Welcome to Workspace – Overview
INTERNET ACCESS   DIRECT ACCESS   INSTALL ON WINDOWS 7/8   INSTALL ON MAC   PASSWORD MANAGEMENT

REMEMBER

- Workspace is an area for sharing documents, photos, video or any other digital media. Use should be restricted to Test Case collaborators.
- This is a shared area. You are responsible for keeping things orderly.
- Workspace is backed up regularly however you should always maintain your own copy of your data in a separate area. Other users might inadvertently alter/delete content!
- For data that falls under IRB requirements, please contact your data manager before using Workspace.
- Workspace is made available through EPSCoR/GINA computer resources. Remember that your computer must be connected to the internet in order to have access to Workspace.
- You can access Workspace online via the internet using a web browser or you can map Workspace to your computer which will allow you to access it directly.
- Before you can use Workspace you must be sure to configure your computer to allow WebDAV protocol.

INTERNET ACCESS

Connecting to the workspace through an internet browser provides quick and easy access, no matter where you are or what computer you are on. Go to:

> https://file-*testcaseabbrev*.gina.alaska.edu

Enter the username and password when requested. You will remain logged in as long as you keep the browser open. To log out of the workspace, close all open windows of the browser you are using. The browser connection lets you open, view and download files and folders from the workspace, but does not allow uploading files.
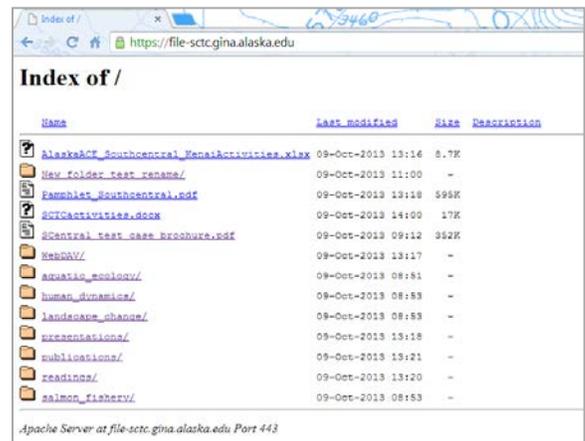
DIRECT ACCESS

If you wish to upload files, modify folders, organize and have greater control, you can connect directly to Workspace by mapping it as a network drive on your computer. Workspace will appear and behave in a manner that is the same as any other drive on your computer.

Before you can successfully map Workspace as a network drive, you will have ensure that WebDAV protocol in enabled on your computer.

1
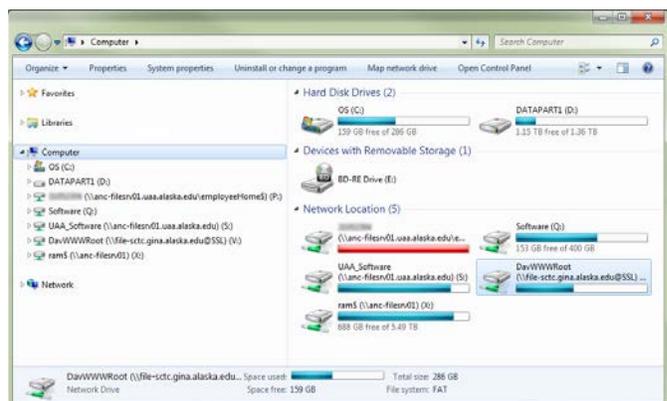
WebDAV PROTOCOL: INSTALLING WORKSPACE on Windows 7 and 8 for direct access

To setup Workspace using WebDAV as a shared network drive in Windows 7/8, you need to make several changes to the system to guarantee the best results. NOTE: If you just wish to download and view files, there is no need to make these changes or map to the drive. Simply access Workspace via your preferred internet browser.

