

Guide for new researchers with access to Statistics Denmark Research Servers

Introduction

Welcome to Statistics Denmark.

This guide is designed to provide an overview of the tasks that newly appointed researchers have in connection with their registration as researchers with access to Statistics Denmark's research servers.

The guide will go through the following:

- ✓ Login on remote.dst.dk
- ✓ Login in Denmark's Data Portal (DDV)
 - Change password to DDV
 - Approving your user agreement
 - Mikrodata Certification
- ✓ Walkthrough of the different access' a researcher has

You will be ready to log into the servers when the list above is completed and you have been granted access to a project

Sign in to remote.dst.dk

You need the following to be able to sign in to remote.dst.dk:

- ✓ Your username for Statistics Denmark (Ident)
- ✓ Your four digit password

NB. If you log in from abroad, you must also set up a VPN connection through your workplace. If you do not have access to a Danish phone number, you can contact forskningsservice@dst.dk to receive a physical token.



Picture 1- remote.dst.dk



Picture 2 –OTP prompt

Send mail to Servicedesk
servicedesk@dst.dk

Call the Servicedesk Call-center
3917 3800
Mon-Thurs 8:30-16:00
Friday 8:30-15:30

Link to other guides:
www.dst.dk/da/Sites/support

- 1) Start a browser (e.g. Edge, Chrome, Firefox...)
- 2) Go to remote.dst.dk
- 3) Fill in the following:
 Username: your Ident/username at Statistics Denmark
 Password: the four digit password
- 4) Click on “Logon”
- 5) Type in the one-time-password, sent to you via text or the token response from your physical token
- 6) Click on “Logon”

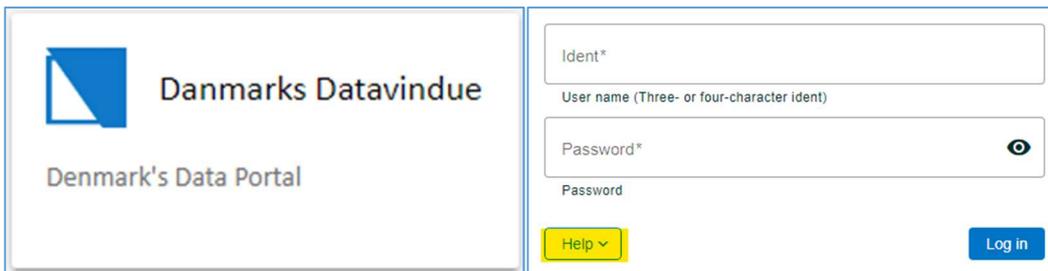
Sign in to Denmark’s Data Portal

Below is a list of mandatory steps you need to follow before the system can grant you access to projects:

- ✓ Approve user agreement
- ✓ Complete the microdata certification

You solve both tasks through Denmark’s Data Portal.

How to sign in to Denmark’s Data Portal



Picture 3 – Data portal button remote.dst.dk

Picture 4 – Log in form to Data portal

- 1) Click on “Denmark’s Data Portal” on remote.dst.dk (picture 3). The button is visible after you have signed in to remote.dst.dk.
 If you have a temporary password go to step 7
- 2) Click “Help” (figure 4 - yellow marking) and start the process of setting a password for DDV
- 3) Click “Forgot Password”
- 4) Type in your Ident and click “Continue”
- 5) Fill in the following:
 - a. New password
 - b. Repeat the new password
 - c. Verification Code. You will receive it within a couple of minutes
- 6) Click “Submit”
- 7) Type in your Ident and password and click “Log in”

