

## CREATE, SHARE AND GET ACCESS TO PROJECTS

As a UCPH employee, you can create a project in SIF and thus become the project owner, and you can share your data with others from UCPH and/or external collaboration partners (see pages 1-4). As a UCPH employee/student or external collaboration partner, you can gain access to a project in SIF (see pages 5-6).

This guide assumes that you and any external collaboration partners have already registered with SIF and enabled two-factor authentication (see other guide).

## CREATE A PROJECT AND SHARE IT WITH OTHERS

### LOG IN

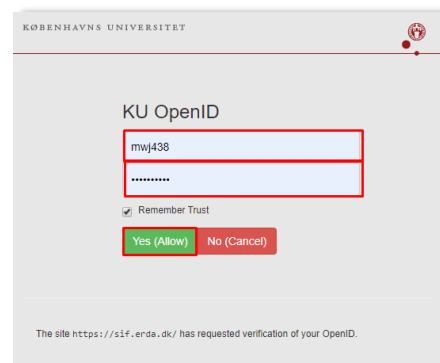
Go to [sif.ku.dk](https://sif.ku.dk)

Click 'log in'



In the pop-up window under 'UCPH OpenID', enter:

1. Your UCPH username (consists of three letters and three digits).
2. Your personal UCPH password, which you also use, e.g. for KUnet.
3. Then click 'Yes (Allow)'



Open your downloaded app with two-factor authentication and enter the current six-digit token. Click 'Submit'



## CREATE PROJECT

On the 'Create Project' tab, you proceed as follows:

UCPH SIF Project Management

Create Project Two-Factor Auth Logout

Create new project:

Data Category:  
 Personal Data  Data Subject to an Agreement  General Sensitive Data

Workzone Number: ⓘ  
862-7834/64-4457

Name:  
EcoKnow

Create

### Select the project data category:

- **Personal Data:**  
Must be selected if your project contains personal data and requires pre-approval from the legal department. Read more on KUnet about [processing of personal data](#)
- **Data Subject to an Agreement:**  
Must be selected if the data in your project requires pre-approval by the legal department and need to be transferred from you as a UCPH researcher to your external cooperation partner or vice versa. Read more on KUnet about [sharing and disclosure of research data](#)
- **General Sensitive Data:**  
Must be selected if your project does not require pre-approval by the legal department.

### Enter Workzone number

When you select 'Personal Data' or 'Data Subject to an Agreement', you need to supply the Workzone number of the project.

To create a project in SIF with personal data, you *always* have to obtain prior approval from the FacultySecretariat. Contact your [faculty's legal department](#) for advice (see the contact box on the right-hand side of the link). The approval email that you subsequently receive contains the Workzone number you need to use.

### Enter name:

Write a short descriptive name for the subject of your project. In this example, we have called the project 'EcoKnow'.

Click 'Create'

#### Status:

OK: Created project: 'EcoKnow'

The faculty's legal department will automatically be informed that you have created the project and can check the details in Workzone.

## INVITE PARTICIPANT

Click the 'Invite Participant' tab to invite others with a UCPH account or external cooperation partners to join your project.

Click in the green dropdown menu under 'Invite project participant' and select your project.

Enter the email address of the person with whom you want to share the project data. The person must be registered as a SIF user before you can share the project data.

Enter the Workzone number you received in an email/PDF from your faculty's legal department.

Tick 'I confirm...' (You have thus confirmed that you have read the rules and the terms and conditions and are legally obliged to do what you confirm).

Click 'Invite'



An email will now be sent to the address you provided.

### Status:

OK: Invited user: 'rehr@nbi.ku.dk' to project 'EcoKnow'

NB! If you want to give a partner outside UCPH access to a project with sensitive personal data, you should first agree with the faculty's legal department that the external party may be granted access.

