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<td>Research data can be sensitive and needs to be stored in a HIPAA secure online environment. Using a properly configured Shared U-M Box account, you can securely store patient health data. A shared account is not tied to an individual’s uniqname and will remain in place should any collaborator leave the project.</td>
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**Example Use Case**

Using a properly configured U-M Shared Box account, a researcher can store and share patient health information with other UM people working on an IRB-approved study team.
What is U-M Box?

**U-M Box** is Michigan's implementation of the Box.com cloud storage and collaboration service. It is available to any faculty, staff or student with a valid standard computing account.

*Attn Michigan Medicine users: Box requires a Level 1 login.*

What is a U-M Box shared account?

A shared U-M account is not tied to an individual’s uniqname and will remain in place should any collaborator leave the project. **A Shared account must be used to store sensitive data.**

How do I request a U-M Box shared account?

*Complete the Shared Account Request Form.* The instructions below tell you what to select in the request form.

1. Under Account Type, select **Shared U-M Box Account** and select **Next**.
2. **On the Shared Account Request screen, select Yes to indicate you will be storing sensitive data in this account and then Next.**

![Shared Account Requests Form](image)

3. **On the Shared Account request screen, select New and then Next.**

![Shared Account Requests Form](image)

**Note:** It is possible to use an existing MCommunity group for your shared UM-Box account, but the group MUST only contain study team members on your IRB-approved study with appropriate roles. Any study team member that will be accessing patient data should not be as Admin Staff, Staff, Consultant, or Other.
4. On the Shared Account Requests Screen. Enter the desired email address, group name, and any additional group owners.

You will receive an email when the Shared Box account is available for use with the login and password. **Note:** You will only have to login to the Shared Box account with the user name and password once and then you will be able to access it from your personal Box account.
How do I configure the folders to store sensitive data?

Once your Shared MBox account is available, login to box.it.umich.edu with the username/password sent in the email notifying you of the new account.

1. Expand the circular menu on the upper right corner of the UM-Box window. Select Account Settings and then Sharing.
2. In the **Shared Links** menu, select **People in this folder or file only** and then **Save Changes**. In the Link Viewers pulldown, select whether collaborators can download and edit the file, or just preview it.

How do I grant access to my collaborators?

1. Select **All Files** from the menu on the left side of the window.

2. Create a new folder for your research data by selecting the **New** button on the top right side of the screen then **Folder**. **Note that permission settings on a folder apply to all the folders and files inside the “parent” folder.**
3. Enter the name of the folder, enter the uniqname(s) of collaborators, assign permission level, and select Create. Everyone with access to the folder should be listed on the study’s IRB application as appropriate study members.
4. Select the icon with three dots (…) and then **Settings**.
On the Settings screen, check **Only folder owners and Co-owners can send collaborator invites** and **Only collaborators can access this folder via shared links**. Select **Save Changes**. **Leave other boxes unchecked.**

Where can I get more information about U-M Box?
https://its.umich.edu/communication/collaboration/box