**CUNY Graduate Center**  
**Information Technology**

**What network storage options does my GC network account provide?**

**Effective:** July 29, 2020  
**Last Updated:** July 29, 2020

This FAQ contains information on the storage options and services your GC network account provides.

### S-Drive (Administrative Data)
- Each department/program/initiative has a network folder for administrative purposes. On PCs, this is accessed as drive S:\. Here you would store administrative documents. Folders have names for each initiative, such as s:\STRLBIO_files. Each folder has an associated AD security group in the GC domain. Staff members can belong to one or more groups and have access to one or more S: drive folders. ASRC staff using desktops that are not yet joined to the GC domain can use their GC account and password to manually access s:\STRLBIO_files. Each folder has an associated Active Directory Group in the GC domain. Staff members can belong to one or more groups and have access to one or more folders within s:\STRLBIO_files.

### Network Folder (ASRC ONLY)
- Each ASRC Initiative has a network folder for research purposes: \asrcnas.gc.cuny.edu\group\data\initiative code. Each folder has an associated Active Directory Group in the GC domain. Staff members can belong to one or more groups and have access to one or more folders within \asrcnas\groupdata. This location is not for confidential data. If you are storing sensitive or PII data, you should contact IT Services (itservices@gc.cuny.edu) to discuss the appropriate storage location for those files.

### GC Collaborate (SharePoint)
- The GC’s SharePoint site, GC Collaborate, is another way to share documents with others who have GC network accounts. It allows for ease of accessibility to your documents and collaboration and sharing of information with your colleagues. GC Collaborate is accessed using your GC network credentials. Confidential data can be stored on GC Collaborate since GC Collaborate has encrypted storage providing extra security for sensitive data. If you are interested in having a GC SharePoint site created for you, please submit a Track-IT ticket and request to meet with someone on the SharePoint team to discuss your requirements. [Link to Track-IT]

### OneDrive
- CUNY’s OneDrive provides 1TB of cloud space for each employee to store, backup or share data with others in the cloud. Users can synchronize data from their PC or MAC to OneDrive in the cloud. Although not supported by IT, instructions are available on the internet for Linux users to upload files to OneDrive. To access OneDrive, employees use their CUNY login credentials (different from GC credentials) to access OneDrive. To access OneDrive, employees use their CUNY login credentials (different from GC credentials) and students use a gradcenter.cuny.edu network account. For information about OneDrive, including certain use restrictions, see CUNY’s FAQ on [Office 365 for Education]. Please follow the [University’s Acceptable Use of University Data in the Cloud Policy] that governs what data can be stored and shared so data is protected from misuse or unauthorized access.

### Dropbox
- CUNY is providing Dropbox to all active CUNY students, faculty and staff. Active faculty and staff are those who are in an active pay status at CUNY, which includes individuals on paid leave, FMLA leave, military leave, or other special leave. Faculty and staff become inactive once they are no longer employed by CUNY. An account activation link e-mail from Dropbox is sent to active students at the start of their first semester following enrollment and active faculty and classified knowledge worker staff members at the start of their employment. The account activation link e-mail from Dropbox is the only way to claim your CUNY Dropbox account. To access Dropbox, CUNY login credentials are used (different from GC credentials). Please follow the [University’s Acceptable Use of University Data in the Cloud Policy] that governs what data can be stored and shared so data is protected from misuse or unauthorized access.
<table>
<thead>
<tr>
<th>S-Drive (Administrative Data)</th>
<th>Network Folder (ASRC ONLY)</th>
<th>GC Collaborate (SharePoint)</th>
<th>OneDrive</th>
<th>Dropbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quota</td>
<td>500 GB</td>
<td>200 TB</td>
<td>50 GB initial allocation; increases determined upon need</td>
<td>1 TB</td>
</tr>
<tr>
<td>Who grants or changes access permissions?</td>
<td>A staff member selected by the initiative to manage it’s Active Directory group</td>
<td>Site Owner (usually Department heads or designated administrator)</td>
<td>OneDrive user (owner) grants access permissions to their files and folders</td>
<td>Dropbox user (owner) grants access permissions to their files and folders</td>
</tr>
<tr>
<td>Versioning (access to prior versions)</td>
<td>Using Volume Shadow Copy, PC users can self-restore files and previous versions of files from recent history</td>
<td>Yes, site owner determined</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Backups kept at GC/Fifth</td>
<td>28 Days</td>
<td>None</td>
<td>Items in recycle bin will be automatically deleted and sent to second-stage recycle bin after 30 days. Items in second-stage recycle bin will be permanently deleted after 60 days.</td>
<td>According to Microsoft’s website, items in the recycle bin are automatically deleted 30 days after they are placed there.</td>
</tr>
<tr>
<td>Backups kept at GC/ASRC</td>
<td>1 Week</td>
<td>None</td>
<td>1 Week</td>
<td>N/A</td>
</tr>
<tr>
<td>Files can be shared with</td>
<td>Others in your GC domain group</td>
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<td>Others in your GC domain group</td>
<td>Anyone inside or outside of CUNY; user selects what access others have to their files and folders</td>
</tr>
<tr>
<td>Can be accessed from</td>
<td>GC/5th and GC/ASRC locations only</td>
<td>GC/5th and GC/ASRC locations only</td>
<td>Anywhere with any browser</td>
<td>Anywhere using PC, Mac, IOS, and Android devices</td>
</tr>
</tbody>
</table>

**ASRC Data Access**

- Directors and Associate Directors:
  - Are responsible for determining who shall have access to their department’s data. They should also ensure that no confidential or PPI information is being stored in network folders or in the cloud. – see Acceptable Use of Microsoft Office 365 for Education Policy.
  - May assign an administrator to add and remove members to Active Directory groups, which provide access to `\workspaces.gc.cuny.edu\groupwork` folders and `\asrcnas\groupdata` folders.
- If you wish access to another initiative’s data, you should request one of the following:
  - A) A researcher to share it with you via OneDrive or Dropbox,
  - OR
  - B) Send the Director or Associate Director of the Initiative a request to have access to their research share

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