

**Using U-M Box to securely store research data**

*About this guide*

This guide provides information about how to request and configure a U-M Box shared account securely to store patient health research data.

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*High Level Summary*

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 unqiename and will remain in place should any collaborator leave the project.

*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 username 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**.

### Shared Account Requests

A shared account provides you with a shared U-M Google account and/or a shared U-M Box account using an MCommunity group account name.

Learn more about these accounts at: <http://documentation.its.umich.edu/node/501>.


Note: If you are a student requesting a shared account for a student organization, this request must be made by your faculty/staff advisor.

Your email address ([shollar@umich.edu](mailto:shollar@umich.edu)) will be recorded when you submit this form. Not you? [Switch account](#)

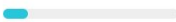
**\* Required**

**Account Type \***  
You can request a shared U-M Google account, a shared U-M Box account, or both.

Shared U-M Google Account

Shared U-M Box Account 

Shared U-M Google and Shared U-M Box Accounts

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Never submit passwords through Google Forms.

2. On the **Shared Account Request** screen, select **Yes** to indicate you will be storing sensitive data in this account and then **Next**.

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

*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.

### Shared Account Requests

Your email address ([shollar@umich.edu](mailto:shollar@umich.edu)) will be recorded when you submit this form. Not you?  
[Switch account](#)

**\* Required**

You must provide an email address and display name for your new MCommunity Group.

The desired email address must be at least 9 characters and may contain dashes, but not spaces or underscores, as they are automatically translated to dots by MCommunity.

We suggest that it begin with your unit's registered prefix. See <http://www.itcs.umich.edu/windows-forest/prefixes> for a list of registered prefixes.

Example:  
Desired Email Address: its-opacon  
Desired Display Name: ITS OpsCon

**Desired Email Address \***  
Remember: At least 9 characters are needed here with no spaces or underscores.

TEST-RESEARCH-DATA

**Desired Display Name \***  
For U-M Box, this will be the folder's name. For U-M Google, this will be the sender name.

TEST RESEARCH DATA

**Additional Account Owners**  
By default, you will be included as an account owner. In this space, list the usernames of additional desired account owners separated by spaces.

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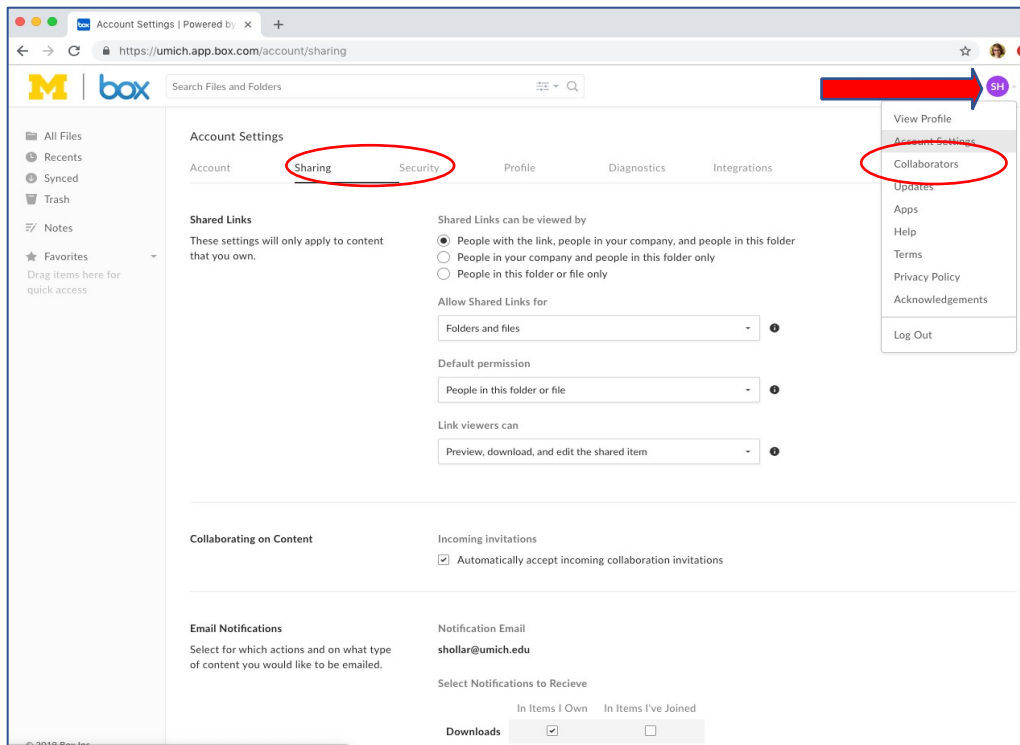
Never submit passwords through Google Forms.

