1.1. Adding a new user

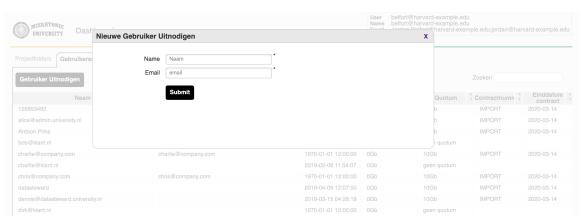
New Research Drive users can be added via the Research Drive Dashboard. Adding users works by inviting these users via email. Any existing user can invite new users.

- Invite a user
- Accepting an invitation
- Aftercare

Invite a user

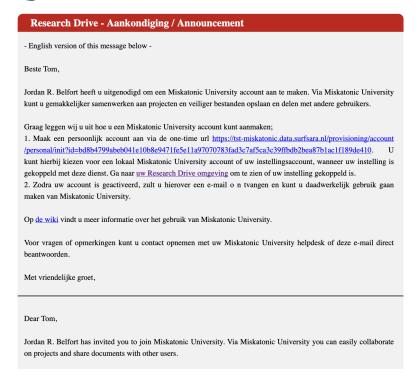
When adding a new user, this person needs to be invited on the 'User accounts' tab in the dashboard. After clicking on the 'Invite user' button you will be asked for the name and e-mail address of the person who may be invited.

The name will be used as a salutation in the invitation email.



The new user will receive an invitation in their mailbox. This e-mail contains a one-time link that allows this user to create a new account in Research Drive.



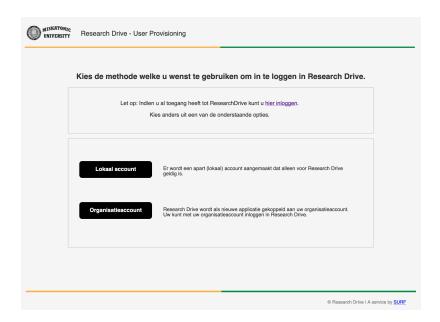


An invitation will be resent after 7, 14 and 21 days, if it has not been accepted. After 30 days the invitation will become invalid and will need to be resent.

Accepting an invitation

Via the one-time URL, the new user will be taken to a page in Research Drive where they can choose for either a Research Drive only (local) account or to use their institutional account via SURFconext.

- Local account: A Research Drive only account will be created within Research Drive, with a password which will be sent by email.
- Organization account; Your account will be provisioned from a connected institution via SURFconext. You will log in via the Identity Provider of your organization.



Institutional account

The use of an institutional account is only possible if the institution is linked to the Research Drive environment through SURFconext.

When SURFconext account was chosen by mistake

If you have chosen for an institution account, but you're not able to log in via SURFconext afterwards, your choice will be automatically reset after 1 hour. You will then be able to opt for a local account using the same invitation.



Microsoft Internet Explorer

The Microsoft Internet Explorer browser is not supported by Research Drive.

If you are still using Internet Explorer and want to use Research Drive, you will need to use a different browser. The Edge, Firefox, Chrome, Safari and Opera browsers are supported.

After care

After choosing one of the options, the user will receive more information in their mailbox.

Local account

Once the local Research Drive account has been created, the user will receive two emails.

- Email with the temporary password, change it immediately after the first login.
 Email with the Research Drive user name

Institutional account

Once the institutional Research Drive account has been created, the user will receive an email that the account is ready for use.

The user is now able to login into Research Drive via de option "Login via SURFconext".

Storage quota

A new user doesn't get a personal storage quota by default. A storage quota of zero means that a user cannot store any files, as they have no disk space assigned to them personally.