

## 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.

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### 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.

Naam	Email	Date	Quotum	Contractnum	Einddatum contract
156853492					
alice@admin.university.nl					
Antoon Prins					
bob@kiant.nl					
charlie@company.com	charlie@company.com	1970-01-01 12:00:00	0Gb	10Gb	IMPORT 2020-03-14
charlie@kiant.nl		2019-02-08 11:54:07	0Gb	geen quotum	
chris@company.com	chris@company.com	1970-01-01 12:00:00	0Gb	10Gb	IMPORT 2020-03-14
datasteward		2019-04-09 12:07:50	0Gb	10Gb	IMPORT 2020-03-14
dennis@datasteward.university.nl		2019-03-15 04:26:18	0Gb	10Gb	IMPORT 2020-03-14
dirk@kiant.nl		1970-01-01 12:00:00	0Gb	geen quotum	

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.



#### Research Drive - Aankondiging / Announcement

- English version of this message below -

Beste Tom,

Jordan R. Belfort heeft u uitgenodigd om een Miskatonic University account aan te maken. Via Miskatonic University kunt u gemakkelijker samenwerken aan projecten en veiliger bestanden opslaan en delen met andere gebruikers.

Graag leggen wij u uit hoe u een Miskatonic University account kunt aanmaken;

1. Maak een persoonlijk account aan via de one-time url <https://tst-miskatonic.data.surfsara.nl/provisioning/account/personal/init?id=bd8b4799abeb041e10b8e9471fe5e11a97070783fad3c7af5ca3c39ffbdb2bea87b1ac1f189de410>. U kunt hierbij kiezen voor een lokaal Miskatonic University account of uw instellingsaccount, wanneer uw instelling is gekoppeld met deze dienst. Ga naar [uw Research Drive omgeving](#) om te zien of uw instelling gekoppeld is.
2. Zodra uw account is geactiveerd, zult u hierover een e-mail ontvangen en kunt u daadwerkelijk gebruik gaan maken van Miskatonic University.

Op [de wiki](#) vindt u meer informatie over het gebruik van Miskatonic University.

Voor vragen of opmerkingen kunt u contact opnemen met uw Miskatonic University helpdesk of deze e-mail direct beantwoorden.

Met vriendelijke groet,

Dear Tom,

Jordan R. Belfort has invited you to join Miskatonic University. Via Miskatonic University you can easily collaborate on projects and share documents with other users.

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.

Research Drive - User Provisioning

Kies de methode welke u wenst te gebruiken om in te loggen in Research Drive.

Let op: Indien u al toegang heeft tot ResearchDrive kunt u [hier inloggen](#).  
Kies anders uit een van de onderstaande opties.

**Lokaal account** Er wordt een apart (lokaal) account aangemaakt dat alleen voor Research Drive geldig is.

**Organisatieaccount** Research Drive wordt als nieuwe applicatie gekoppeld aan uw organisatieaccount. Uw kunt met uw organisatieaccount inloggen in Research Drive.

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### 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.

1. Email with the temporary password, change it immediately after the first login.
2. 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.