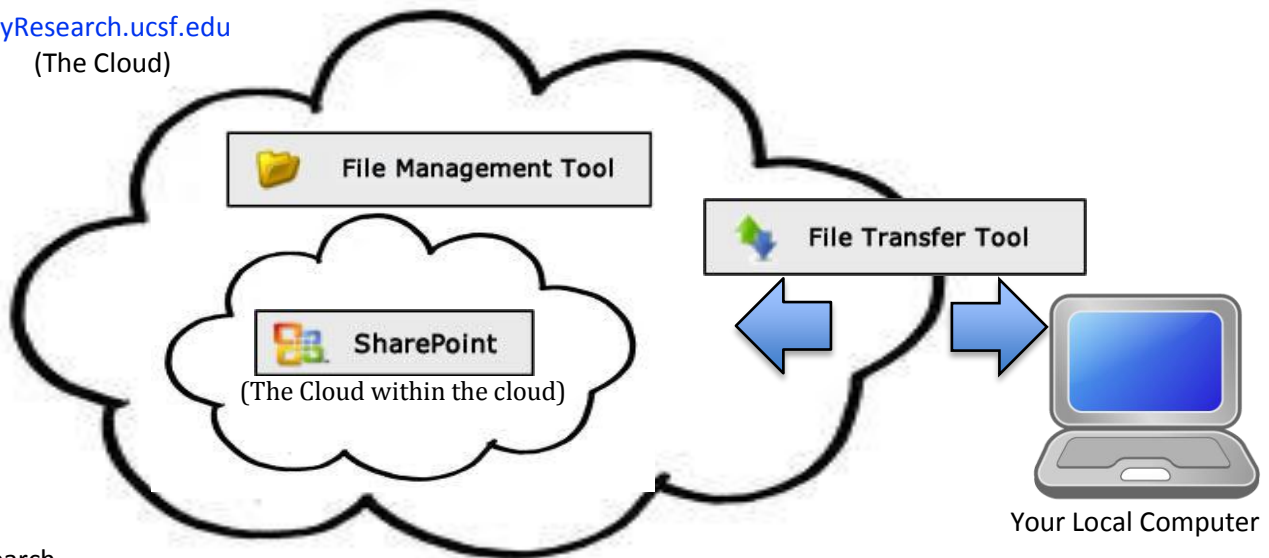


MyResearch.ucsf.edu  
(The Cloud)



- MyResearch

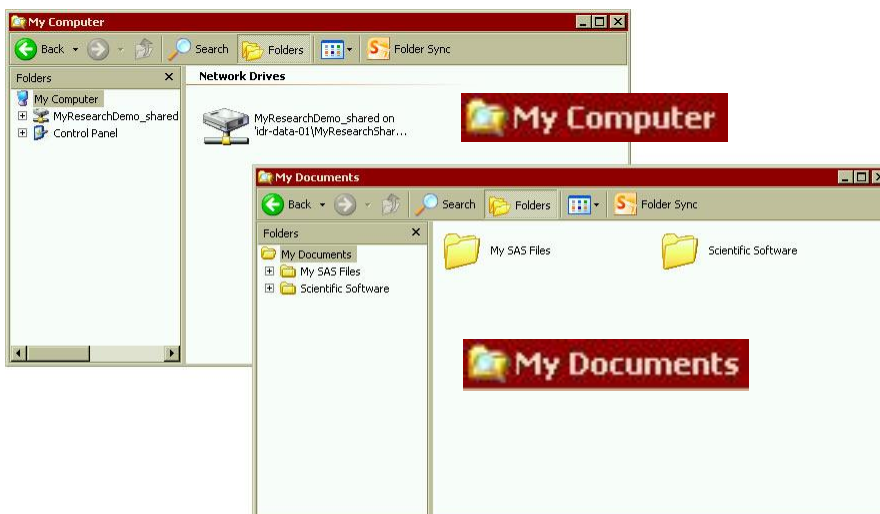
- File Management Tool = A HIPAA compliant Virtual Desktop
- File Transfer Tool = Upload or transfer your files from your personal desktop to MyResearch
- SharePoint = A Microsoft web application for web content/document management

### Open MyResearch

1. Use Your Local Computer's internet browser to go online
2. Type [myresearch.ucsf.edu](http://myresearch.ucsf.edu) into the Address Bar and press the Enter key
3. Type the Username and Password given to you by your instructor, click the Login button

### Open your Virtual Desktop

1. Click on the File Management Tool
2. Two windows will open, My Computer and My Documents



The **Red Title Bar** indicates you are working in your virtual desktop, not Your Local Computer.

Files in My Documents can only be accessed by you.

Files in My Computer can be accessed by your team and will house your project shared drive (named after your PI).

Drag & drop files to move them back and forth.

