QUICK REFERENCE GUIDE

Developed by (Academic Computing)

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What storage option is right for me?

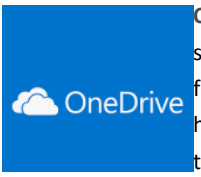
OneDrive

Teams

ARC or K Drive

X Drive

One Drive



OneDrive is a UTSA's cloud storage solution that provides one terabyte of storage as the standard allocation. Use case expansions can be requested for up to five terabytes of storage. All UTSA students, faculty, and staff have access to OneDrive. OneDrive for Business provides a fast, easy way to store, sync, and share your files. Saved in the cloud, your files are quickly accessible from any internet-connected device. With OneDrive for Business, you can easily sync your files across multiple devices. You can even access earlier versions of the files by checking out the version history. OneDrive is approved for Category I, II, and III data and is HIPAA and FERPA compliant.

Use case for OneDrive?

OneDrive is recommended for personal and shared storage that does not require high computing capabilities with a capacity of one to five terabytes. Request for additional storage beyond the one terabyte standard allocation requires a use case description and approval from University Technology Solutions.

Teams

Microsoft Teams is a persistent chat-based collaboration platform complete with document sharing, online meetings, and many more extremely useful features for business communications. Microsoft Teams can be used both online through a browser or as an application on Windows, Mac, iOS or Android. You would need to login to Teams using your official UTSA email id. Upon loading Teams on a computer, on the left panel you will see a list of options available – Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and more.

Teams should be used for shared files and folders for departmental and small groups. Each Microsoft Team supports up to twenty-five terabytes of storage.

Research Storage K-Drive

Research Storage (The K-Drive) is a high-speed storage linked to the Arc high-performance computing system used for running data-intensive, memory-intensive, and compute-intensive jobs from a wide range of disciplines. If you have an account on Arc, you already have access to the K-drive research storage. This drive has a limit of 1TB for individual accounts and 25TB for shared accounts. If more than 1TB is required for individual accounts, the limit can be increased to 5TB based on use case review and approval. Both individual and shared accounts are provisioned for only research data. To access and upload files directly into the K-drive, map the drive like we do with the X-drive. The K-drive is also accessible from off campus through the VPN by manually mapping the smb address (\\smb.utsarr.net\research\cob). Data can be transferred from the K-drive to the Arc through secure shell using UNIX commands. While it is required to request access to the Arc, a tech café ticket is NOT required to grant you access to the K-drive. However, if you want to map the K-drive automatically when logging in from on campus, a tech café ticket will be required. To request access to Arc, submit a ticket to the tech café by phone 210-458-5555 or via email techcafe@utsa.edu. Accounts are reviewed annually and require active use. The annual renewal process via an email confirmation is required. Find more information on Arc capabilities at **High Performance Computing**.

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The X-Drive is a storage array “A group of hard drives built into a single unit” configured in a RAID architecture for redundancy and speed. As a college resource this device has a total 35TB. Configured as network accessible storage this array is running out of space putting this device at risk for the entire college. As such we are requesting ACOB users transition personal files or data requiring less drive performance over to One Drive. Departmental and shared folders should be move to Microsoft Teams and Research Data moved to ARC and Isilon.

Features of the X-Drive and use case.

- New accounts must be approved through Academic Computing and then forwarded to the tech café.
- Users will be limited to 500GB
- The X Drive is backed up daily, and each backup is retained for 4 weeks
- Primary use is for smaller data used for teaching and research

Use case for X:\ drive?

Individual users should limit use of the resource to data requiring faster drive speeds or for storage when running programs such as SAS, STATA, R and Python and use of the VDI. Communication and Marketing use of programs such as Adobe Premiere Pro where liked picture and files requiring larger storage capacity and drive performance.

College administrative functions may use the X Drive for larger storage capacity when Teams and other storage options are not appropriate.

To request access to X Drive, please complete the request form X Drive Access Request (office.com)

Note: Other cloud based software such as Google Drive, Dropbox, iCloud, etc. are not approved by UTSA CyberOps and do not align with the UTSA HOP policy. 11.10 Web and Digital Accessibility Compliance

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Please contact John Soudah at **John.soudah@utsa.edu** for any questions related to storage options and access.