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.*

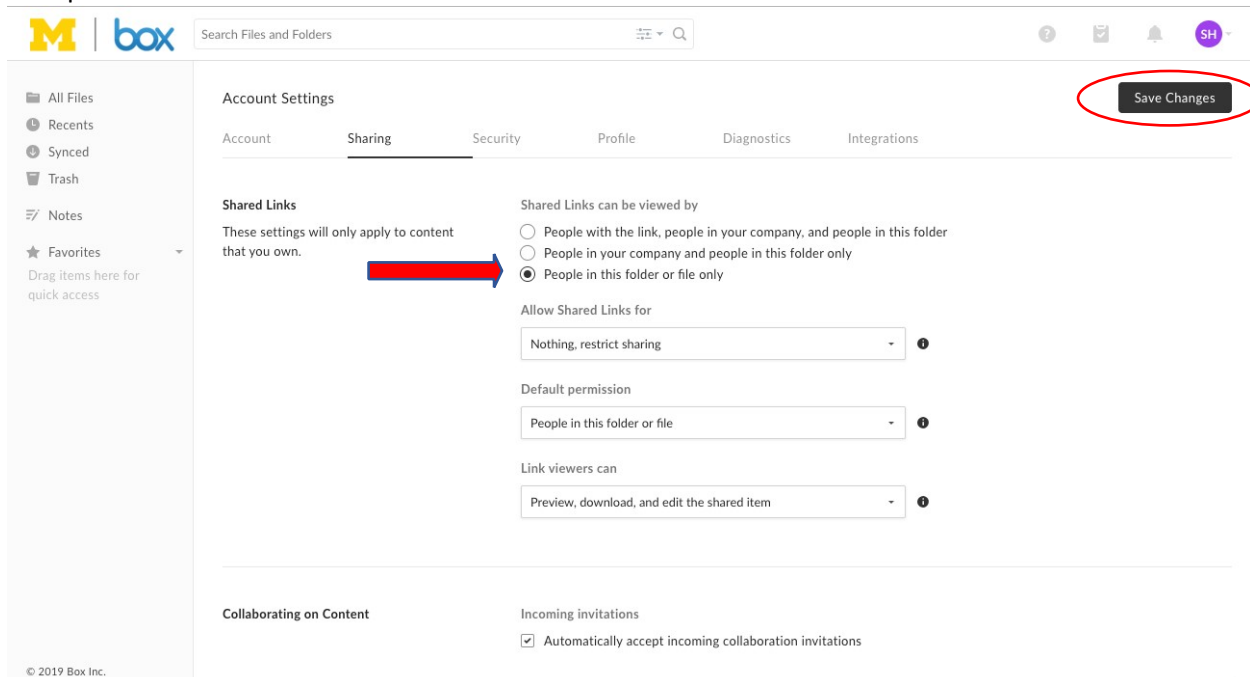
## How do I configure the folders to store sensitive data?

Once your Shared MBox account is available, login to [box.it.umich.edu](https://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**.

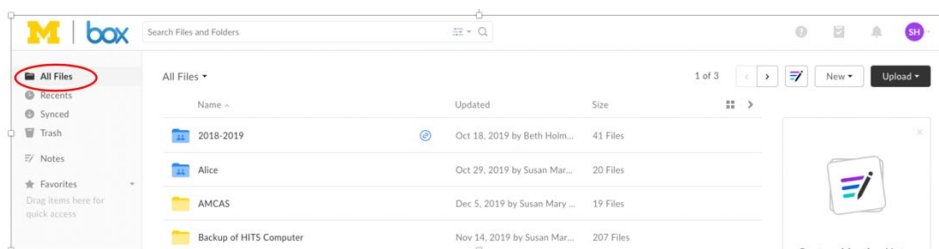


- In the **Shared Links** menu, select **People in this folder or file only** and then **Save Changes**. In the Link Viewers pulldown, select whether collaborators can download and edit the file, or just preview it.