Configuring Windows 7/8

1) Download and install the Microsoft update KB90730
   a. Go to: http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=15123
   b. Click Download and follow the browser prompts to save the download to your computer.
   c. Once the download is complete, open the .exe file.
   d. Click **Yes** when asked "Do you want to allow the following program to make changes to this computer?"
   e. Check the box to the left of "Click here to accept the Microsoft Software License Terms."
   f. Click **Continue**
   g. Click **Yes**
   h. After the installation is complete, click **OK**
   i. Exit out of all programs
   j. Restart Windows
2) Run Windows Update to make sure the latest patches are installed on your system
   a. Start > All Programs > Windows Update
   b. Install any necessary updates (This may take a while)
   c. Reboot Windows when installed
3) Make sure WebClient Services are active and start on boot
   a. Start > *Search programs and files* > Type: services.msc and click 'services' in window above.
   b. Scroll to then double Click on WebClient in next window.
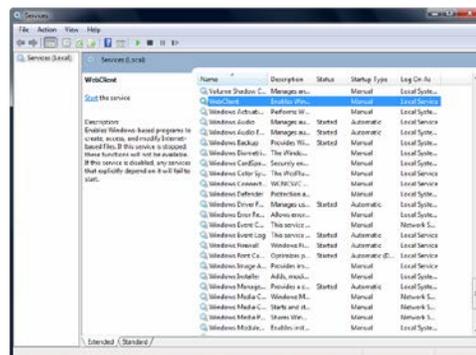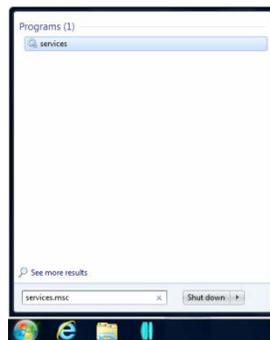
   c. In the General Tab, Startup Type: Select 'Automatic'
   d. Click OK then File> Exit in the services window.

4) Last step is to modify the Windows registry, to enable Windows to accept basic authentication for SSL and non-SSL shares.

    a.   Click link to download [registry editor](#)

    b.   Once downloaded, extract the file Right click > Extract All > Extract

    c.   Double Click to run **win_7_reg_edit.reg**

    d.   Click **Run**

    e.   Click **Yes**
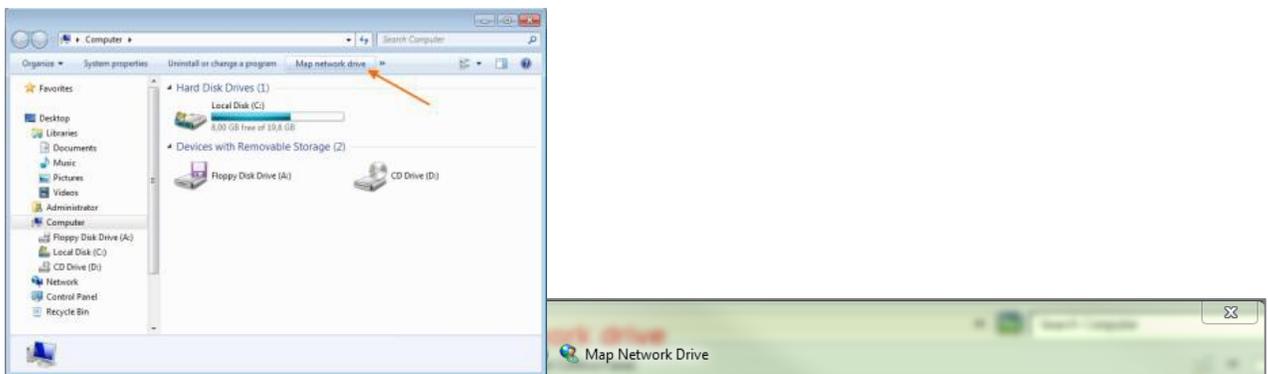
    f.   Click **Yes**

    g.   Click **OK**

    Done Configuring Windows!