## REMOVE PARTICIPANT FROM PROJECT

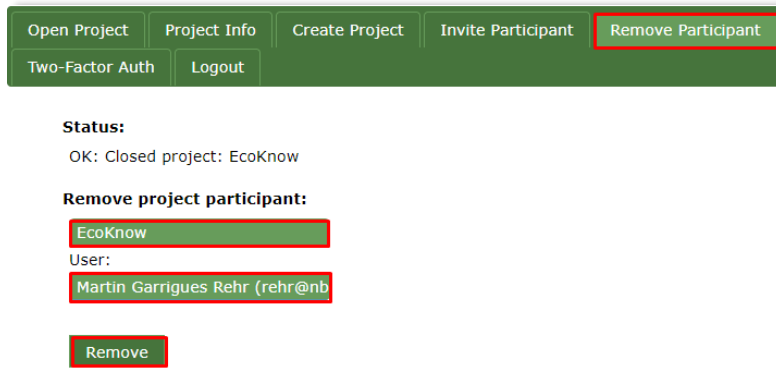
If, at some point, a project participant should no longer have access to the project data, it's important that you remember to remove the participant from the project.

Click the 'Remove Participant' tab.

Select your project in the green dropdown menu under 'Remove project participant'.

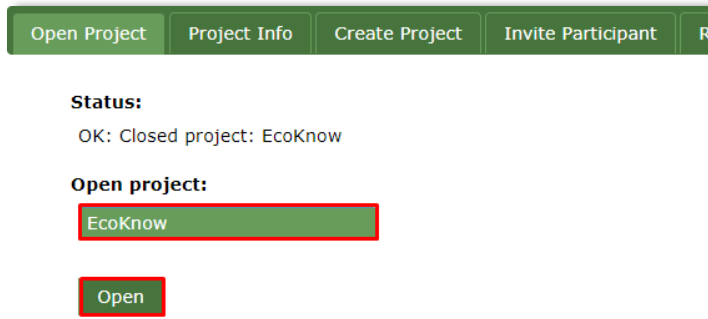
Select the participant you want to remove from the project in the green dropdown menu under 'User'.

Click 'Remove'



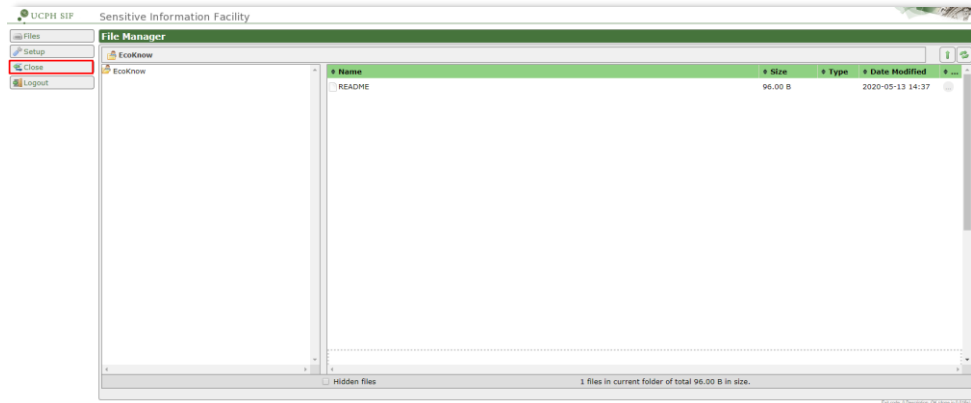
## OPEN PROJECT

When you want to work in the actual project, click the 'Open Project' tab. Select the project and click 'Open'



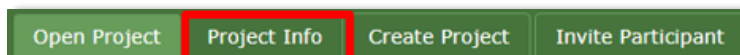
You can now work in the project.

If you want to leave the window with the open project and return to the screen image where you can, e.g. invite participants, click 'Close' on the left-hand side.



## TIPS

As project owner, you can see data about your specific project under 'Project Info'.



Here you can see creation date, project owner, data category, Workzone number and active project participants.

## GET PROJECT ACCESS

### GET PROJECT ACCESS – WITH A UCPH ACCOUNT

A project owner has invited you to participate in a project on SIF. You will receive an email from SIF once you have received an invitation to the project.

