How to Obtain Access to UF Dropbox for Education

I. Dropbox is automatically available to Faculty, Staff and the following Employee affiliations:
   - OPS (194)
   - Emeritus (200)
   - Board of Trustee (204)
   - UF Executive (205)
   - DSO (213)
   - Athletic Association (217)
   - Foundation Employee (218)
   - Clinical Faculty (219)

In order to access UF Dropbox for Education go to https://cloud.it.ufl.edu/uf-dropbox/ and click on ‘Dropbox Sign-Up’
Then click ‘Start Training’

This will take you through a brief slideshow and prompt you to answer a few questions at the end. Once answered your Dropbox set-up will be complete.

II. How can other Support staff get access to Dropbox?
If an individual who does not fall under the affiliations mentioned above needs access to the UF Dropbox, the process is as follows:

a. The faculty researcher who requires the individuals support will be the ‘sponsor’ for these individuals. The sponsor will need to contact their departments’ corresponding Identity Coordinator and/or Department Security Administrator.

http://files.it.ufl.edu/identity/cordlist.pdf

b. Sponsor should ask the department resources to:
   i. If a Shands employee: The sponsor will need to place a LanDesk service request through http://ithelp.ahc.ufl.edu/ServiceDesk.Support/ to request access for the user in the Access Request System (ARS). They will add the UF_DROPBOX-FACULTY_SUPPORT access request.
      1. If the sponsor needs additional help contact the UF HEALTH IAM office at IAM-SHANDS-IDM-L@LISTS.UFL.EDU
   ii. If the person is a Courtesy Faculty or Recent Employee then Contact the UF IAM office at BA_BridgesIAMADMIN@bridges.ufl.edu. They will add the UF_DROPBOX-FACULTY_SUPPORT access request.
   iii. IF the person is a student or any other non-qualified affiliation then they should:
      1. Add Dept Associate affiliation to the student with the department of the Sponsoring Faculty member and an end date for the minimal period needed not to exceed 1 year. The result would look like the below example.
2. Once this has been requested the Identity Coordinator should contact the Department Security Administrator-DSA (if they are not the DSA for the department) on behalf of the sponsoring faculty member. DSA list is found at http://files.it.ufl.edu/identity/DSA.pdf. The DSA should request the role UF_DROPBOX-FACULTY_SUPPORT for the individual in need of access that was given the dept. associate affiliation in step 1 above.

3. The DSA will request the role and for this request we want to have the sponsors GatorLINK ID placed into the Authority Area Field. See example below.
Once these requests have been implemented the individual should be able to enroll for the Dropbox access at the Dropbox sign-up site described at the top of this document (see I above).

III. A Faculty member might contact the helpdesk for assistance.

If the requests are sent through the Help Desk, then the Help Desk will coordinate communications with the IDM/DSA for each step of this process. In turn they will notify the sponsor and the support staff person to assure a smooth experience as the access processes are completed.

IV. Once the UF_DROPBOX-FACULTY_SUPPORT role has been implemented the user will receive an email informing them that they have been given access to the UF Dropbox for Education. See example below.
Dear James,

You are being sponsored by a UF Research Faculty Member to collaborate with them in the UF Dropbox service.

As a sponsored user, please be aware that:

- **Your Dropbox account is time limited to your collaboration with your sponsor**
- **Renewal of your Dropbox account is subjected to your active affiliation with UF and requires sponsorship from an active UF Research Faculty Member**
- **Your Dropbox data will be transferred to the sponsor when your account is closed**
- **It is not appropriate to store personal data in your UF Dropbox account**

To sign-up for UF Dropbox, please complete the required training at:

[https://cloud.it.ufl.edu/uf-dropbox/dropbox-sign-up/](https://cloud.it.ufl.edu/uf-dropbox/dropbox-sign-up/)

If you have any questions, please contact the UF Computing Help Desk.

[http://helpdesk.ufl.edu/](http://helpdesk.ufl.edu/)
(352) 392-4357 (392-HELP)
helpdesk@ufl.edu