Set up direct access to Workspace in Windows 7/8
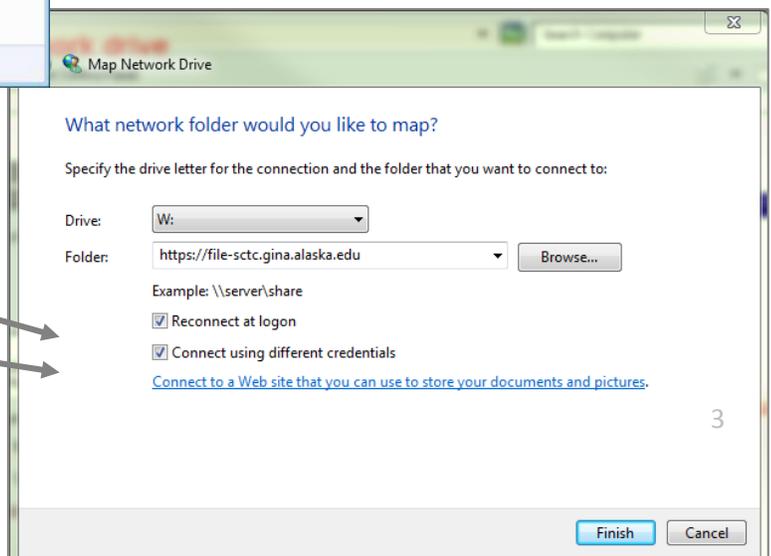
1) From the **Start Menu**
2) Open **Computer**

3) With *Computer* selected in the left-hand panel, click on **Map network drive**

4) Pick a drive letter that is currently not in use (and not generally used by external devices) in the **Drive** window.

5) Enter
   https://file-*testcaseabbrev*.gina.alaska.edu

Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: W:

Folder: https://file-sctc.gina.alaska.edu   Browse...

Example: \\server\share

☑ Reconnect at logon

☑ Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

Finish   Cancel

3

in the **Folder** window.

6) Check the boxes next to **Reconnect at logon** and **Connect using different credentials.**
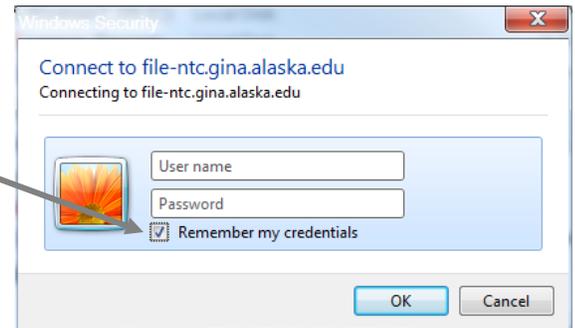
7) Click **Finish** to complete the WebDAV shared drive setup.
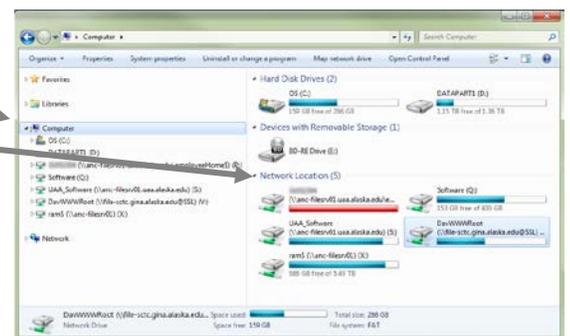
8) Login to the workspace when prompted:

Username: **The username you received**
Password: **The password you received**

Click the 'Remember my credentials' check box to prevent repeated query for username/password as you access files.

9) The Test Case WebDAV will now appear in the workspace directory as a networked letter drive in *Computer* and *Network Location*.

WebDAV PROTOCOL: INSTALLING WORKSPACE on Mac

1) Open the **Menu** and choose **Go**
2) Click **Connect to Server…**
3) Enter https://file-testcaseabbrev.gina.alaska.edu
in **Server Address:** box and then click **Connect**.
4) Enter the login credentials when prompted.
5) You should now be connected to the Test Case WebDAV workspace. The workspace should be available under *Shared* in the Finder
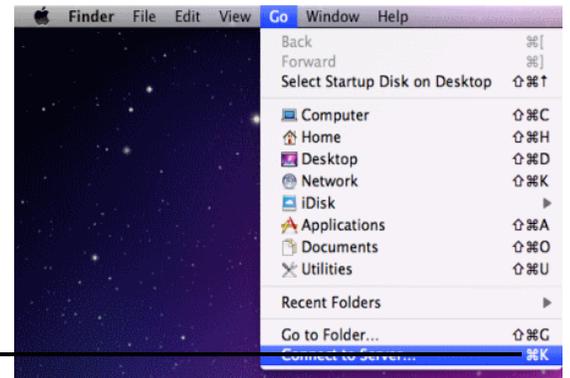
Password Management
 [CHROME](#)   [FIREFOX](#)   [INTERNET EXPLORER](#)   [SAFARI](#)

