

Logging in to DPAU Analysis Environment

DPAU Analysis Environment is hosted on Monash Secure eResearch Platform (Monash SeRP).

Requirements

Internet Browser - DPAU Analysis Environment can be accessed through any modern internet browser. We recommend Microsoft Edge or Google Chrome.

VPN - A VPN is a virtual private network which allows you to access DPAU Analysis Environment services. A VPN connection is compulsory while accessing the DPAU Analysis Environment. DPAU Analysis Environment utilises a VPN client called 'CISCO AnyConnect'.

Installing the VPN Software

Detailed guidance about Cisco AnyConnect and the Monash Virtual Private Network (VPN) can be found at <https://www.monash.edu/esolutions/network/vpn>.

You can download CISCO AnyConnect at <https://vpn.monash.edu> with your username, not your email.

If you have any difficulty downloading CISCO AnyConnect, please contact Monash SeRP support on safehavens@monash.edu.

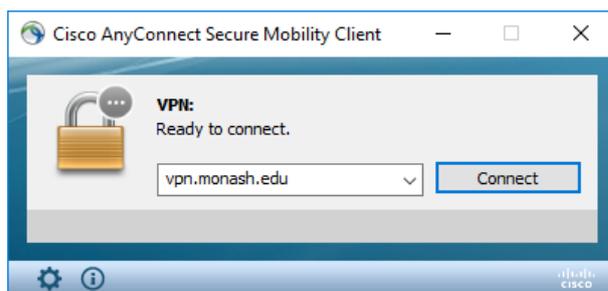
Accessing DPAU Analysis Environment

A. Accessing Portal

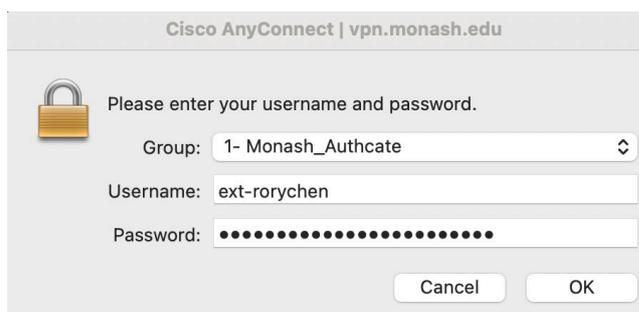
DPAU Analysis Environment is accessed via a portal at <https://serp-web.erc.monash.edu/>

1. Log in to the VPN using your assigned username and password

Open the CISCO AnyConnect application, if you have CISCO AnyConnect already installed on your computer, change the connection server address to: **vpn.monash.edu**, then click Connect.



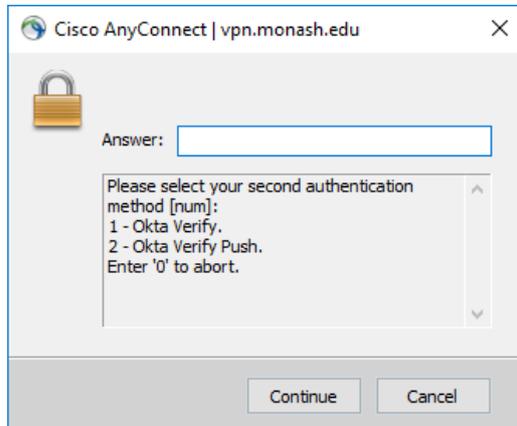
2. Login with your assigned username. Your username will be in a similar to ext-rorychen.



