Secure Research Cloud (SRC)

User Guide

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I. Introduction

Vanderbilt's Secure Research Cloud environment functions as a secure cloud storage and computing platform. It is intended for use by Vanderbilt University (VU) Principal Investigators (PI), and others at Vanderbilt to conduct business in a secure cloud environment.

II. Prerequisites

A. Install DUO

Enroll in the DUO Multi-Factor Authentication system. Click here if you have not previously enrolled. You will need a secondary device handy, such as a cell phone or tablet. If you are already using DUO for access to other systems or applications, skip this step.

B. Install the VPN client

- MacOS: Pulse Secure download and installation instructions (macOS 10.9 or higher is required.)
- Windows: Pulse Secure download and installation instructions
- Linux: Pulse Secure download and installation instructions

C. Install the Remote Desktop client (RDP)

- MacOS: Download the Microsoft Remote Desktop client from the Mac App Store (macOS 10.13 or higher is required).
- Windows: This should be installed with your operating system. Do a search in your programs for "Remote Desktop Connection".

III. Security Training

You must complete cyber security awareness training prior to accessing your secure cloud environment. Please contact it.risk@vanderbilt.edu for assistance if you have not received training.

# IV. Turn On and Off the server instance for Windows and MacOS

A. Logging on your Windows or MacOS instance

1. Login to the VU VPN.
2. Open the Trigger web page sent to you by VUIT with your specific environment information.
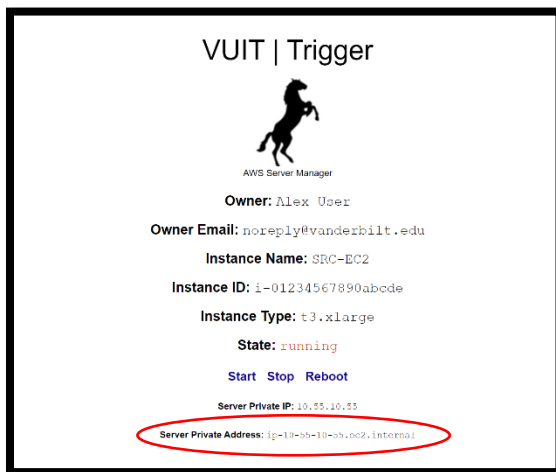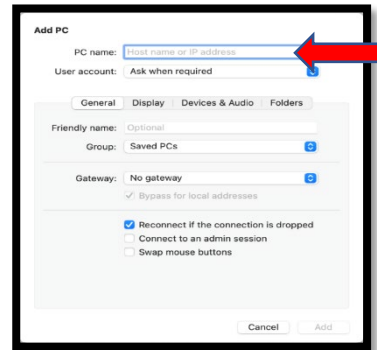

3. Click the "Start" option shown on that web page.
4. Copy the Server Private IP address shown on that page.
5. Launch the Remote Desktop Connection

FOR WINDOWS: Paste the IP address from the VUIT trigger web page into "Computer".
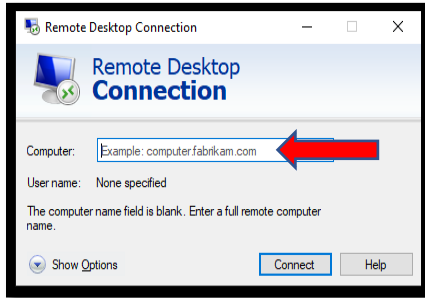
FOR MacOS: First add the Microsoft Remote Desktop to the OS. Paste the IP address from the VUIT web page into "PC Name".

6. Click "Connect", "Add", or "OK" depending on your OS type.
7. Once connected you will be asked for credentials. Use: Vanderbilt\VUnetID and password *(e.g. Vanderbilt\SmithJ)*
8. Read the pop-up warning banner, click OK.
9. You should now be in your secure cloud environment.

