

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'

The screenshot shows the UF GatorCloud website interface. At the top, there is a navigation bar with links for 'for Students', 'Faculty & Staff', 'Alumni & Friends', 'Parents, Visitors & Fans', 'eLearning', 'ONE.UF', 'myUFL', and 'MAP'. Below this is the 'UF GatorCloud Information Technology' logo and a search bar labeled 'Search UF Web'. A secondary navigation bar contains a home icon and 'UF Dropbox for Faculty and Staff'. The main content area features a 'Dropbox Sign-Up' button and a 'Frequently Asked Questions' link. The title 'UF Dropbox for Faculty and Staff' is followed by a description: 'UF Dropbox for Faculty and Staff enables academic and research collaboration using the same easy interface and functionality as Dropbox Personal and Dropbox Business. The service is a safe and secure way to share data, because data is encrypted in transit and at rest. (Multiple layers of redundancy and security keep what's in UF Dropbox for Faculty and Staff safe and compliant with university policies and regulations.)' The footer includes a 'UF' logo, a list of utility links (WebMail, e-Learning, ONE.UF, MyUFL, Campus Map, News, Calendar, Directory, Web Site Listing, Ask UF), copyright information (© 2017 University of Florida, Gainesville, FL 32611; (352) 392-3261 | Page Updated January 25, 2017), and a note about Google Analytics. The University of Florida logo and tagline 'The Foundation for The Gator Nation' are also present.

Then click 'Start Training'

The screenshot shows a web page titled "UF Dropbox for Faculty and Staff" with a sub-header "Dropbox Sign-Up". The main content area features the "Dropbox Sign-Up" heading, a blue banner with the "UF + Dropbox" logo, and a paragraph stating: "The University of Florida has partnered with Dropbox to facilitate collaboration and research within and beyond campus. Check out the [FAQ](#) to learn more." Below this, the section "Your Current Sign-Up Status" shows a blue circle icon and the word "Eligible". A message reads: "You are eligible to join Dropbox! You will receive an email invitation after completing training." At the bottom of this section is an orange "Start Training" button.

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.

UFID 56742270 Gator,Linda Nichols SSN ***-**-0056 Date of Birth 02/01/1970 GatorLink ID test056

[Browse Events](#)

Department Id	14700000	IT-SECURITY
UF Email Address	weiglereg@yahoo.com	
UF Email Eligible	Y	Suggested Email Location Cloud Student
Primary Affiliation	Student	Level of Assurance (LOA) Bronze
Directory Status	Active	
This Record is	Not Protected and Not Secured Help	
Gender	Female	
Working Title		
Language Preference		

Current Relationships

Affiliation Type	Related to Department ID(UFID)	Related To Name	End Date
Departmental Associate	14700000 (EX5GJVOC)	IT-SECURITY	08/31/2017
Student	ST010000 (8S46Z042)	REGISTRAR STUDENTS	

Personal	Related to Person	Related To Person Name	End Date

IT Relationship	Related to Department ID(UFID)	Related To Name	End Date

[Return to Search](#)

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.

Request Role Authorization

Name:	Gator,Linda Nichols		Title:	
Empl ID:	56742270		Work Phone:	/
Department:	14700000	IT-SECURITY	Email Address:	weiglereg@yahoo.com
Date Last Certified:			Submit Date:	
Last Certified UF ID:			Business Unit:	NONE
Oprid:	56742270		Conflict	
Conflict Approval			Approval Date:	
Emplid:				

In compliance with the [UF IT Data Security Standard](#) policy, Department Security Administrators must review an individual's security roles each time a change is made. By clicking the Submit for Approval button for this role request, you are certifying that you have reviewed, for accuracy and [segregation of duties](#), all security roles for this individual.

Delete All Roles

Current Roles for UF ID [56742270]: | First 1 of 1 Last

Security Type	Role Name	Oprid	Business Unit	Last Updated	Expiration Date
1		56742270	NONE		

Requested Roles for Oprid[56742270] on Business Unit[NONE]:

| First 1 of 1 Last

*Requested Action	Security Type	Role Name	Authority Area	Requester Comments	Expiration Date
1 Add		UF_DROPBOX_FACULTY_S	GATORLINK ID		

Requester
Comments:

I certify that I have reviewed this user's roles for accuracy and [segregation of duties](#).

Clicking on the Save button will save a draft of your request until you are ready to submit for approval.

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/>

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

<http://helpdesk.ufl.edu/>
(352) 392-4357 (392-HELP)
helpdesk@ufl.edu