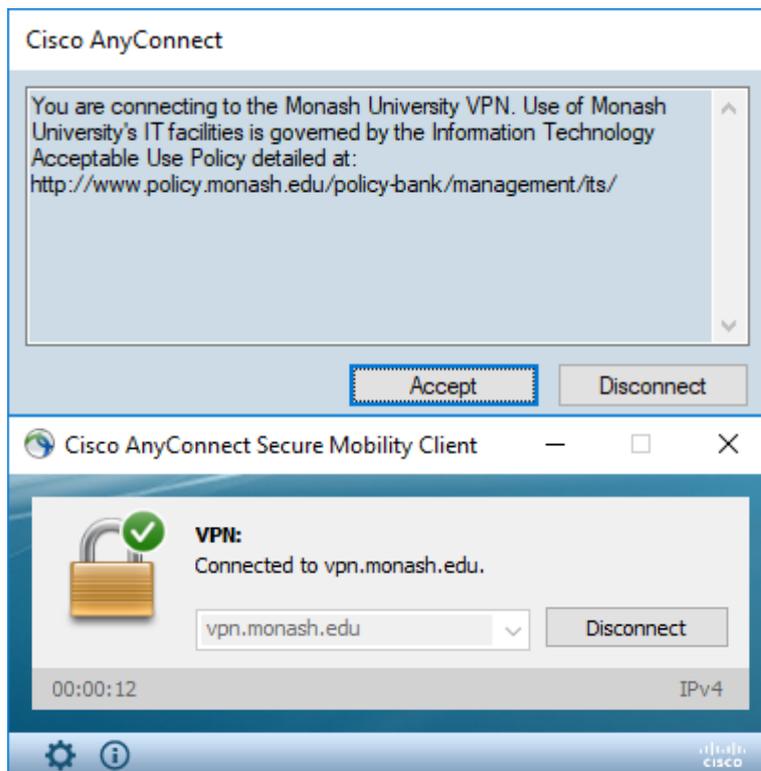
3. You'll be prompted to authenticate using Multi-Factor Authentication (MFA). Select either Option 1 or Option 2.

Option 1: Enter verification code from your Okta App, then click OK.

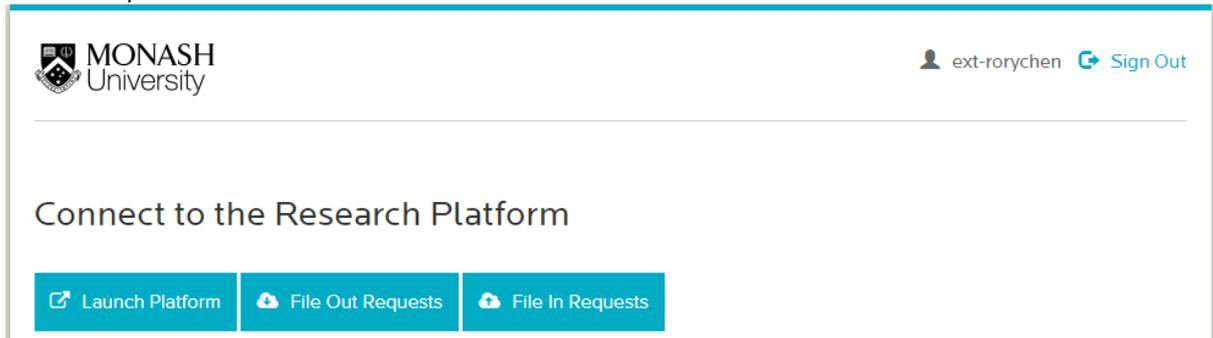
Option 2: Approve push notification on your Okta App.



4. Click Accept to complete your login to the VPN



5. Open a web browser (e.g Chrome, Microsoft Edge, Safari) and go to the Portal:
<https://serp-web.erc.monash.edu/>
6. Enter your assigned username and password when prompted
7. When the user portal displays, you will see your available project listed and three options:
 - Launch Platform
 - File Out Requests
 - File In Requests