B. Turn/Log off your Windows or MacOS instance

1. In the environment, click on the power button and select, "Shut Down."
2. You will be prompted to select a reason for shutting down - select that you intended to shut down.
3. To verify shutdown, navigate to the web page sent to you by VUIT with your specific environment information, click the "Stop" option shown on that web page.

# V. Turn On and Off the server instance for Linux

A. Connecting to your Linux instance

1. To connect to your Linux server from your Windows device you will need to download PuTTY.
2. Download the MSI Windows Installer 64-bit x86.
3. Connect to the server by putting the IP address in the HostName in the following format, replacing the IP address with your current IP address: (ec2-user@your_IP_address).
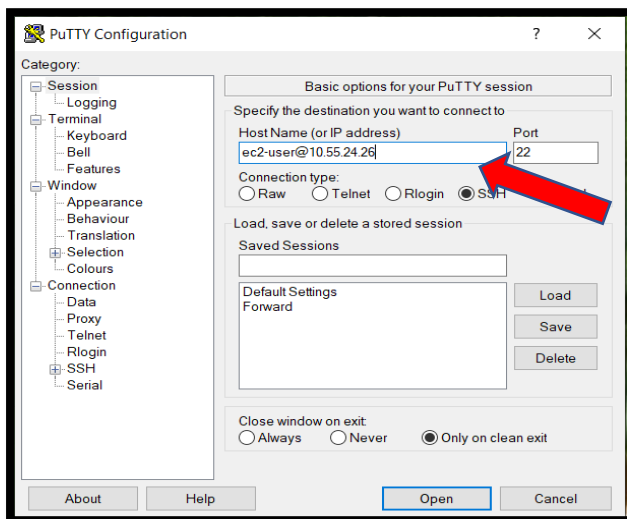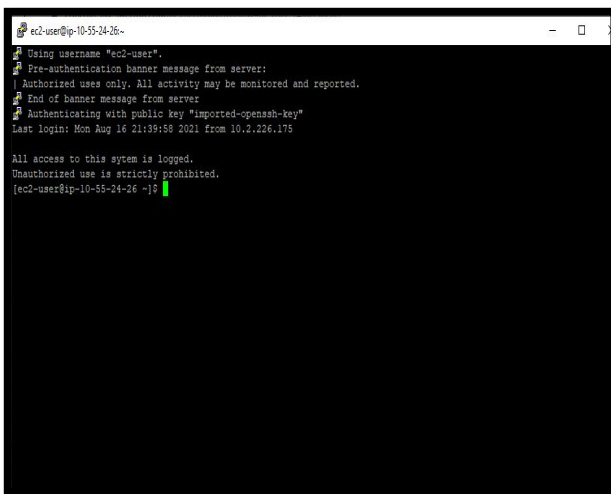
4. In the PuTTY Category expand Connection; expand SSH; and highlight Auth; click on browse and
5. Choose the SSH key that was shared with you; then click open
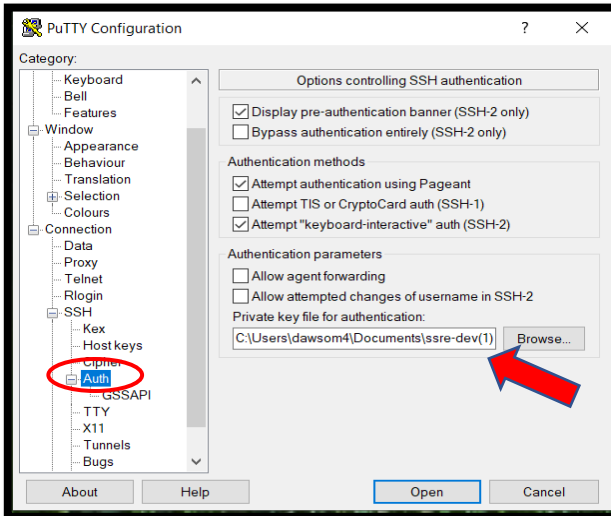
6. The first time you open the configuration, a warning banner will appear; click yes
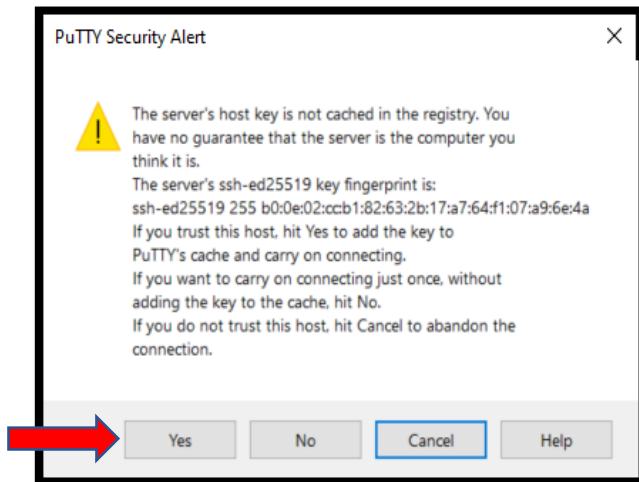
7. Once "Yes" is clicked, a banner will appear, and you will be logged in.

