Steps to take before depositing data into the iDASH Data Repository (powered by MIDAS)
Step 1:
Access, Sign, and Submit your DUA
Access your DUA

Access the DUA by going to the iDASH website (http://idash.ucsd.edu/) and following the links:

About >> Policies & Processes >> Data Use Agreement >> Procedures
Download your DUA

Download the DUA for CONTRIBUTORS by going to www.idash.ucsd.edu/procedures
Find the instructions on the “Procedures” webpage to submit your DUA. These instructions may be found at http://idash.ucsd.edu/procedures.

2) Submit your DUA.

Completed DUAs should be signed by users contributing or accessing data, the organization’s legal authority, and submitted to the following e-mail or mailing address:

E-mail:

ctri-support@ucsd.edu (Please use “iDASH DUA” as the subject line)

Mail:

CTRI / iDASH

Attn: Joyce Saria / Narimene Lekmine

9500 Gilman Dr.

La Jolla CA, 92037-0990 (please note that processing may be slower using mail)

Please include any applicable compliance documentation.
Step 2: Set up an account in the iDASH repository and join a community
Setting up an account in the iDASH repository for PHI Data
• After your DUA is approved an iDASH repository administrator will automatically set up a UCSD Automatic Directory (AD) Account for you.

• This account information will allow you to access the iDASH repository VPN and will be the first level of authentication.
Connect to UCSD’s VPN

• Go to http://blink.ucsd.edu/technology/network/connections/off-campus/VPN/, and download the Cisco AnyConnect client for your platform then follow the indicated steps to connect to UCSD’s VPN

• Note: please do not use the EasyConnect WebClient
Connect using Cisco AnyConnect

• After downloading VPN AnyConnect Client, you will be able to connect using the Cisco AnyConnect Secure Mobility Client.
• Connect to: vpn.ucsd.edu or vpn-2.ucsd.edu and enter the username and password you were given by the iDASH repository administrator
• After accessing the VPN, log onto https://idash-data-priv.ucsd.edu/, using your email and password which will be sent to you by a iDASH repository admin

• PLEASE NOTE – this email and password will most likely not be the same as your UCSD AD account username and password
What if you want to run processes remotely (e.g. PHI data)?

Some options:

• SSH with (or without) dual factor authentication
• GUI based access (Linux/Unix)
• R, Perl, Python, Java
• SAS licensing issue
Setting up an account in the iDASH repository for non-PHI Data
Set up an account

After the DUA is reviewed and signed by the UCSD Contracts and Grants Authority, you will receive two emails.

Email 1: Sent from the iDASH repository/MIDAS administrator, which will give you a username and password, similar to the one below:

An administrator has created a user account for you at the following Midas instance:

http://idash-data.ucsd.edu/

Log in using this email address [REDACTED] and your initial password:

-Midas administrators
Login to the iDASH data repository website, [https://idash-data.ucsd.edu/](https://idash-data.ucsd.edu/), using the button at the top right hand corner of the page.
• You MUST log onto the iDASH data repository before you can complete the next step of joining the community.
Email 2: Sent from MIDAS, Inviting you to join a community, similar to the one below:

You have been invited to join the [redacted] community at https://idash-data.ucsd.edu.

Click here to see the community, and click the "Join the community" button if you wish to join.

Generated by Midas
Join the community by clicking on the “Join the community” button on the upper right corner of the page.
After joining the community, you will be able to see both public and private folders within the community.
• What is the value?
  – Curated environment
  – Data Agreements and access managed by UCSD DBMI
  – Ability to store PHI data

• If you have any additional questions please email ctri-support@ucsd.edu using the subject line “iDASH DUA”.