Add Health
The National Longitudinal Study of Adolescent to Adult Health

UNC CAROLINA POPULATION CENTER

Security Information for Remote Access to the Add Health Data

If you will be accessing the Add Health data files remotely (outside of your wired campus infrastructure), the following information is required before access permission is approved.

Researcher: _____ Contract Investigator: _____

I. Data Agreement

Add Health data, including temporary data analysis files or subsets of the data, may not be copied to other media such as CDs, flash drives, or the hard drive of the computer. All Add Health data must remain at the primary storage location (i.e., on the Server).

_____ I agree that I will not download or copy any data files.
user initials

II. Location to be used for remote access

1. Remote access from public places such as airports, libraries, and internet cafes is not permitted.

   _____ I will not access the Add Health data from public places.
   user initials

2. If additional access locations will be used, I agree to provide Add Health with the location (street address, type of building, office or room description) and duration of access from the second site.

   _____ For each remote location, I will submit a separate form for review and approval.
   user initials

3. What is the physical location that will be used for remote access?

Street Address

Type of Building

(e.g., private home, apartment complex, business office, campus office, etc.)

Office or Room Description ***

(e.g., private locked room, home office, keyed entry, card swipe entry, roommate, officemate, etc.)

*** Please tell us in the box above how many other adult residents there are.
*** Please submit for each the Security Pledge for Officemate.
*** Please tell us whether the room/office is private and/or lockable.

III. Workstation Set-Up

1. Please tell us about the computer you are using to access the Add Health data:

_____ *brand/make (e.g., Dell, Mac, etc.)*
_____ *model (e.g., Optiplex, Dimension, iMac Pro, MacBook Air, etc.)*
_____ *laptop or desktop*

2. Please tell us about the operating system (OS) you are using:
   ("build" might be Home, Pro, Education, Enterprise, El Capitan, Sierra, High Sierra, etc.)

_____ *name*
_____ *version*
_____ *build*

◯ This computer is university-owned-and-maintained. ◯ This is my own computer.

See last page for method to determine the "build" of your Windows OS

IV. Server

What type of server is being used to store the Add Health data files?
[If you don't know, contact your server administrator before answering this question.]

- ☐ Windows Terminal Server ---------- *files stay on the server*
- ☒ Linux Compute Server (Longleaf) ---------- *files stay on the server*
- ☐ Virtual Desktop Infrastructure (VDI) ---------- *files stay on the VDI machine*
- ☐ Windows File Server ---------- *files are transferred to the PC*
- ☐ Linux Samba Server ---------- *files are transferred to the PC*
- ☐ Other file server (e.g., Novell, Macintosh, NAS/SAN appliance) ---------- *files are transferred to the PC*

V. Connection between server and workstation

1. The campus hosting the server where the Add Health data resides has a Virtual Private Network (VPN) client for accessing campus resources from off campus. ☒ yes ☐ no

2. Have you installed the VPN client on the computer that will be used to access the Add Health data?
   ☐ yes ☐ no

   If you have not installed the VPN client, please explain why not:
   _____

3. Do you use multi-factor/2-factor authorization with your VPN? ☐ yes ☐ no

4. Who is your Internet service provider? _____

5. What type of connection will be used for Internet access? ☐ wired (preferred) ☐ wireless

6. Are you connecting to your Internet service provider through a router? ☐ yes ☐ no

   Please tell us about the router: Brand _____ Model _____

VI. Workstation Security *(all applicants)*

1. Do you have antivirus software installed? ☐ yes ☐ no

   Please specify the antivirus software: _____

2. Do you have anti-malware software installed? ☐ yes ☐ no

   Please specify the anti-malware software: _____

3. Is a password/passphrase required to log in to the computer (i.e., you are not using auto login)?
   ☐ yes ☐ no

   Because you are using a server to access the Add Health data, we recommend that you:

   - Use a strong password/passphrase (16-30 characters).
   - Change a password/passphrase shorter than 16 characters *every 90 days*.
   - Change a password/passphrase of at least 16 characters *annually*.

VII. Workstation Security

NOT REQURED FOR FOR ACCESS TO THE HUD DATA ON LONGLEAF (files are not transferred to PC)

1. N/A
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A

VIII. Confirmation of Review by Researcher and Contract Investigator

Researcher's Name	*Researcher's Signature*	*Date*
Contract Investigator's Name	*Contract Investigator's Signature*	*Date*

Find the specifications of your Operating System (OS)

Windows:

- Press the Windows key (⊞) + R
- In the pop-up window, type “dxdiag” and press OK