'Novell Client Help', and 'Novell Client Properties...'. At the bottom, the University of Hertfordshire logo and the text 'Safeguarding data with Research Data Management' are visible, along with a 'WORLD RANKINGS 2011-12' badge.

**Focus:** Novell

**Main points:**

- Install the package with the UH settings in place.
- Must login to view the drives

**Highlight** that the other options are all set in the package that is downloaded so don't play around with the settings as this will damage the connection.

**Research Data Management Remote Access**

**Emails**

The University of Hertfordshire uses a Windows Microsoft Exchange server. This requires manual setup on most devices, and a number of different domain, server and URL details.

Step by step instructions are provided in the UH Remote Access guide.

The screenshot shows the cover of the 'University of Hertfordshire RDM Remote Access Guide'. The cover features the UH logo at the top, the title 'University of Hertfordshire RDM Remote Access Guide', and the ISC logo at the bottom. At the bottom of the slide, the University of Hertfordshire logo and the text 'Safeguarding data with Research Data Management' are visible, along with a 'WORLD RANKINGS 2011-12' badge.

**Focus:** Email

**Main points:**

- Outlook exchange is available on the net, on your machine off campus, on your mobile and your tablet.

**Highlight** that instruction and settings for the domain etc. are available in the Remote Access Guide.