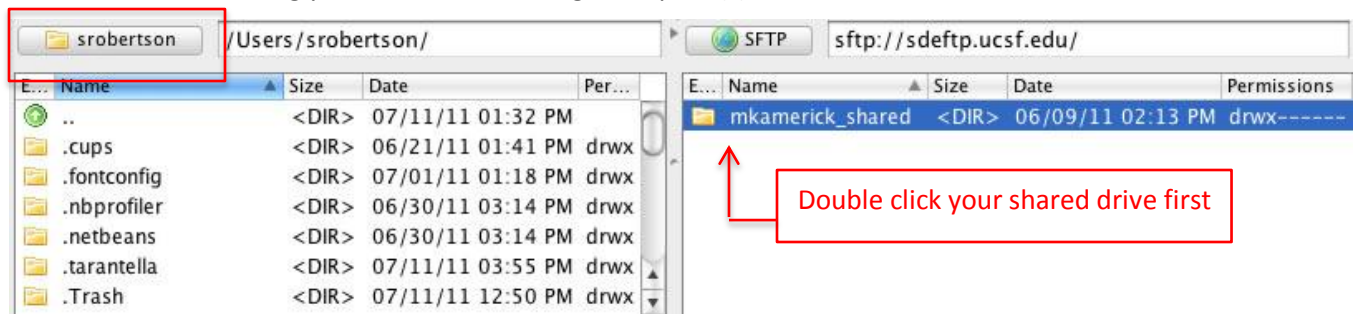
Right click to create folders and grant permission(s).

### Find a file to practice with

1. Double click **MyResearchDemo\_shared** in My Computer
2. Drag & drop the file MyResearch\_TRAIN to My Documents
3. Right click on the file, choose Rename, type your first name with last initial (ie ScottR)
4. Drag & drop your renamed file back to **MyResearchDemo\_shared**

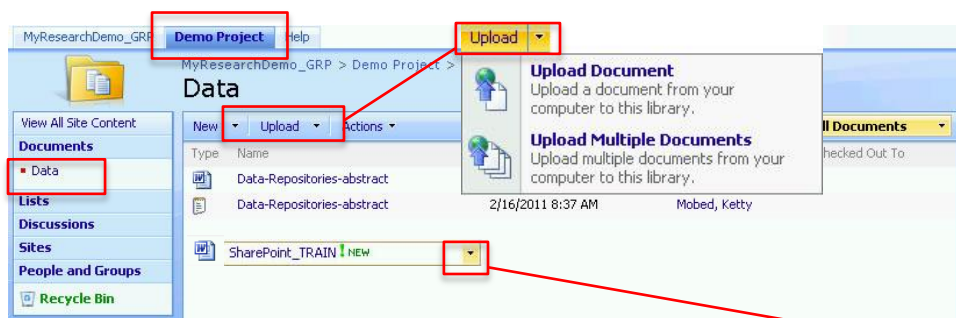
### Getting files from Your Computer into MyResearch and vice versa

1. Click the File Transfer Tool (enter your same Username and Password)
2. Click on the folder with your username to navigate
3. After double clicking your shared drive, drag & drop file(s) from one side of the tool to the other



### Getting files into and using SharePoint

1. Click SharePoint
2. Click the Project Name tab (Each of your projects will have a tab)
3. Click Data, you will find the files already in SharePoint



**SharePoint**

Check Out/In feature makes sure everyone on the team is using one version of a file.

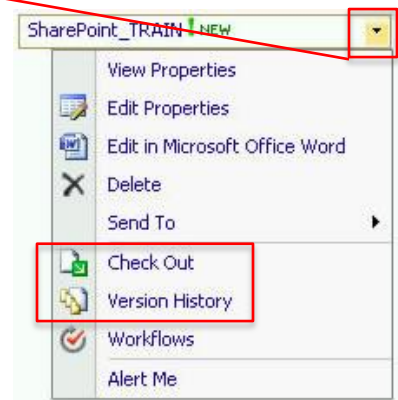
Version History allows retrieval of earlier file copies.

### Uploading new files

1. Click the Upload button and choose Upload Document
2. In the Upload Document window, click the Browse button
3. Find the file you want to upload in the Choose File window
4. Click on your file and click the Open button
5. Back in the Upload Document window, click the OK button

### Hover over a file to get the Down Arrow and click on it for special features

- The Check Out feature is like taking a book out of the library. No one else can edit the file until the file is checked back in. Makes sure there are not multiple versions of the same file. The Checked Out To column indicates which user has checked a file out.
- Version History will retrieve past versions of a file in SharePoint in case there has been lost data.



Comments or questions? Contact ITS ARS Training Specialist, [Scott.Robertson@ucsf.edu](mailto:Scott.Robertson@ucsf.edu) 415-476-9830  
Consulting Services [its-arssupport@ucsf.edu](mailto:its-arssupport@ucsf.edu) | ITS Help Desk 415-514-4100