B. Launch Platform

1. Within the user portal, click Launch Platform
2. Enter your assigned username and password when prompted.

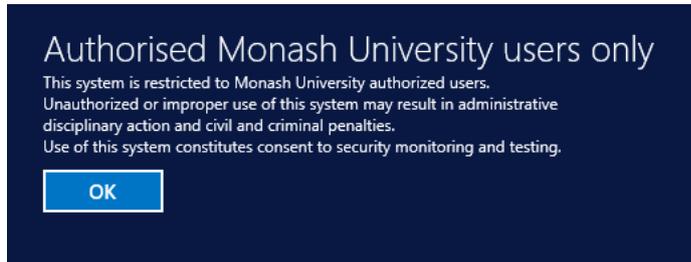


3. A pool of available Virtual Machines will be listed.

Click Connect on any available machine to start the remote connection



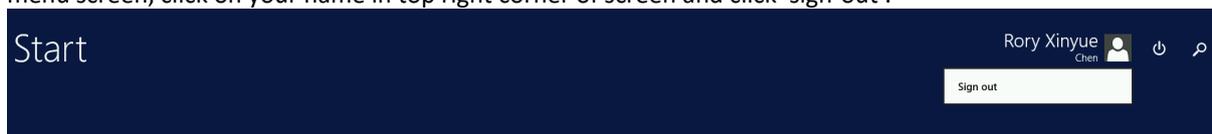
4. Click OK



5. Congratulations, you are now logged in!

Upon first time logging in, it may take a minute to load your personal desktop and then the available tools icons will appear.

To sign-out of the environment, click the 'Windows' button on the lower left of the screen. This will load a menu screen, click on your name in top right corner of screen and click 'sign-out'.



Restrictions

- No internet access is available within the DPAU Analysis environment
- Application installation is disabled.

Available Applications

Applications are delivered dynamically and are assigned to the user upon login.

Currently, the following applications are delivered dynamically:

- SPSS
- STATA
- SAS
- R
- R Studio
- Notepad++
- Python
- DBeaver
- Microsoft Office applications

Additional applications can be installed upon request, fees may apply. It is preferred such request being raised when submitting your Data Access Application. To request additional applications to be installed within the DPAU Analysis Environment, email dpau@unsw.edu.au.

The email should include the following:

Subject line: Application Installation Request – Project ID

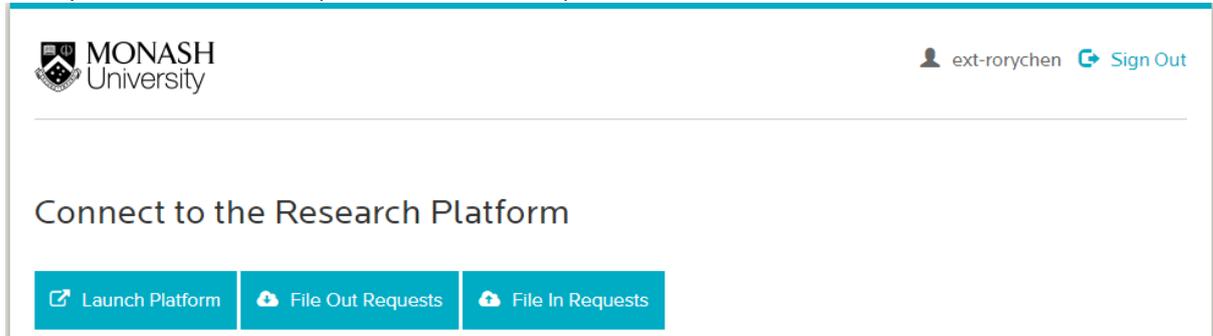
Content must include: Project ID and name; Your full name; List of application(s) you would require for installation.

File In Requests

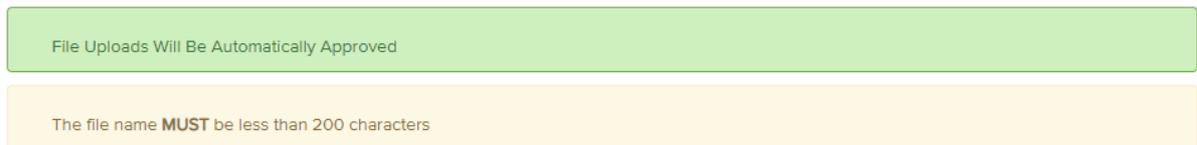
*All access to DPAU Analysis Environment is only available via VPN, for detailed log-in instructions, see [here](#).