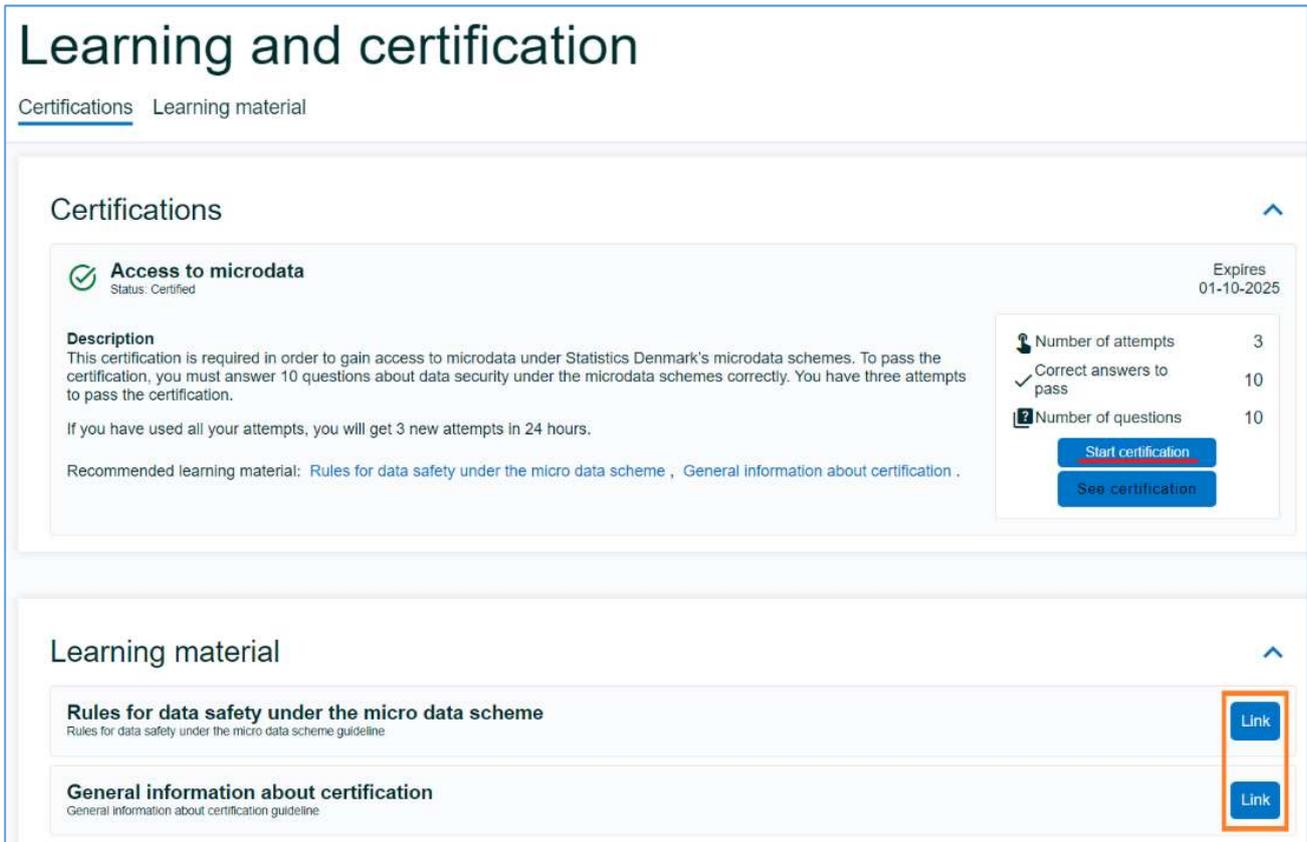
Your user agreement will show up the first time you sign into DDV. You will receive a copy via email after you have read and approved it.

How to take the Micro data certification

The Mikrodata certification is mandatory and has to be renewed every 12 months



Picture 5



Picture 6

- 1) Picture 5 shows the menu after signing in to DDV. Click “Learning and certification”
- 2) Read the learning material (picture 6 – orange marking)
- 3) Take the test (picture 6 – red marking)

Your administrators can grant you access to projects before you have completed the certification. When you are certified, the project access creation starts. You will receive your project credentials via email.

Different access types for researchers

Researchers have three types of users. The users have access to different systems. To simplify things the username for the different users are based on your Ident. Keep in mind that the passwords for the different users is changed/reset in different ways.

Remote.dst.dk

Username: Ident (e.g. FXXX).

Password: four-digit password sent via email

How to reset/change the password:

The only way to reset the password is to contact Servicedesk by either calling the call-center or sending an email. After the password has been reset, you have to wait 15-20 minutes before trying to sign in with the new credentials.

Denmarks Data Portal

Username: Ident (e.g. FXXX).

Password: The password is either sent via email or set by the researcher

Requirements: At least eight characters
 Capital and regular letters
 At least one number.

How to reset/change the password:

Follow the guide under "Sign in to Denmark's Data Portal"

Project access

You have one project account for each project access you have.

Username: Ident + project number (e.g. FXXX709999).

Password: A password set by the researcher or sent to the researcher via email.

Requirements: At least 12 characters
 Capital and regular letters
 At least one number
 Expires after 12 months

How to reset the password

- 1) Sign into remte.dst.dk
- 2) Click the button named "Reset password"
The page that appears shows a list of your active projects.
You do not have any active projects if your list is empty
- 3) Click the "Reset" button next to the project
- 4) Click "Ok" – the project and the button disappears from the page.
- 5) You will receive a new password within a couple of minutes
NB. The password has to be changed before you can sign into the project. Follow the guide in the email.