B. Turn/Log off your Linux instance

> To Log off and shut down type: sudo shutdown

VI.   Helpful Hints

- ✓ **Turn off** the server when it is not in use to avoid unneeded run time and charges.
- ✓ If State does not say/indicate STOPPED, you are still incurring charges! Click STOP again and wait until it says "STOPPED".
- ✓ If State does not transition to stopped, please reach out to cloud services at: vuit.cloudsupport@vanderbilt.edu

VII.   Downloading Software

A. Helpful Software Links

- [Microsoft Office](#) – For downloading Office 365 products.
- [VU Software Store](#) – For downloading common research software
- [PuTTY](#) – For Linux

B. Software Hints

- ✓ Only download the software you need, and only from reputable sources.
- ✓ Scan applications and software for vulnerabilities prior to download if downloading from third party vendors.
- ✓ Downloading and maintaining secure software is the responsibility of the **user**; however, you are free to install any software needed to complete the tasks in your secure environment for business purposes.
- ✓ Licensing for certain software may require a perpetual license. *(e.g SPSS Grad pack does not work in cloud environment.)*

VIII.   Ongoing support

If you need help troubleshooting or need to make changes to your environment, submit a [ticket](#) to get ongoing support with an existing account. Examples

- Adjusting storage size or disk space
- Adjusting memory or CPU usage
- Add/Remove users
- Closing your secure cloud environment

IX.   User/PI Responsibilities: Do's and Don'ts.

Do's	Do Not's
"Do" complete the required cyber security awareness training prior to accessing SRC for the first time.	**"Do not"** use SRC for anything other than its intended purpose.
"Do" be cautious of software you install and only download from reputable sources. If you have any questions as to the safety of the software you are installing, submit a [ticket](#). **"Do"** keep an updated list of software that is installed.	**"Do not"** download software that is not necessary for the work. Your instance is only as secure as the software you put in it. It is strongly advised to perform a vulnerability scan of software from 3rd parties.

"Do" monitor your ongoing charges. If you need assistance with monitoring contact: vuit.cloudsupport@vanderbilt.edu	**"Do not"** share your personal log in/sign in access information with anyone.
"Do" notify VUIT of any changes to your environment by submitting a ticket. • Adjusting storage size or disk space • Adjusting memory or CPU usage • Add/Remove users • Decommissioning or retiring your environment	**"Do not"** use portable storage devices, if possible (e.g USB flash memory, external hard drives, DVD's, etc.). SRC security can only be ensured while data is in the environment. If used, the PI is responsible for identifying, labeling, keeping inventory, and maintaining physical security of all portable storage containing sensitive data)
"Do" report suspected security incidents immediately. Call (615) 343-9999 or submit a high priority ticket at help.it.vanderbilt.edu and indicate a potential breach.	**"Do not"** transfer data from SRC without prior authorization.