Storage Option Overview

Storage Option	I:Drive	SharePoint Online	OneDrive for Business	Desktop	UT Research Cyberinfrastructure
Feature	Virtually unlimited Cat 1 file storage housed on premise	Access to your files anywhere from any Internet connected device. Share and collaborate on team documents to avoid multiple copies of files		Supports any file type and backs up data with CrashPlan PRO	Centralized security administration protection of research and intellectual property storage
Category I Confidential Approved	☑				
Category II Privileged Approved	☑	☑	☑	☑	☑
Category III Public Approved	☑	☑	☑	☑	☑
Storage Space	Unlimited	Unlimited	1 TB	Corresponds with desktop storage limit	5 TB
Mobile Access		☑	☑		
Off-Campus Access	Via UTSA VPN	☑	☑	Access to CrashPlan PROe via UTSA VPN	Via UTSA VPN
File Sharing Abilities		UTSA and Non-UTSA Parties	UTSA and Non-UTSA Parties		UTSA and Non-UTSA Parties
User Managed Permissions		☑	☑		
Version Control		☑	☑		
Sync Across Devices			☑		
Encrypted at Rest		☑	☑	☑	
Data Backed Up	Monday through Saturday	Data is sent to the Recycle Bin for 90 days when deleted	Data is sent to the Recycle Bin for 90 days when deleted	Indexes and updates hourly	Replicated but not backed up
Cost to UTSA Faculty & Staff	Free	Free	Free	Free	Cost incurred for storage exceeding 5TB

Eligibility
These services are available to all UTSA faculty and staff.

How to Order
Submit your request through:

- OIT Self-Service portal: oitconnect.utsa.edu
- Email: oitconnect@utsa.edu
- Phone: 210-458-5555

Service Hours and Availability:
These storage services are designed and intended to be a highly available service: 24 hours per day/7 days per week/365 days a year.

Note:
University data cannot be saved on services that are not managed nor affiliated with UTSA through an existing contract. This includes services/applications such as Box, Dropbox, etc.

Data Confidentiality

University data should be protected in a manner equivalent to its value/category and appropriately secured against unauthorized creation, processing, destruction, and distribution.

Examples of Category I Data

This list is not all-inclusive, and it does not cover the release of information.*

1. **Patient Medical/Health Information** Health Insurance Portability and Accountability Act (HIPAA): SSN, patient name, patient address, etc.
2. **Student Records** Family Educational Rights and Privacy Act (FERPA): SSN, student ID number, grades, GPA, etc.
3. **Donor/Alumni Information** (UT System Business Process Memorandum, Texas Identity Theft Enforcement and Protection Act, HIPAA): SSN, name, financial information, etc.
4. **Research Information** (Granting Agency Agreements, Other IRB Governance): Human subject information, sensitive research data, etc.
5. **Employee Information** (UT System Policy, Texas Identity Theft Enforcement and Protection Act): SSN, birth date, personal financial information, etc. There can be confusion over which rules apply when an employee is also a student. The rule of thumb is that the student rules apply when the employee is in a student job title.
6. **Business/Vendor Data** (Gramm-Leach-Bliley Act, Non-Disclosure agreement): Vendor SSN, credit card information, certificate/license numbers, etc.
7. **Other Institutional Data** (Gramm-Leach-Bliley Act, Other Considerations): Office of Institutional Relations and Legal Affairs information, financial records, etc.

*An expanded guideline on how to classify Category I data can be found at:
https://utsacloud-public.sharepoint.com/category-i-extended-guidelines

WE ARE UTSA

Standards for Data Classification

The operation and mission of the university relies heavily on the accuracy, integrity, and usability of its data. UTSA faculty, staff, and other employees are responsible for the security of university data they access, process, transmit, and store.

UTSA Data Owners must first identify the data they use and classify it according to the risk categories outlined in the Data Classification Guidelines. There are three Data Classification categories.

Risks associated with misuse of Category I data include long-term loss of reputation, long-term loss of critical campus services, long-term loss of research funding, tampering with research, unauthorized exposure of litigation materials, and the possibility of identity or credit theft.

Note:
University data cannot be saved on services that are not managed nor affiliated with UTSA through an existing contract. This includes services/applications such as Box, Dropbox, etc.

UTSA's storage services are provided to faculty and staff for business use and carrying out the mission of the university. Use of storage services should align with the university's Acceptable Use Policy and Information Resources User Policy.

Need assistance? Want to learn more?
For instructions and training aids, please contact OITConnect at 210-458-5555 or oitconnect.utsa.edu

For more information on File & Data Storage, please visit:
utsa.edu/oit/storage
The OIT Website provides resources, tools, training, and help.

