# MHDO Data Enclave Account Creation Form

This document provides a high-level overview of the workflow followed by the Data Enclave Managers to process new account creations on the MHDO project and includes the NORC Data Enclave® Account Creation form to be used by HSRI when requesting new accounts.

New account creation requests for the project are submitted via email to the HSRI Project Director, Leanne Candura (lcandura@hsri.org). Once a request has been received and processed by the Data Enclave Manager, the new user will receive a Welcome email, which includes an introduction to the Data Enclave. New account creation requests take approximately 1-2 weeks to process. The process includes account creation and validation tasks. After the account passes validation, a Data Enclave Manager will provide the MHDO user with an introductory training guide to facilitate the user’s initial account login and ensure their acclimation to accessing the data.

The fee for accessing the NORC Data Enclave is $5,356 per year for a MHDO researcher. Please provide the contact information for the person at your institution that should be contacted for billing on page 5 of this document and return the completed form to Data Enclave manager ([dataenclavemanager@norc.org](mailto:dataenclavemanager@norc.org)).

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| --- | --- |
| Data Access & Formats | Access to select APCD data objects, granted via  DB tables/Views in Vertica HP Production schema (read only) |
| Storage for data files | 50 GB is available in personal H Drive |
| OS Software | Windows Server 2019 R2 desktop User Interface |
| Database Software | HP Vertica |
| SQL Query Software | Deaver SQL Client Software for SQL programming |
| Data Analysis Software | SAS (9.4) / STATA (v17, 18), R / RStudio |
| Presentation Software | Microsoft Office Productivity Suite (2021) Excel, PPT, Word Notepad++ and other select text editors are available |
| Utility Tools | Select utility tools are deployed to the analyst desktop (windows accessories, adobe acrobat, zip software, putty) |
| Export Requests | Up to five (5) non statistical disclosure review (non-SDC) data  exports requests per month (that can include non-PHI aggregated Data files, Pdf or Word docs) |
| Import Request | User can upload up to 10 GB of Ancillary Data Files or 3rd party data sets for analytic purposes. This quote will be part of the  50 GB personal space available per user per year |
| Training | Self-guided onboarding word document to access the Data Enclave. 1-hour initial environment and data access training is available. |
| Request Process | Request and Approval for Data Imports and Exports are managed by NORC DE Managers via Accellion Software |

## **Please enter the following information for new user**

First Name:

Last Name:

Email:

Organization:

Title:

Contact Information (Address and office phone number):

Smartphone device: (iPhone or Android):

1. **Check the box that is appropriate below**

I am a MHDO employee

I am a MHDO contractor

I am an external consultant with approved DUA and confidentiality agreement granted by MHDO

2a.  Check this box if DUA has been approved by MHDO. Please attach the executed DUA, together with this form.

**3. Account Type**

Producer

Researcher

**4. Period of Performance**

User Start Date (mm/dd/yyyy):

User End Date (mm/dd/yyyy):

**5. Virtual Desktop Access: Standard *Default* Applications included in all MHDO accounts**

Common Apps: (Stata, R, RStudio, Stat/Transfer and Python (Spyder and Jupyter)

DBeaver

Notepad++

Firefox

Acrobat Reader DC

Microsoft Office 2021 (Word, Excel, PowerPoint)

Windows Accessories (Snipping tool, Calculator, etc.)

7-Zip File Manager

**6. Virtual Desktop Access: *Additional* Applications requiring license costs**

Check the applications requested:

GAMS

GAUSS

HLM

Matlab

SPSS

Tableau (User License Required)

UltraEdit

**7. Open Source Requested Software**

mySqlWorkbench

**8. Freeware Requested Software**

MiKTeX

Putty

SSMS Common

Tableau Reader

WinSCP

**9. Access to MHDO Data Warehouse data (HP Vertica Permissions) Select the type of data you request by checking the options below:**

**Set memory and temp space cap at 100 GB on all MHDO Vertica Accounts**

**Role Name:**

Billing Information

Please provide the contact information for the person at your institution that should be contacted for billing. Return the completed form to [DataEnclaveManager@norc.org](mailto:DataEnclaveManager@norc.org).

First Name: Last Name:

Name of University/Institution:

Mailing Address:

Phone Number: Email:

If you have any questions, please email the NORC Data Enclave support team at [DataEnclaveManager@norc.org](mailto:DataEnclaveManager@norc.org)