UCLA Box Cloud Storage for GSE&IS

Contents

Overview

UCLA has licensed a version of the file storage and sharing service Box, (similar to Dropbox) that is available to the UCLA community. It has been vetted for use with most university data (see Allowable Data Storage below).

- **Unlimited storage**, max file size of 15GB.
- **Share files** with colleagues inside and outside UCLA with specific access levels and permissions.
- **Collaborate** with colleagues using built-in version tracking, comments, tagging, and custom metadata.
- **Sync files** with your local hard drive for automatic backups and access across devices
- **Access** your folders on the Box website, on any computer with Box Sync installed, and on mobile devices.

Allowable Data Storage

UCLA's contract with Box allows users to store most types of university data, with a few exceptions.

	Permitted	Contact Client Support	Prohibited
Box	• Any information already publicly available • Student records not related to health • Personnel records	• Data relating to human subjects or animal research • Export controlled data • Use of 3rd-party Box apps • Sensitive information not about individuals • Storage of all other logon passwords (other than those listed in the "Prohibited" column)	• Storage of UCLA Logon, OASIS Logon, MedNet AD, and EM AD passwords • Credit card data • Individuals' health information* • Social Security numbers • Drivers license and CA identification numbers

If you have questions, or your data falls into the "Contact Client Support" category, email clientsupport@it.ucla.edu for further clarification.

For more specific information about allowable use of UCLA licensed cloud storage options, visit: https://cloud.ucla.edu/sites/default/files/comparison-box-dropbox-idre.pdf

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Creating and Accessing UCLA Box Accounts

Because UCLA's Box service is different from the commercial Box service, you will need a UCLA Box account to use it.

 To create and access a UCLA Box account,
1. Go to https://ucla.account.box.com/login.

UCLA

Part of University of California, Los Angeles?

University of California, Los Angeles uses your network username and password to log in to Box. Continue to log in to Box through your network.

Continue

Not part of University of California, Los Angeles? Log In or Sign Up Here

Welcome to UCLA Box

Box at UCLA is a secured cloud-based file sharing and storage service. It is easily accessible from anywhere, on smartphone, tablet, or PC. Find out more at UCLA Box

TERMS OF USE
Using Box at UCLA means you have read, understand and agree to comply with UCLA's Policy, Data Use Restrictions, and its Terms and Conditions.

UCLA Box | Data Use Restrictions| Policy| Terms and Conditions|

2. Click the blue "Continue" button.
3. Wait to be directed to the UCLA Logon page.

Sign In with your UCLA Logon ID

Your UCLA Logon ID

Your UCLA Logon Password

SIGN IN

- Forgot your UCLA Logon ID or Password?
- Need a UCLA Logon ID?

4. Enter your UCLA Logon ID and Password.

Troubleshooting: When you are logging in for the first time, if you are returned original screen with a red "Invalid Credentials" error message, see the next section.

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Existing Box Accounts

If you receive a red "Invalid Credentials" error message while creating UCLA Box account, it's likely because you already have a non-UCLA Box account using your official UCLA Email address.

Make sure you know your official UCLA email address (which might not be your @ucla.edu email):

1. Log in to the UCLA Logon ID management page.
2. Select "Manage UCLA Logon ID" and login with your UCLA Logon ID and password.
3. Take note of your official email address, listed fourth from the top, just below your ID number.

To KEEP your existing personal Box account and add a UCLA Box Enterprise account:

1. Change the email address associated with your personal account to use an email address other than your official email address**.**
2. After you have changed your personal account email address, log into https://ucla.account.box.com/login with your UCLA Logon ID and password to create and start using your Box at UCLA.

To REPLACE your existing personal Box account with a UCLA Box account:

1. [Change the email address associated with your personal account](#) to use an email other than your official email address or any other UCLA email address.
2. After you have changed your personal account email address, login to https://ucla.account.box.com/login with your UCLA Logon ID and password to create and start using your Box at UCLA.
3. Manually copy any files you want to keep from your personal account to your UCLA Box Enterprise account.
4. Once all the preceding steps have been completed, [you can delete your account](#).

Do not *delete/deactivate your account if your official email address is still associated with it as that will tie up the email address needed to create your UCLA Enterprise Box account.*

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## Using Multiple Email Addresses

Update your email alias

Your UCLA Box account is tied to your official UCLA email address. While you cannot change your primary email address in UCLA Box, it is possible to add multiple email addresses as "aliases," which other people can use when inviting you as a collaborator. This ensures all your emails point to one account and prevents the creation of another UCLA Box account.