1. To import a file in to the DPAU Analysis Environment, go to the Portal at <https://serp-web.erc.monash.edu/>.

2. Once you have accessed the portal, click 'File In Requests' icon as show below.

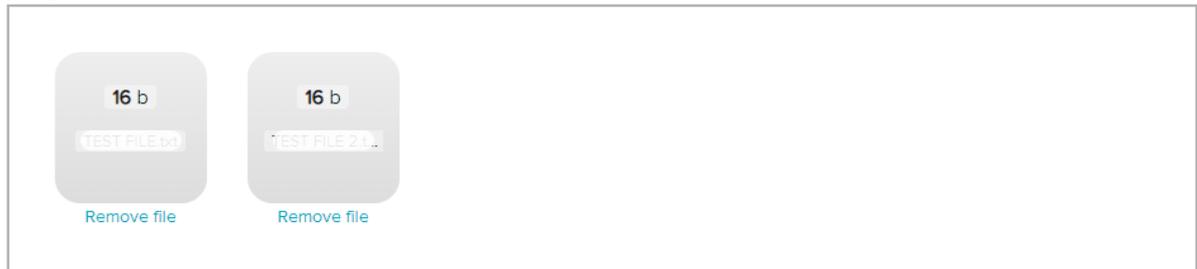


3. You can now drag and drop your file in requests into the Files area. Select your project from the 'Documentation' drop-down menu. Click 'Upload Files' when finished. Files will be automatically approved.



Request Files In

Files



Please select one or more files

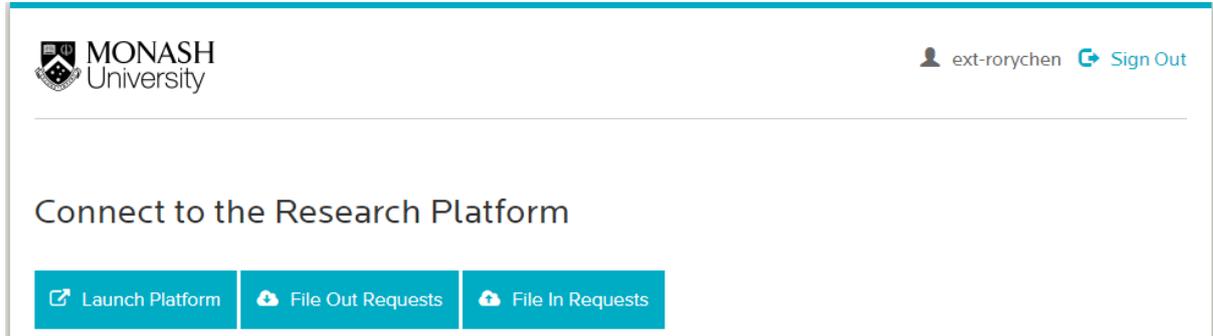
Documentation



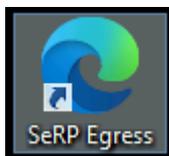
Select Project



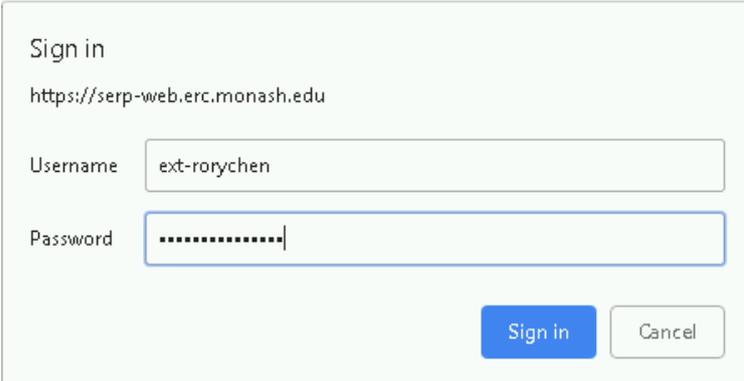
- To retrieve your file from within the DPAU Analysis Environment, click Launch Platform and connect to an available Virtual Machine.



- Within the Virtual Machine, load the desktop icon 'SeRP Egress', or go to the Portal at <https://serp-web.erc.monash.edu/> use your preferred browser.



You will be prompted for your log in details, please use your assigned username and password.



