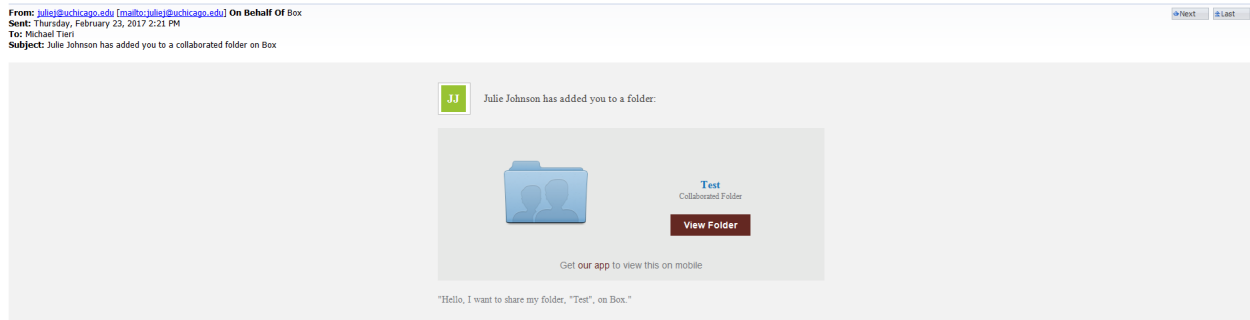


Data Retrieval Instructions-CRDW

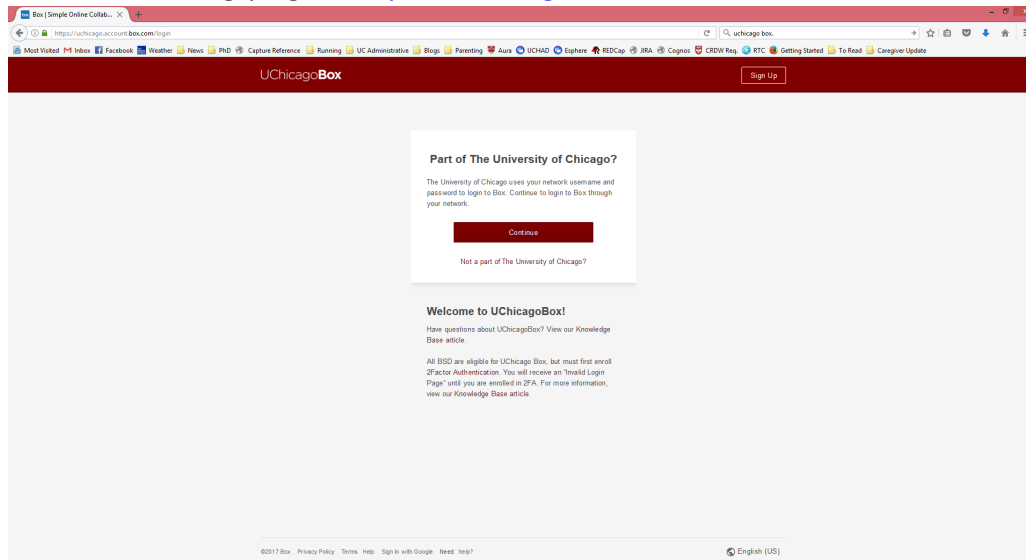
Items you will need:

- Computer
- Internet Access
- CNET or UCHAD user ID and password

1. You will receive an email invitation from the CRDW team to retrieve your data. The email will contain a folder name and a link. (Note: Folder name is *Test* in the example below.)

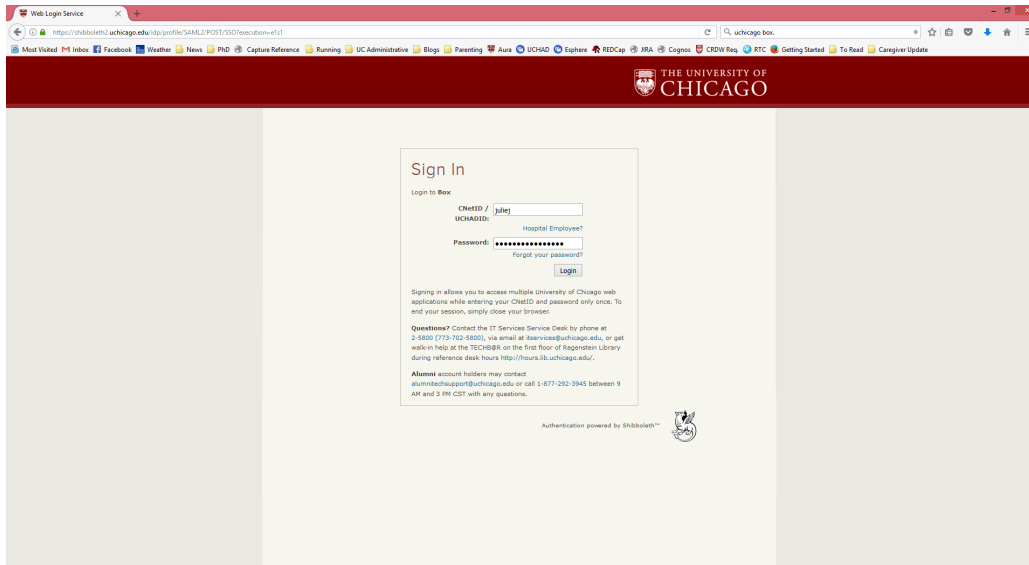


2. Select the 'View Folder' from within the email. You will be directed to the following page: <http://uchicago.box.com/>.