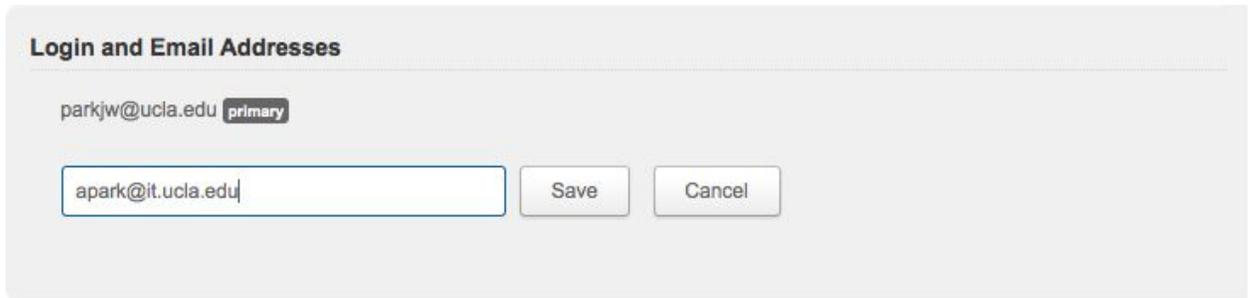To add an email alias to your UCLA Box account:

1. Log into [UCLA Box](#).
2. In the upper right-hand corner, click on the **Gear Icon**, then select **Account Settings from the drop-down menu.**
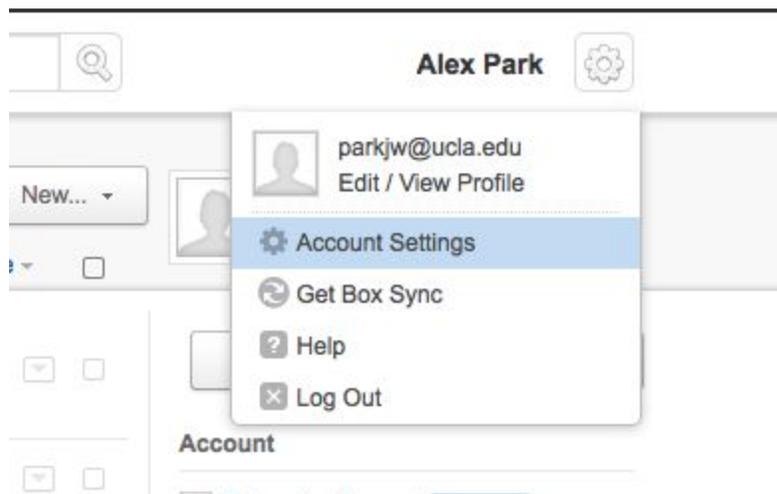
3. Scroll down to the **Login and Email Addresses** section and click on the **Add more emails** link.
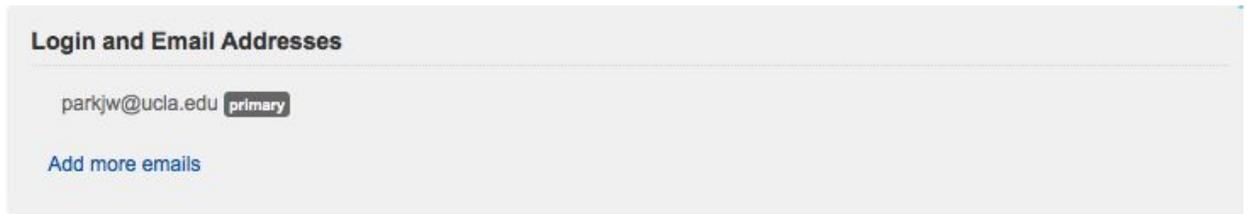
4. Enter your email address in the text field and click **Save.**

5. A confirmation email will be sent the address you just added. Until you verify the address, it will appear greyed out on the Account Settings page and will not be usable as an alias.

6. To confirm the change, check the inbox of the alias address and look for an email with the subject "Verify email for Box account:" and click the **Verify Your Email »** button included in the message.

7. A Box login page will open with your official address filled in. Although it will not look like the UCLA Box login page, it will still log you into your UCLA Box account. Enter your UCLA Logon and password and click **Log In.**

8. You should be brought to a page with the message **Your email address is now verified.** You can click the **Continue to Your Account** button to finish logging into your account.

9. You can now proceed with entering additional alias emails by repeating the above steps. If you would like to remove an alias address, simply go back to the **Account Settings** page, hover over the alias, and click the **Remove** link that appears to the right of the address.

Sharing Files Outside UCLA

You can share files with collaborators who do not have UCLA Logon IDs. Your colleague can have any type of Box account, either a free commercial account (https://www.box.com) or one from their institution.

When you send an invitation to someone outside UCLA, the link will lead to the UCLA Login Screen. They should click "**Not a part of University of California, Los Angeles?**" to log in with their email address or institutional login.

GSE&IS Departmental Box Folders

You can create and share files with your personal accounts, but if you are a group who would prefer your folders not be stored on an individual account, you can request a folder on the departmental space. You will still have co-ownership and administration permissions. This is a good option when you have projects that may last beyond one person's appointment.

If you are a GSE&IS member, contact ETU to set up a folder on the departmental space. You will need to provide:
1. You preferred folder name
2. The name and email address of at least one person with a UCLA Box account who will be in charge of the folder and have the ability to generate and send invitations to colleagues.

Additional Box Support

For additional setup and support instructions, visit:
https://community.box.com/t5/Get-Started-Guide-for-New-Users/tkb-p/GettingStartedToolkit