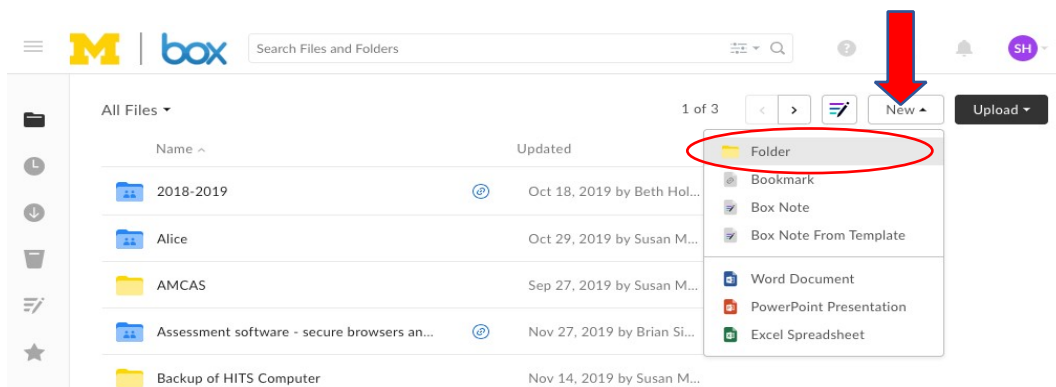


## How do I grant access to my collaborators?

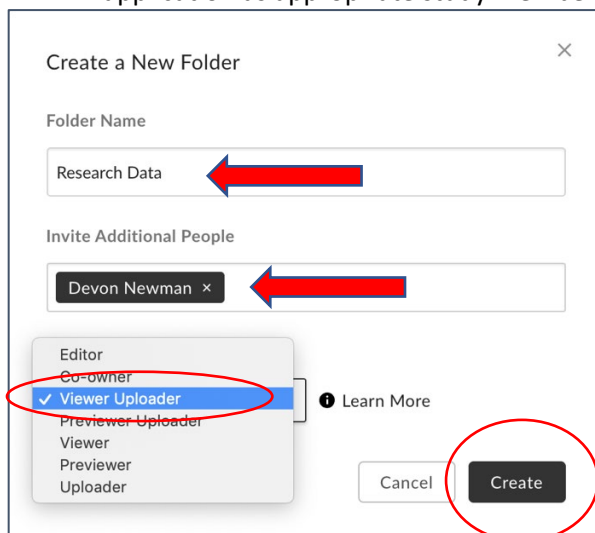
- Select **All Files** from the menu on the left side of the window.



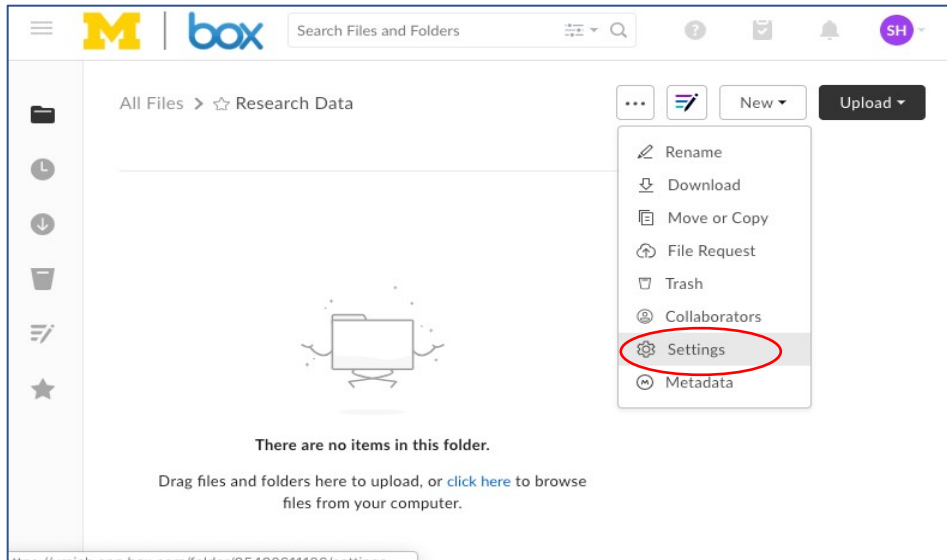
- Create a new folder for your research data by selecting the **New** button on the top right side of the screen then **Folder**. Note that permission settings on a folder apply to all the folders and files inside the “parent” folder.



3. Enter the name of the folder, enter the username(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.

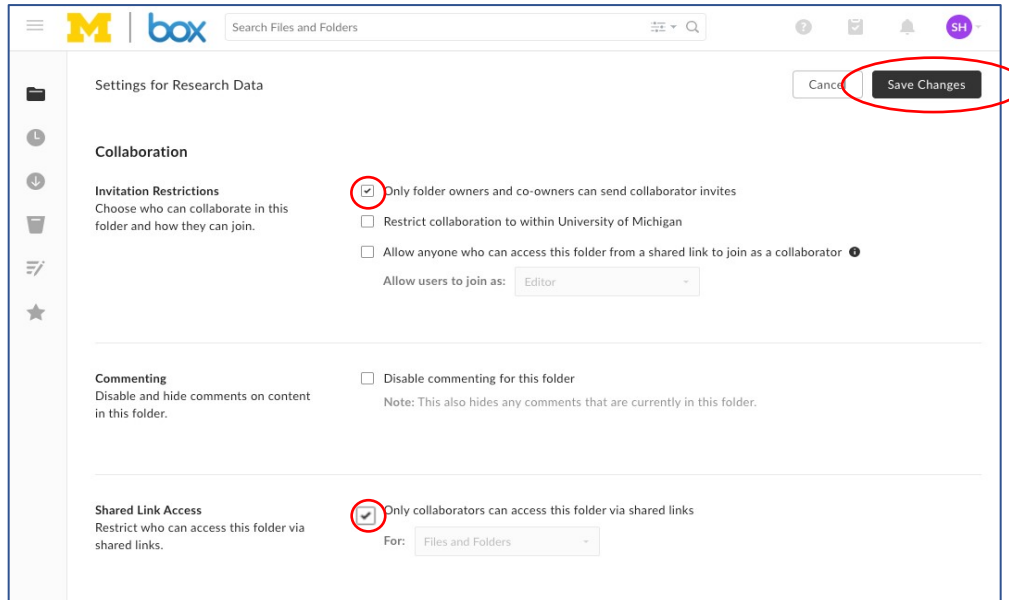


4. Select the icon with three dots (...) and then **Settings**.





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>