- When the portal displays, you will see three options:

- Request File(s) Out
- My Pending Out Requests
- Retrieve File(s) In



Click 'Retrieve File(s) In'

7. A list will display of all available file uploads. Select the 'eye' icon to view your file.

My File Uploads

Posted	Project	Files	ApplicationStatus	View
24/05/21 14:19	test_dpau_p001 - Rory Testing 1	3 (170.2 KB)	Approved	
24/05/21 13:47	test_dpau_p001 - Rory Testing 1	2 (3 MB)	Approved	
05/05/21 16:25	test_dpau_p001	1 (325 Bytes)	Approved	
05/05/21 16:23	test_dpau_p001	5 (11.5 MB)	Approved	

8. Click the download icon to download your file within the DPAU Analysis Environment.

My File Uploads

Uploaded 19/03/19 16:28 by MONASH\mish0006

File	Size	Status	Download
testing_file_in2.bst	21 Bytes	✓ Approved	

[Download all as a ZIP file](#)

Congratulations. Your file has now been imported in to the DPAU Analysis Environment and will be available on the U Drive.

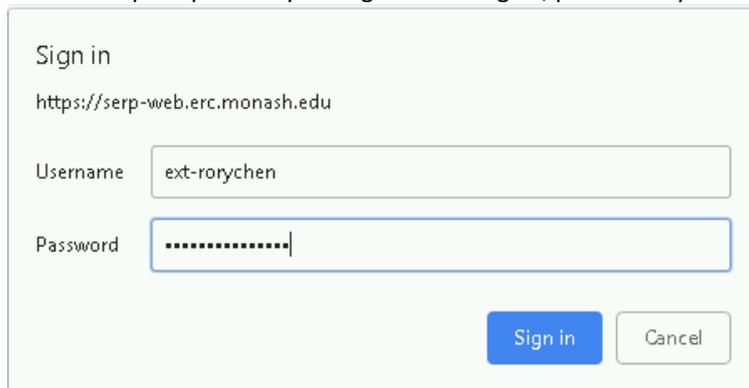
File Out Requests

*For details of accessing DPAU Analysis Environment, see [here](#).

1. File Out requests are submitted from within the DPAU Analysis Environment Virtual Machine, using the *SeRP Egress* desktop shortcut, or go to the Portal at <https://serp-web.erc.monash.edu/> use your preferred browser.



You will be prompted for your log in details again, please use your assigned username and password.

A 'Sign in' dialog box for the URL 'https://serp-web.erc.monash.edu'. It contains a 'Username' field with the text 'ext-rorychen' and a 'Password' field with masked characters. At the bottom right, there are two buttons: 'Sign in' (blue) and 'Cancel' (grey).

2. When the portal displays, you will see three options:

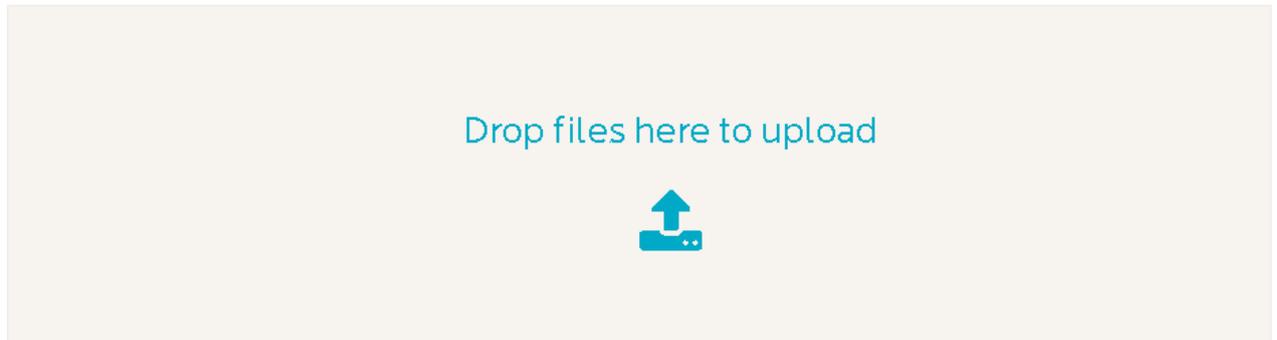
- Request File(s) Out
- My Pending Out Requests
- Retrieve File(s) In



Click 'Request File(s) Out'

- Drop your file(s) into the relevant area and fill and complete the form questions. Then click Send Request.