Modern internet browsers allow password management options that will save usernames and passwords for sites that you visit. Although this feature can at times be useful, it is very important that your browser does not save passwords when you enter the Workspace. By not saving the password, we help keep the workspace secure and ensure that the data is only accessed by those that should have access to it. **Do not save your passwords in your browser!** For data that falls under IRB requirements, please contact your data manager.

Different browsers have different options for password management. Generally, password management controls are available in the browser settings. Detailed instructions for managing passwords and not saving login

credentials are detailed below.

Google Chrome

When logging into the Test Case WebDAV Workspace from Google Chrome, the browser may prompt you with "Do you want Google Chrome to save your password? *Save password* or *Never for this site.* Select **Never for this site** (see below).
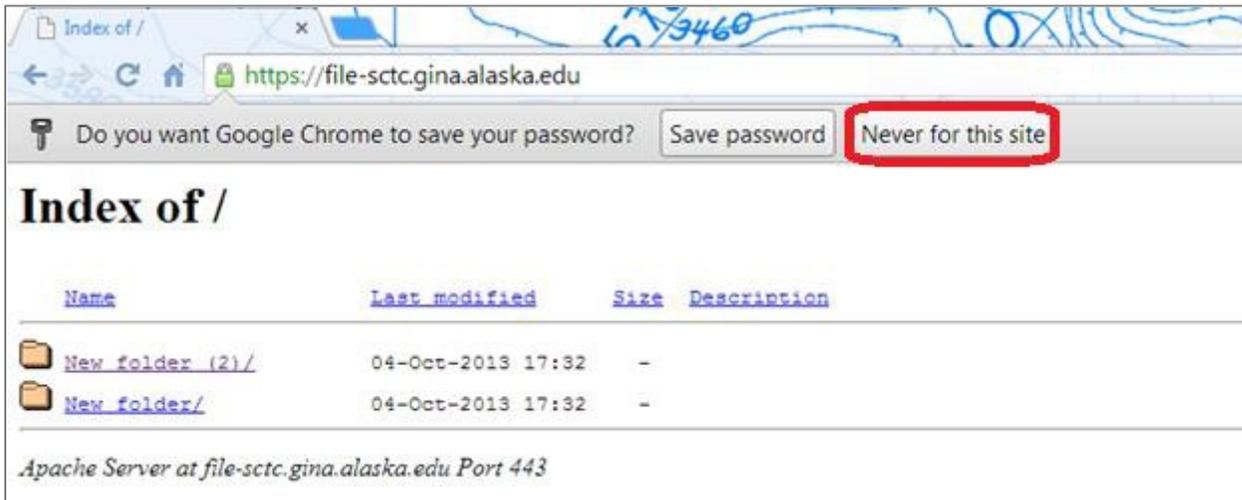
You can manage your Google Chrome password settings through the Chrome Menu.

(Below revised from the Google Chrome support knowledge base,
https://support.google.com/chrome/answer/95606?p=settings_password&rd=1)

Choose whether you want to save passwords:

1. Click the Chrome menu ☰ on the browser toolbar.
2. Select **Settings**.
3. Click **Show advanced settings**.
4. Adjust your password settings in the *Passwords and forms* section:
   • Deselect *Offer to save passwords I enter on the web* if you don't want Google Chrome to prompt you to save your password every time you sign in to a new website.

