Create an Outside Collaborator Folder for Research Drive

Guide for creating a shared folder for Non-UW outside collaborators on Research Drive

Step-by-step guide

2.

1. Obtain the name of the folder the Lab P.I. wishes to share as well as the names and email addresses of the collaborators.

😭 John Galli added a comment - 06/May/22 7:48 AM	
Hi Junsu,	
No problem, I can get this request started with the Research	ch Drive team. Can you please provide the following details when you get a chance:
 Full Name of the researcher primary email address name of the folder and location on your drive that y 	ou would like to share
Thank You,	
John	

- a. The first group will be the Outside Lab Access group that will need Research Drive Share permissions. Naming system: ssit-(department) -(lab name)-OutsideLabAccess
 - i. *Note this group will not have share permissions, just folder permissions. Share permissions will instead be added to the parent outsidelab access group in AD).
 - ii. 💐 ssit-crb-wellik-OutsideLabAccess Security Group... Wellik Lab Outside Access to Research Drive folder
- b. The second group will give access to the external users who will access the research drive. Naming system: ssit-(department)-(lab)-Outside-(lab name)-(lab name that will get access)-Collaboration
 - assit-crb-wellik-Outside-Wellik-Ge-Collaboration Security Group... Wellik Lab Outside Access for Wellik-Ge-Collaborator
 - 1. Add this group to the first group, in this example: ssit-crb-wellik-OutsideLabAccess
- 3. email researchdrive@wisc.edu and request to have the outside parent group added to "share permissions" for the lab P.I.'s drive

	\land	То	Research Drive
	Send	Cc	
l		Subject	Drive Access
G	iood afterno	on,	
с	an you pleas	e give <u>Ssit-crb</u>	-wellik-OutsideLabAccess access to <u>\\research.drive.wisc.edu\wellik</u>
L	et me know i	if you have an	y questions.
Т	hanks,		
a.	lathan Roth		
b. O	nly if the Ou	tside group is	n't created.

4. add AD group to full permissions for the folder in file explorer

a. Locate the folder that wants to be shared and go to Properties>Security>Advanced

Globas			J FIM THE	Totaci		
Incucyte	📜 Welli	k-2011	aboration Properti	ies)
Journal Clubs		Consulta-	D	C	C I 1 1	
Lab meetings	General	Security	Previous versions	Customize	Classification	
🔒 Lab Member Files	Object r	name: \	vresearch.drive.wisc	.edu\wellik\\	Vellik-Ge-Colla	boration
Lab-Members	Group o	n user nam	es.			
📊 LiCor data	SR rdr	ive-wellik-a	admin (AD\rdrive-wel	llik-admin)		
	SSI SSI	t-crb-wellik	-Outside-Wellik-Ge-(Collaboration	(AD\ssit-crb-we	ellik
- Mouse Room Files						
🚽 Nikon Microscope files						
- Ordering Documents						
Protocols						
RECIPES						
🚽 Shared Storage Drive Map Scripts	To char	nge permis	sions, click Edit.		Edit	
- Software	Parmiee	ione for rdr	ive-wellik admin	۵	llow De	DV.
SSC differentiation project Fall 2021	Full o					
📊 temp	Modi	fv				
	Read	& execute	•		·	
UWBC-Dropbox	List fo	older conte	ents		/	
	Read	ł			~	
🚽 wellik-lab backup	Write			•		
🚽 Z-MI Backups	Spec	al permiss	ions			
DS_Store						
🗾 2018-4-16 lhh story.pptx	For spe	cial permis	sions or advanced s	ettings, click	Advance	
🚺 042023 Dev Bio FINALpptx	Advanc	ed.		-	Auvanu	
Layout 9-18-2020.xml						
readme.txt						

b. Firstly, disable inheritance. Then remove the Lab and ReadOnly groups here

	Туре	Principal	Access	Inherited from	Applies to
97	Allow	rdrive-wellik-admin (AD\rdrive-wellik-	admin) Full contro	ol \\research.drive.wisc.e.	. This folder, sub
2	Allow	rdrive-wellik-lab (AD\rdrive-wellik-lab)	Full contro	ol \\research.drive.wisc.e.	. This folder, sub
2	Allow	rdrive-wellik-readonly (AD\rdrive-well	k-readonly) Read	\\research.drive.wisc.e.	. This folder, sub
_	A <u>d</u> d	<u>R</u> emove <u>V</u> iew	Remove		
			these group	os	

c. Then add the Collaboration group you created earlier and give it modify permissions