Files



Documentation

Select the IGRP project number the work falls under

--- Select Project ---

Documentation is included within the files

File(s) description

I certify that these outputs comply with the **Monash Data Access Agreement**, and that I have provided all the required information.

File requests are reviewed by the Monash Senior Data Scientists. Please allow two working days for the review.



- Please allow two working days for the review process. When the review has been completed, you will be sent another email notification containing instructions on how to retrieve the file(s).

If you have not received an email with instructions on how to retrieve your files, please contact DPAU at dpau@unsw.edu.au.

The email should include the following:

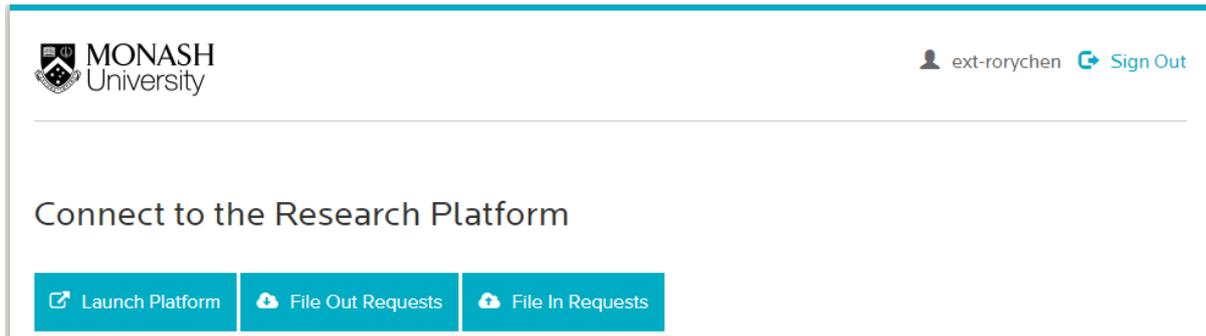
Subject line: File Out Requests – Project ID

Content must include: Project ID and name; Your full name; Date you submitted the request

The following steps are to be completed once your File Out Request has been approved for retrieval from the DPAU Analysis Environment.

6. To export approved file(s) from the DPAU Analysis Environment, go to the Portal at <https://serp-web.erc.monash.edu/> (do not select launch platform).

7. Select File Out Requests

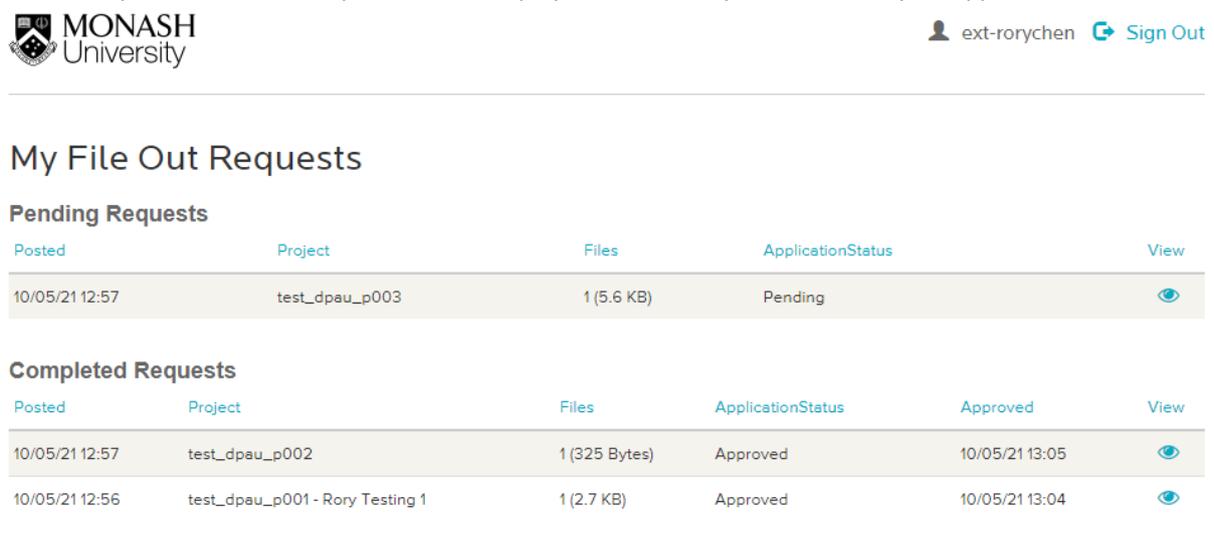


MONASH University ext-rorychen Sign Out

Connect to the Research Platform

[Launch Platform](#)
[File Out Requests](#)
[File In Requests](#)