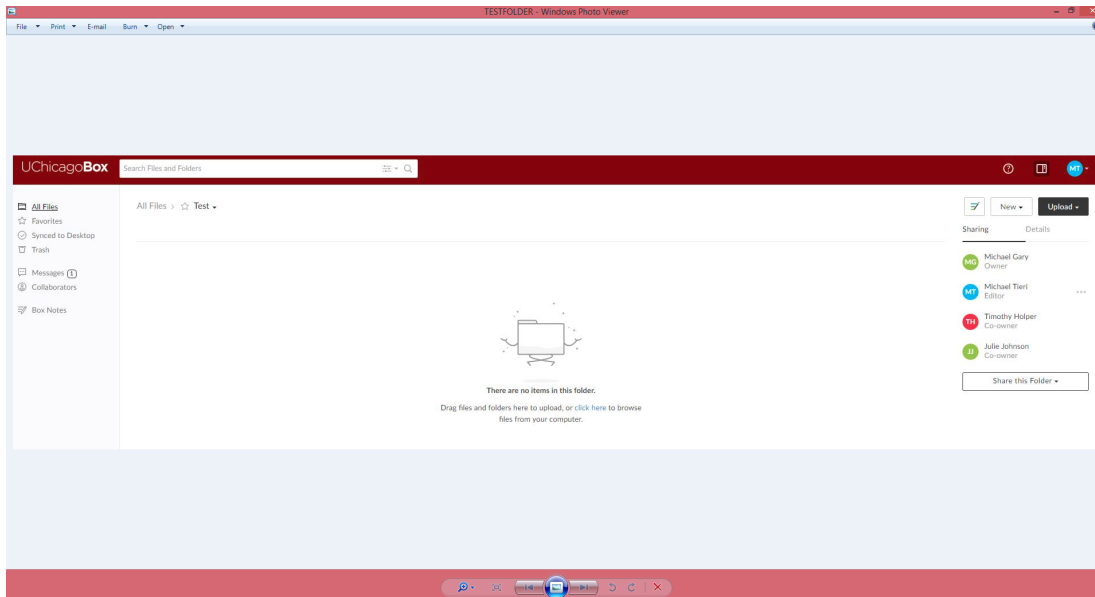


3. Select 'Continue'.

4. Enter your CNET or UCHAD ID and Password and select 'Login'.

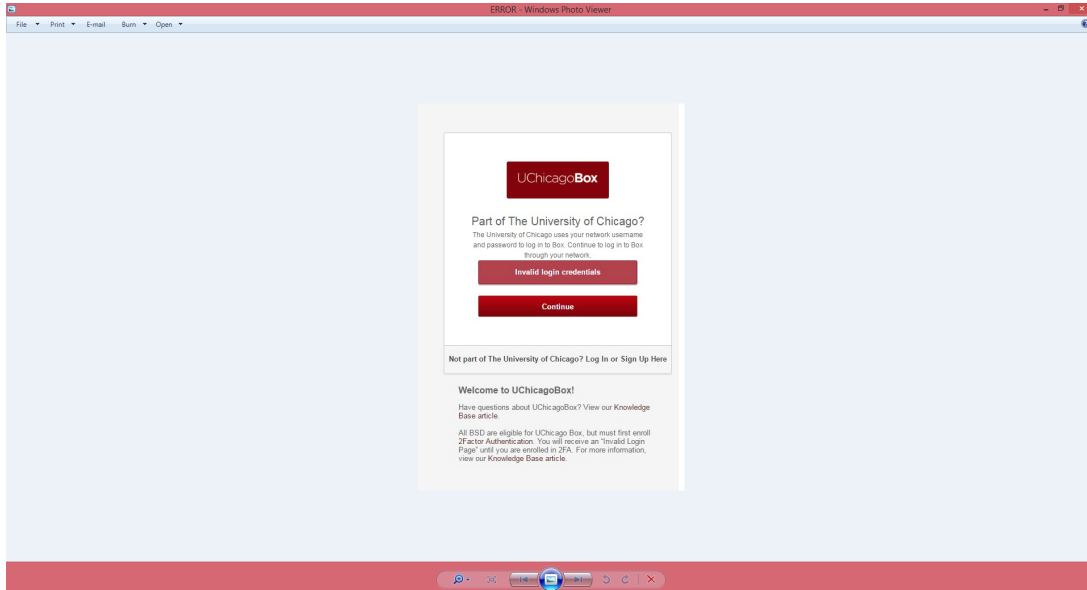


5. Provide your *2Factor Authentication (2FA) as requested. Your folder will open. Dataset(s) will be file names within the folder. (Note: Folder name *Test* in screenshot below with no files in the folder.)



6. Select files to open and download. (Remember, your computer must be encrypted in order to store the dataset(s) locally. For more information about device encryption, review the information provided by the BSD Information Security Office at <http://security.bsd.uchicago.edu/encryption>.)

*If you receive an error message that looks like the image below, you have not enabled 2FA and will need to do so in order to open your UChicago Box account and retrieve your data. Visit <http://security.bsd.uchicago.edu/bsd2fa/> and select BSD 2FA – Enrollment Guide for step-by-step instructions.



ADDITIONAL HELP:

For help with UChicago Box or 2FA, contact ITS services at <https://itservices.uchicago.edu/page/support>

For additional information on 2FA, review the BSD Information Security Office documentation at <http://security.bsd.uchicago.edu/bsd2fa/>

For additional information on BSD UChicago Box, review the BSD Information Security Office information at <http://security.bsd.uchicago.edu/bsduchicagobox/>