Quick Reference Card for Faculty and Staff

File and Data Storage

UTSA The University of Texas at San Antonio

Overview

UTSA's Office of Information Technology delivers many options for reliable, feature-rich, integrated enterprise class data and file storage for faculty, staff, and students. Depending on the storage option chosen, you have the ability to share data and collaborate with other students, faculty, or staff. The option of synchronizing data and making it usable from any device with a Web browser is also available.

Confidential & Departmental
I:Drive
I:Drive is a central location on the UTSA network that allows faculty and staff members to store *Category I* business-related documents and/or depatmental files under what is known as the "common" drive.

Personal Cloud
OneDrive for Business
OneDrive for Business provides cloud storage for UTSA faculty and staff *Category II & III* work files. Files are accessible anytime from virtually anywhere with an Internet connection.

Team Collaboration
SharePoint Online
SharePoint sites can be used to store, organize, share, and access *Category II & III* information from almost any device. It also provides the ability to create automated workflows and other business processes.

Research and Collaboration
UT Research Cyberinfrastructure
Enables long-term data storage and hosting of large scientific data collections for collaborations and communities. Provides locations to store *Category II & III* data.

Personal Plus Desktop Protected Storage
Locally stored data with desktop backups provided by CrashPlan Pro
Provides locations to store and backup *Category II & III* data for quick access.

Category I- Confidential	Data whose disclosure, destruction, display, or modification would violate state or federal laws or regulations, UT System policies, or the Texas Open Records Act.
Category II- Controlled	Data not otherwise protected identified as *Confidential* data, but which are releasable with the Texas Public Information Act. Data protected to ensure a controlled release.
Category III- Published	University data that have no requirement for confidentiality, integrity, or availability. Published (aka Public) data, while subject to UTSA disclosure rules, is available to the UTSA community and all external individuals and entities.

The University of Texas at San Antonio | One UTSA Circle, San Antonio, TX 78249 | Information: 210-458-4011
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The *I:Drive* on the UTSA network, allows faculty and staff members to store business-related documents within their own department. Category I data should only be stored on the I:Drive.

Features:

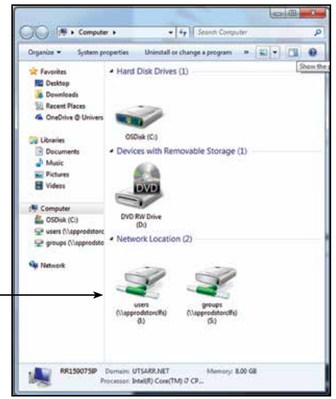
- Virtually unlimited file storage housed on a traditional file server
- Automatically connected via the "I:Drive" while working on a campus computer [1]
- Access from home requires customer to connect to UTSA via VPN and to manually map a network drive
- Virtually no limitations on characters or length of file names

Access I:Drive - Windows (On-Campus)

The I:Drive is automatically available to you if you log in to the UTSA Network using a computer with a Windows Operating System: [1, 2]

1. Click the **Windows (Start) button** from your desktop screen.
2. Click **Computer.** This will open up a new window that gives you access to all the drives on the computer.
3. Click the item ending in **(I:)** to access the I:Drive folders. Locate the folder with your department's name to view your folders.

You will only see what you have access to.



Access I:Drive - Mac (On-Campus)

For Mac OS X 10.4.11 or higher: [2]

1. From the **Finder** menu, click **Go**.
2. Select **Connect to Server**.
3. Enter in the server address.
   Mac OS X 10.4.x, OS X 10.6.x or higher, enter
   smb://UTFILE.utsarr.net/users
   Mac OS X 10.5 (and later), enter
   smb://UTFILE.utsarr.net:139/users
4. Click **Connect**.
5. Under **Name and Password**, enter your myUTSA ID and passphrase.

Putting a checkmark in the box next to "Remember this password in my keychain" is recommended.

6. Locate your departmental folder by double-clicking the **users** icon that appears on the desktop.
   - From here you should be able to locate your personal I:Drive folder as well as your department's "common" folder, if available.

NOTE: If you are not able to locate the **users** volume icon on your desktop, select **Mac Help** from the Help menu, enter **displayed desktop** into the search field, and select the Help item, **Choosing what's displayed on the desktop**.

[1]User must log in to a computer with their myUTSA ID for automatic drive mapping.
[2]User must log in to UTSA VPN when connecting off-campus or through Air Rowdy.