8. A list of previous File Out requests will be displayed. Click the 'eye' icon to view your approved file.



MONASH University ext-rorychen Sign Out

My File Out Requests

Pending Requests

Posted	Project	Files	ApplicationStatus	View
10/05/21 12:57	test_dpau_p003	1 (5.6 KB)	Pending	

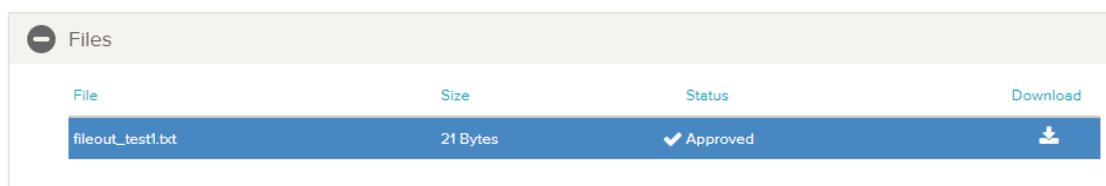
Completed Requests

Posted	Project	Files	ApplicationStatus	Approved	View
10/05/21 12:57	test_dpau_p002	1 (325 Bytes)	Approved	10/05/21 13:05	
10/05/21 12:56	test_dpau_p001 - Rory Testing 1	1 (2.7 KB)	Approved	10/05/21 13:04	

9. Click the download icon to download your approved file. The file will now be saved to your local computer.

My File Out Request

Request Status: Approved
 Posted: 20/03/19 14:27 by MONASH\mish0006
 Reviewed: 20/03/19 14:31 by jrevote



Files

File	Size	Status	Download
fileout_testf.bt	21 Bytes	✓ Approved	

Accessing Project Folders

*For details of accessing DPAU Analysis Environment, see [here](#).

1. To access your project folders, you must be logged in to the DPAU Analysis Environment.

Click on the 'File Explorer' icon in the bottom left of screen.

