CAMPBELL UNIVERSITY	**IRB Guidance:** Use of Egnyte for Storage of Research Data/Materials

Why Egnyte?
In order to save your research data in an IRB, FERPA and HIPAA compliant way, all data at Campbell University (CU) should either be stored on Egnyte or on a CU owned secured computer/laptop for at least 3 years. No students, faculty or staff can save data on memory sticks, privately own computers/laptops, or any other Cloud based program. Below are some important tips for how Egnyte interacts with programs on your computer such as SPSS, JMP, SAS and excel.

Accessing files for students
Files saved on Egnyte can be accessed from any computer at any time. Go to Campbellu.egnyte.com and login. Your files will be in the following folders "Shared" → "IRB" → "PI HSR Data" → "IRB [your study number, PI last name]".

Saving files for students
Students can download the files to a computer/laptop by selecting the file name. If you make any changes to your file you need to first save it to your own computer/laptop, then upload it to Egnyte (select 'Upload') and finally **delete the file from your own computer/laptop.** The latter is a very important step as no files can be saved to computers that are not owned by CU.

Accessing and saving files for staff and faculty
Staff and faculty can open and save files similar to the methods used by students. However, you also have the option to download an app that allows files to be integrated with your computer programs.

- Go to Campbellu.egnyte.com and login.
- Select on 'Apps & Integration" in top right corner.
- Download "Egnyte Connect Desktop App" and "Egnyte for Microsoft Office Desktop"
- Once these apps are installed you can directly open and save documents within all programs on your computer/laptop.

If you have any questions, please contact Campbell IT for help:

helpdesk@campbell.edu and 910.893.1208