Go to [sif.ku.dk](https://sif.ku.dk), click 'log in'

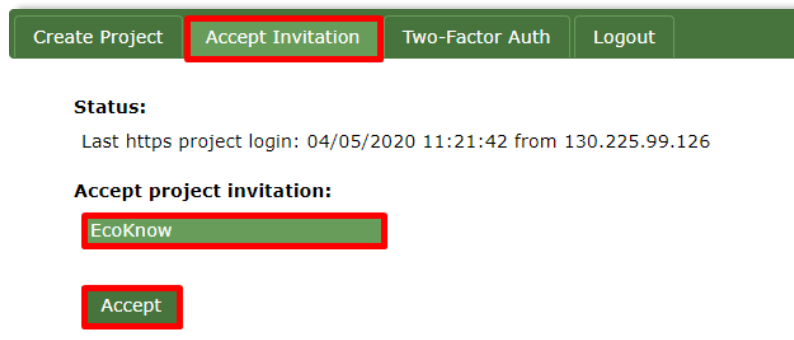


The screenshot shows the SIF login interface. At the top, there are two tabs: 'KU / UCPH Users' (highlighted with a red box) and 'External Users'. Below the tabs, there are two main buttons: 'Sign up to SIF using your KU / UCPH account?' with a 'sign up' button, and 'I'm already signed up to SIF with my KU / UCPH account!' with a 'log in' button (highlighted with a red box).

Click the 'Accept Invitation' tab.

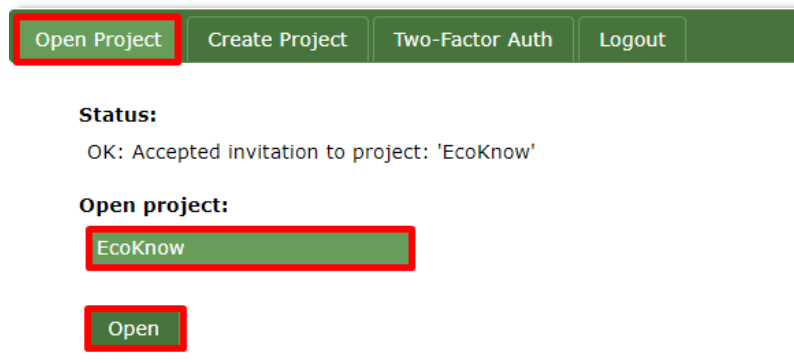
In the green dropdown menu under 'Accept project invitation', select the specific project on which you intend to work.

Click 'Accept'



The screenshot shows the 'Accept Invitation' tab selected in the navigation bar. Below the navigation bar, there is a 'Status:' section with the text 'Last https project login: 04/05/2020 11:21:42 from 130.225.99.126'. Underneath, there is an 'Accept project invitation:' section with a dropdown menu showing 'EcoKnow' (highlighted with a red box) and an 'Accept' button (highlighted with a red box).

You now arrive at the 'Open Project' tab. Here you can select the project and start working in it.



The screenshot shows the 'Open Project' tab selected in the navigation bar. Below the navigation bar, there is a 'Status:' section with the text 'OK: Accepted invitation to project: 'EcoKnow''. Underneath, there is an 'Open project:' section with a dropdown menu showing 'EcoKnow' (highlighted with a red box) and an 'Open' button (highlighted with a red box).

### GET PROJECT ACCESS – AS AN EXTERNAL USER

A project owner at the University of Copenhagen has invited you to work on a project on SIF. You will receive an email from SIF once you have been invited to the project.

Log on to [sif.ku.dk](https://sif.ku.dk) after you have received an email about access.

Click the 'External users' tab and click 'log in'.

KU / UCPH Users External Users

Sign up to SIF without a KU / UCPH account?

I'm already signed up to SIF without a KU / UCPH account!

Enter your email and the password you chose when you signed up for SIF. Click 'yes'

Username (email):

Password:

Remember Trust:

Proceed:

Click the 'Accept Invitation' tab.

In the green dropdown menu under 'Accept project invitation', select the specific project on which you intend to work.

Click 'Accept'

Accept Invitation Two-Factor Auth Logout

Accept project invitation:

You now arrive at the 'Open Project' tab. Here you can select the project and start working in it.

Open Project Two-Factor Auth Logout

Status:

OK: Accepted invitation to project: 'EcoKnow'

Open project:

**HELP**

Read more guides and instructions at [sif.ku.dk](http://sif.ku.dk) or get personal help at [support@sif.erda.dk](mailto:support@sif.erda.dk)