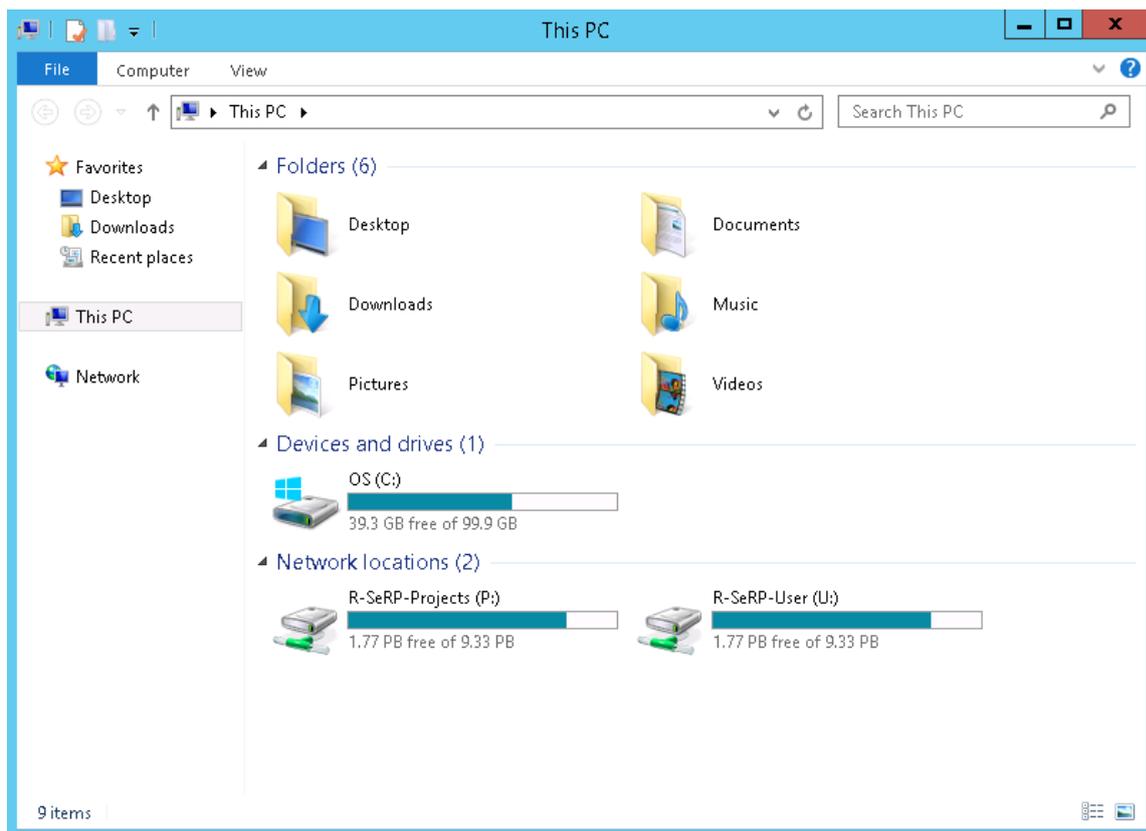


2. The project folder is available on the P: drive with folder name as your Project ID.

All approved data will be contained in your project folder.

Please note: It is important that you do not use the virtual machine desktop folders or desktop for storing data or documents, as there is no guarantee that the next time you log in, the same virtual connection portal will be available to you.

Please use/store your data in U: drive (user drive) or P: drive (project drive).



Packages for STATA / R / Python

Packages for STATA, R or Python can be installed upon request. Common packages would already be available. It is preferred such request being raised when submitting your Data Access Application. To request additional applications to be installed within the DPAU Analysis Environment, email safehavens@monash.edu.

Please see the details of packages [here](#).

The email should include the following:

Subject line: DPAU package installation for STATA/R/Python

Content must include: Project ID and name; Your full name; Your DPAU Username; List of package(s) and application you would require for installation.

SPSS Packages and Extensions

SPSS version 27 is available in DPAU Analysis Environment

- R Plug-In has been installed
- Python Plug-In has been installed
- Propensity Score Matching bundle has been installed

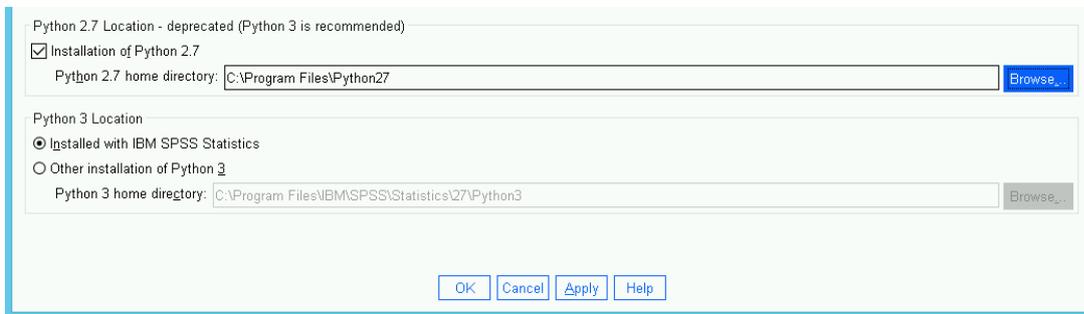
When opening SPSS, please ensure R and Python locations have been set correctly.

Once setup correct, you will be able to use as normal.

SPSS - Python Setup

Go to Edit > Options > File Locations

Ensure Python 2.7 location is set to C:\ProgramFiles\Python27 and Python 3 Location is set to Installed with IBM SPSS Statistics



SPSS - R Setup

Go to Extensions > R3.6 Configuration

Ensure R 3.6 home directory is set to C:\ProgramFiles\R\R-3.6.1

