

## Guidance for configuring account settings in OSF

OSF is a new service that offers integration with a wide variety of services. However, because of the need to maintain data security, the university cannot support the connection of OSF accounts to all of them. The following guidance will enable you to maintain a satisfactory degree of data security whilst making use of as many of the available integrations as possible.

### Setting your Default Storage Location

Default storage location should be set to “Germany – Frankfurt”.

To set your default storage location:

1. Sign-in at osf.io
2. Select the drop-down arrow next to your name, top-right of screen
3. Select “Settings”
4. Select “Account Settings”
5. Scroll down to “Default Storage Location”
6. Select “Germany – Frankfurt” from the list
7. Select “Update location”

### Configuring add-on accounts

University of Edinburgh researchers must **not** connect their OSF account to the following services:

- Amazon S3
- Bitbucket
- Box
- Dropbox
- Google Drive
- DataSync

These services have not been approved by the University’s Data Protection Officer or Information Security.

You should only connect your OSF account to University of Edinburgh maintained versions of:

- OneDrive
- GitLab

You can also connect your OSF account to the following services:

- Dataverse
- Figshare
- Github

- Mendeley
- Zotero

To configure your add-on accounts:

1. Sign-in at [osf.io](https://osf.io)
2. Select the drop-down arrow next to your name, top-right of screen
3. Select “Settings”
4. Select “Configure add-on accounts”
5. Choose the service you wish to connect – see above for services you should NOT connect to.
6. Click on “Connect or Reauthorise Account”
  - a. For OneDrive – use your UUN and password
  - b. For GitLab – Select “Other (Please Specify)” and enter “<https://git.ecdf.ed.ac.uk>” then follow the instructions at [https://docs.gitlab.com/ee/user/profile/personal\\_access\\_tokens.html#create-a-personal-access-token](https://docs.gitlab.com/ee/user/profile/personal_access_tokens.html#create-a-personal-access-token) to create a Personal Access Token
  - c. For Dataverse, Figshare, Github, Mendeley, and Zotero use your username and password for those services.

This guidance will be updated as more add-on services become available in OSF and our understanding of risks to cyber security develops.

If you have any questions please contact Research Data Services: [data-support@ed.ac.uk](mailto:data-support@ed.ac.uk)