Using the Adams Server

Adams is a remote desktop server that is available for researchers to perform statistical and other analysis on what is termed high risk data. High risk data is any information that contains sensitive or highly sensitive data. Highly sensitive data may be any personally identifiable information, personal health information, or anything controlled by an IRB, etc. **NOTE**: It is very important that you do not save any high risk data on your home drive. The home drive (Bonsai) is either the H: drive for faculty/staff or the Z: drive for Students. Please use your space on the U: drive or a project space on the R: drive. More on this later.

To utilize the Adams Remote Desktop Server, permission must be granted through the Regulatory Compliance Office or through SHERC. Once access has been granted, you should use NAU's Virtual Desktop via the Microsoft Remote Desktop Client to access **adams.rc.nau.edu**. The process of using NAU's Virtual Desktop is talked about in depth in Service Now KB article KB0016074.

Your first step is to install the Microsoft Remote Desktop Client (MRD) if it is not already installed on your computer. The NAU ITS Service Desk is able to assist with insallation. Once you have MRD installed, then you will add what is called a workspace. The NAU workspace supplies access to many software packages as well as remote desktop servers (RDS). Adams is one of the servers that is available. Incidentally, your H: (home) drive may be used for saving deidentified data.

For more information on Microsoft Remote Desktop, please refer to the following webpage: https://nau.edu/its/remote-desktop/

To aid in the process of accessing Adams, we will go over the method in this guide for Windows and Mac.

Accessing the RDS and Adams with Windows

From your Start Menu open the Remote Desktop application. You will then select the option to subscribe with url and then should see the following.

Enter **https://rdweb.wvd.microsoft.com** and click next. You will then be prompted for you NAU email address followed by your NAU Password.

You may be prompted to DUO authenticate. If you are unfamiliar with this, please review the following article - https://nau.service-now.com/sp?id=kb_article&article=KB0013321