Delete saved passwords:

1. Click the Chrome menu ☰ on the browser toolbar.
2. Select **Settings**.
3. Click **Show advanced settings**.
4. Click **Manage saved passwords** in the *Passwords and forms* section to see a list of all the usernames and passwords that have been saved.
   o Windows, Linux, and Chrome devices users: In the Passwords dialog that appears, use your mouse to hover over the site whose password you'd like to remove and click the **X** that appears on the right.
   o Mac users: You can remove your passwords in the Keychain Access dialog that appears.

You can also use the Clear Browsing Data dialog to remove all password records saved during a specific time period.

Change password settings for specific sites
If you choose to let Google Chrome save website passwords, you'll see a prompt every time you sign in to a new website. If you click **Never for this site** in the prompt, your password for the site is not saved and the site is added to a list of passwords that are never saved. If you accidentally click **Save password** in the prompt, your password for the workspace is saved and the site is added to a list of passwords that are saved.

You can edit these lists:

1.   Click the Chrome menu ≡ on the browser toolbar.
2. Select **Settings**.
3. Click **Show advanced settings**.
4. Click **Manage saved passwords**.
5. In the Passwords dialog that appears, scroll down to the "Saved passwords" or "Never saved" section at the bottom.
6. To remove a site from this list, select it and click the **X** that appears the end of the row.

Now revisit the website and you should see the prompt to save your password information again, if you've allowed Google Chrome to show the prompt.

Firefox

When logging into the Workspace from Mozilla Firefox, the browser may ask if you want Firefox to remember the password with the prompt: "Would you like to remember the password for "*username*" on alaska.edu?" Click on the drop down menu (arrow) to the right of *Remember Password* and Select **Never Remember Password for This Site** (see below). In the future, when you log in to the workspace you won't be prompted to save the username and password.
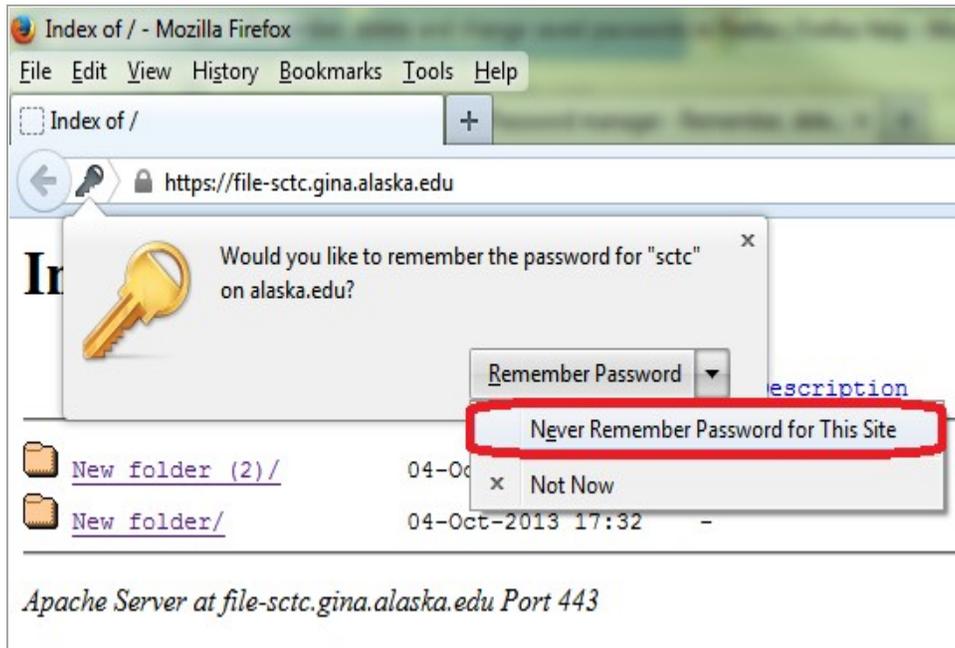
(Below revised from Mozilla Firefox support knowledge base, http://support.mozilla.org/en-US/kb/password- manager-remember-delete-change-passwords)

Viewing and deleting passwords

You can easily manage the usernames and passwords that Firefox has saved for you.

1. At the top of the Firefox window, click on the **Tools** button and then select **Options**
2. Click the **Security** panel.
3. Click **Saved Passwords**... and the Password Manager will open.