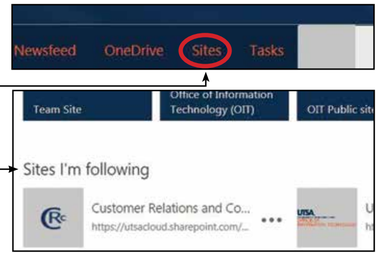
***SharePoint Online* is UTSA's collaboration center that allows you and your team to upload, view, retrieve and share documents and other content online. This storage method is ideal for most Category II and III data.**

Features:

- Team and personal sites to easily find and access data
- Work with others on the same document at the same time
- Share documents and sites with people outside your department
- Keep previous versions of a document while you make changes to it

Access SharePoint Online

1. Go to **my.utsa.edu.**
2. Select **Staff Webmail** from Faculty/Staff resources.
3. Log in using your myUTSA ID and passphrase.
4. Choose **Sites** from top menu bar.
5. Select your SharePoint Online Site from the icons listed.
6. If it is not displayed, search for your SharePoint site. Click your site and then click **Follow** from the top right menu to keep it under **Sites I'm Following.**



***OneDrive for Business* provides cloud storage for UTSA faculty and staff files. It is available from virtually anywhere with Internet connectivity. This storage method is ideal for most Category II and III data.**

Features:

- Unlimited storage space
- Ability to access a Web page from anywhere in the world and access your OneDrive files
- Ability to sync files between your work computer, laptop, or mobile device
- Mobile device versions available for Android, iOS (iPhone), Windows Phone (built-in), and Xbox
- Multiple file versions enable you to easily recover back to a previous version or from a corrupted file
- Share and edit documents simultaneously with UTSA faculty, students, and staff
- Manage security settings to give others read, write, or delete access

Access Your OneDrive for Business

1. Go to **my.utsa.edu.**
2. Select **Staff Webmail** from Faculty/Staff resources.
3. Log in using your myUTSA ID and passphrase.
4. Choose **OneDrive** from the top menu bar to view your files.

Accessing Your Files Without Internet Connectivity

OneDrive for Business makes it easier for you to access your work files from a mobile device. With the option of syncing your files to a workstation, even if that device is without Internet connectivity, you have the ability to work on your files. Once connectivity is restored, files will be synced to the cloud and your other devices.

The *UT Research Cyberinfrastructure* (UTRC) enables researchers within all UT System institutions to collaborate with each other and compete at the forefront of research. This storage method is ideal for Category II and III data.

Features:

- Direct access for high-performance computing
- Accessible with the high-speed UTRC network
- No limits on file or collection size
- No file size upload limit
- No network transfer fees
- Free "public" Web sharing
- Support for arbitrary metadata including search

Data Sharing and Services

The UT Data Repository (UTDR), a component of the UTRC, enables long-term data storage, hosting of large scientific data collections for collaborations and communities, and analysis capabilities that span multiple collections.

The UTDR helps facilitate data management plans, which are now a required component of all NSF and NIH proposals. The storage architecture has been designed to ensure that it meets diverse research requirements and can be scaled for future needs.

More information on UTRC is available at http://utsystem.edu/offices/health-affairs/utrc/components

Storage

- Leadership in science and engineering is increasingly dependent on the ability to leverage data captured in digital forms and transform the data into information and knowledge
- Shared data can be visualized, combined, and analyzed in countless ways for multiple collaborators, including both UT and non-UT researchers
- Large-scale, highly reliable storage infrastructure for all campuses
- Centralized security administration, including better protection of intellectual property

***Personal Plus Desktop Protected Storage* backs up your files stored on your computer and your encrypted hard drive(s) to protect your files from data loss. This storage method is ideal for most Category II and III data.**

Features:

- Back up and protect your data with CrashPlan Pro Enterprise
- CrashPlan Pro allows you to add more folders from your computer profile if neccessary
- Supports ANY file type

If you prefer to store your files locally on your computer, CrashPlan PROe can ensure your data is protected.

CrashPlan PROe Data Backup

You can back up your computer files using CrashPlan PROe - OIT's Enterprise Backup Service.

This service provides up-to-date backups of your individual user's profile data (including your desktop, documents, pictures, folders, links, favorites, contacts, etc.) on your "primary workstation" identified in the InSight application.

More information on CrashPlan PROe is available at utsa.edu/oit (search for **CrashPlan).**

Deployment

OIT deploys CrashPlan PROe in the following manner: *

- CrashPlan PROe is automatically installed on computers imaged/reimaged as of January 2012
- You can install CrashPlan PROe through the OIT Application Catalog at http://coruscant/CMApplicationCatalog/#/SoftwareLibrary/AppListPageView.xaml
- If you have not received the CrashPlan PROe application on your computer, submit your request for installation to OITConnect

*In each instance, use of the application requires you to log in using your myUTSA credentials.