Permissions	Share	Auditing	Effective Access			
For additional	information, doubl	e-click a permiss	ion entry. To modify	a permission entry	, select the entry and click Ed	lit (if available).
Permission en	tries:					
Туре	Principal					Access
Sea Allow	rdrive-wellik-admir	n (AD\rdrive-well	ik-admin)			Full control
🚨 Allow	ssit-crb-wellik-Out	side-Wellik-Ge-C	ollaboration (AD\ss	t-crb-wellik-Outsid	de-Wellik-Ge-Collaboration)	Modify
4						>
Add	Remove	View				
Enable inhe	eritance					
Replace all o	child object permiss	ion entries with	inheritable permissi	on entries from this	object	
					OK Can	cel Apply

- If sharing to another party within UW-Madison share the word doc within the SSIT-Labs Files section within teams.
 a. Download the word doc and alter the research drive path to the correct on with the folder included.
- 6. If sharing to an outside organization, email the outside collaborator and let them know that they will receive an email from manifest@doit. wisc.edu with an invitation to Research Drive. Let them know this email will have them create a UW NetID. Ask them to send this NetID to us once they receive it (usually 72 hours or less). If the outside collaborator has not received the NetID within 72 hours, email activedirectory@doit. wisc.edu to inquire about the delay.

Invitation to join UW-Madison group 'rdrive-kang92-external' Σ Index x
Manifest Groups System <manifest@doit.wisc.edu> to me ▼</manifest@doit.wisc.edu>
You have been invited to join the following UW-Madison Manifest group:
Group name: rdrive-kang92-external Full name: UW-Madison:Application:Research Drive:PI:kang92:rdrive-kang92-external Description: (none) Invitation id: 20550
The invitation was issued by JOHN GALLI.
To accept or decline this invitation, please visit to the following URL: <u>https://manifest.services.wisc.edu/InviteResponse.aspx?oqs=IbWHJAGJOkpq2fXZ2sj2sQkkgZ2kaXK23dH4vUxTCvO78Akk</u> This invitation expires on 20-MAY-22. UW-Madison Manifest Groups Service
HI Patrick and Phu, Just a heads up, you should have received an email from <u>manifest@doit.wirc.edu</u> with an invitation to Junsu Kang's (Jang\$2) Research Drive. This email invitation will have you create a UW NetID which will let you access a shared folder for Junsu. Once you have finished filling out the invitation link form and have received an email with the new Net IDs (usually 72 hours or less), please reply back here with the new IDs. We can then finalize the sharing setup and how to access the folder. Thank You, John Calli SMPH Shared Services IT University of Wisconsin

a. Send an invite to the outside collaborator's email address through the Lab P.I.'s external group in manifest (see the invitations section)

rdrive-kang92-external Group details

Path: uw:app:researchdrive:pis:kang92:rdrive-kang92-external

Total Member	s : 0				
Contacts	Members	Privileges	Invitations	Services	

Invitations

Permission to invite external users (without NetIDs)

S	Sen	d invitation(s)				×
	Ente	er a comma-separated list of e-ma	il addresses		• Add Em	ails
	Invita	ations to send				
	No in	vitations				
			Save Can	cel		
		Email address	NetID Y	Status 🝸	Expiration T	Manage
4	Pen	ding (1)				
		johnspurchases1@gmail.com		Sending	5/20/2022	Cancel Resend
н	•	1 ► ► 50 ▼ item	ns per page			1 - 1 of 1 items

b. Add the new NetIDs to the group you created in AD. Email the outside collaborator again (and the P.I.) and let them know that they should now have access.

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Related articles

- Network Drive Mappings
 Create an Outside Collaborator Folder for Research Drive
 Windows 11 Personal Enable Group Policy , Fix Mapping and Scripting for Lab Drive and Printer
 SMPH access shared drive remotely (KB 25224)