- **To see the passwords you have saved**, click Show Passwords. When you close the window, your passwords will be automatically hidden.
- **Use the search box to find a particular website or username.** Click the **X** in the search bar to clear your search and see the full list again.
- **To remove a username and password**, select it from the list and click Remove.
- **To remove all stored usernames and passwords**, click Remove All. After confirming this choice, all of your stored usernames and passwords will be deleted.

Internet Explorer

When logging into the Workspace from Internet Explorer, the browser does not prompt the user to save a password. Instead, the option to **Remember my credentials** is available with a checkbox to the left allowing the user to save the username and password. Enter your username and password, but **do not** check the box and click **OK**. This box will remain visible for future login attempts and should never be checked when logging into the workspace.
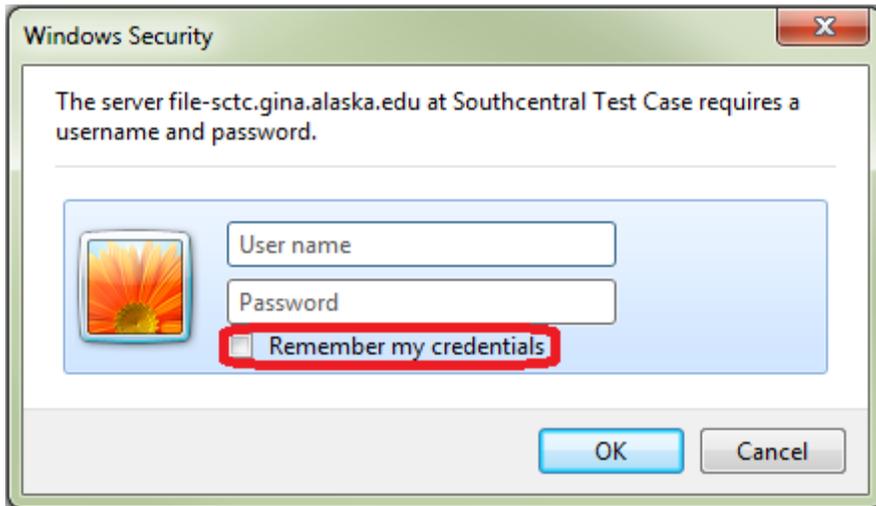
(Below revised from Microsoft Internet Explorer support knowledge base,
http://windows.microsoft.com/en- us/windows-vista/change-internet-explorer-content-settings)

Internet Explorer AutoComplete

AutoComplete is a feature in Internet Explorer that remembers the information you have typed into the Address bar, web forms, or password fields, and which automatically fills in that information if you start to type the same thing again later. This saves you from having to type the same information over and over.

To change AutoComplete settings, follow these steps:

1. Click the **Tools** button, and then click **Internet Options**.
2. Click the **Content** tab.
3. Under **AutoComplete**, click **Settings**.
4. Select or clear the **User names and passwords on forms**, and **Ask me before saving passwords** check boxes.
5. Click **OK**, and then click **OK** again.

To Delete AutoComplete (Password) history, follow these steps:

(This deletes ALL saved passwords; there is no option to manage individual passwords with Internet Explorer)

1. Click the **Tools** ⚙ button, and then click **Internet Options**.
2. Click the **Content** tab.
3. Under **AutoComplete**, click **Settings**.
4. Click Delete AutoComplete history…
5. Select **Passwords**
6. Click **Delete**
7. Click **OK**, and then click **OK** again.

Safari

When logging into the Workspace from Safari, the browser may ask you, "Would you like to save this password?" Click **Never for this Website**. In the future, when you log in to the workspace you won't be prompted to save the username and password.

In Safari, like other browsers, you have the option to selectively delete passwords that you've accidentally saved.

To Delete Safari's saved passwords, follow these steps:

1. Launch **Safari** on your Mac.
2. In the top menu, click on **Safari** and then **Preferences**
3. In the top navigation of the Preferences menu, click on **Passwords**
4. From the list of passwords stored that appears choose the password(s) you'd like to delete.
5. Click **Remove** that is on the bottom of the window.