On a subsequent page, uncheck the box that says Allow my organization to manage my device and click OK. You should now have access to the NAU Apps. Scroll down to find the listing of servers. If you have been granted Adams access you should see Adams listed. Double click on it to log in to Adams. Your list may look similar to the following.
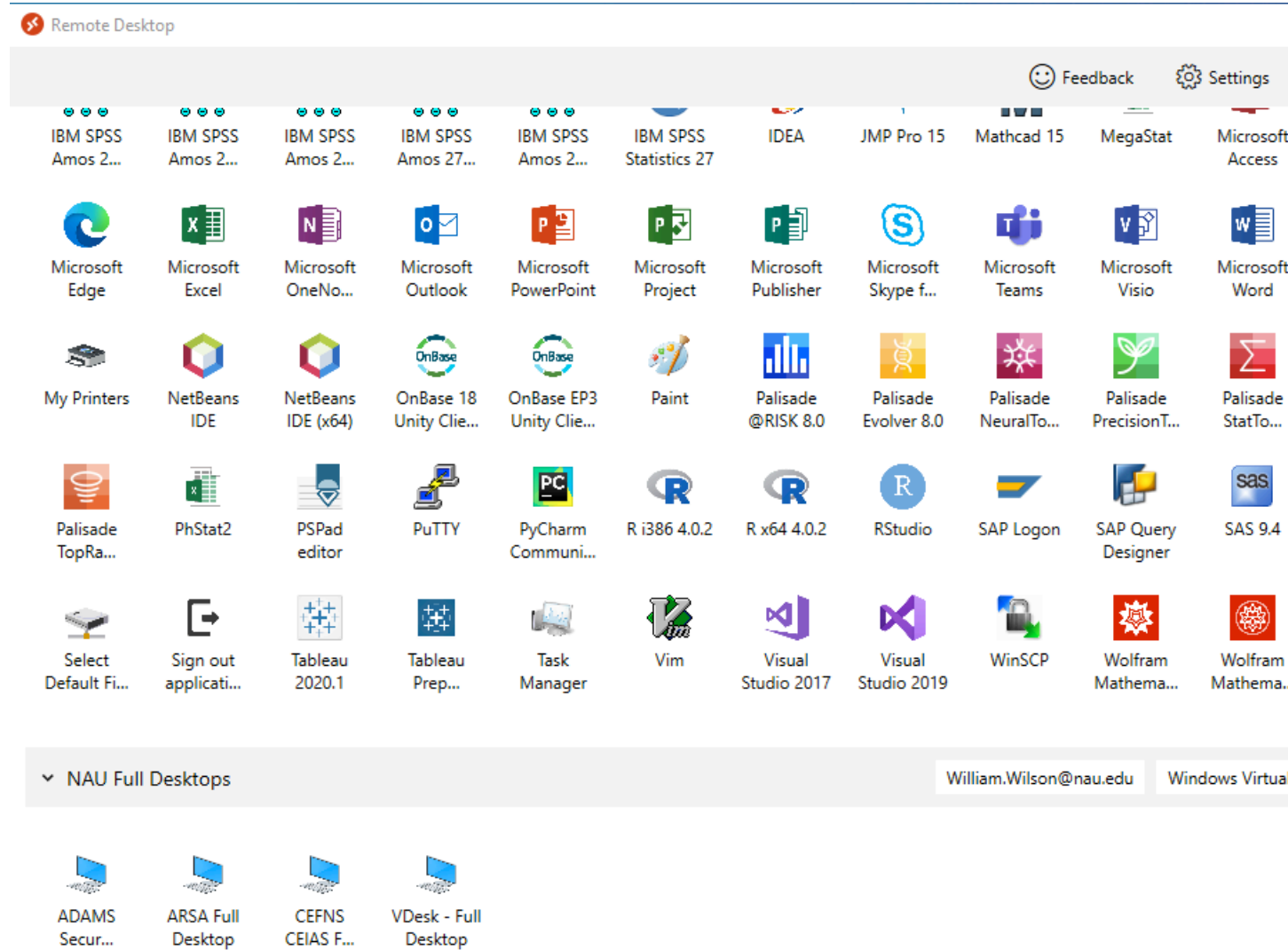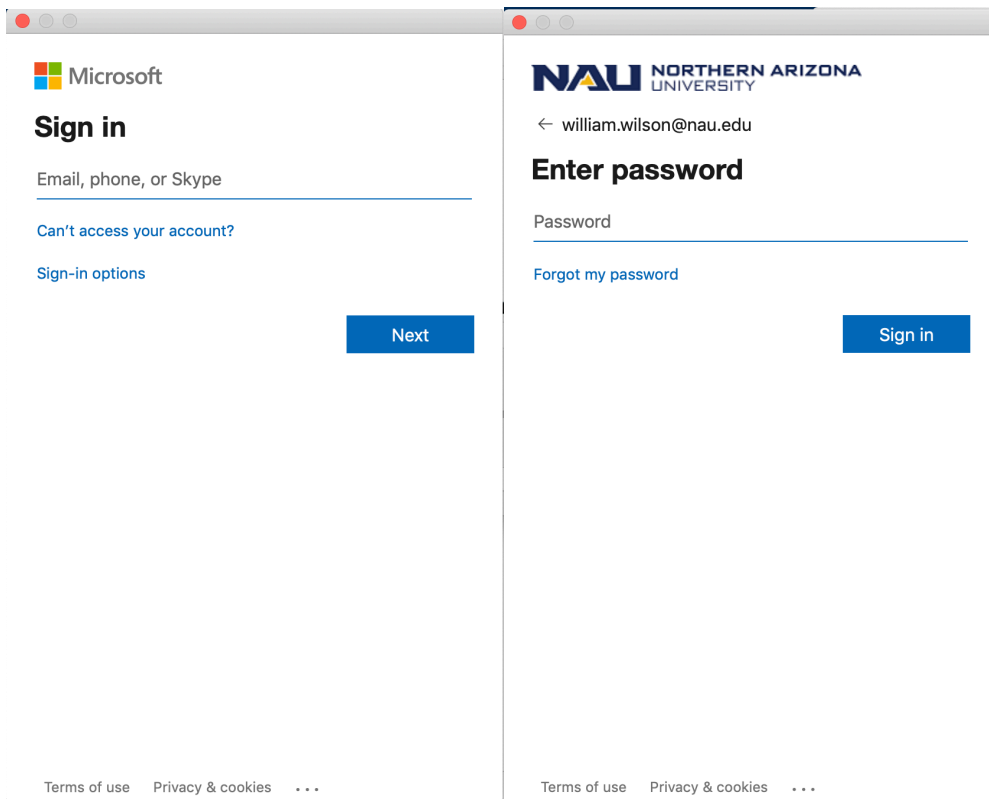

To access Adams double click on Adams Secure Desktop. You will be prompted to log in. Use your NAU Login ID (not your email) and your NAU Password.

Accessing Adams on the Mac

On the Mac you will need the Microsoft Remote Desktop Software version 10.5.1 or later which is available through the App Store. Once the software is installed, launch it and select the workspaces tab.
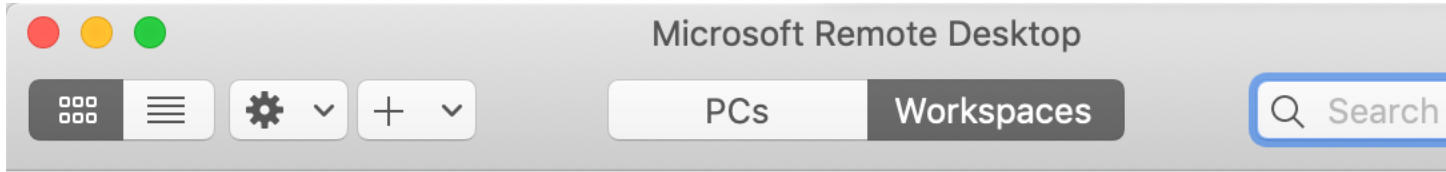
To add the NAU Apps click the + button and select Add Workspace. You will be prompted for the url. Enter **https://rdweb.wvd.microsoft.com** and click add. If you are prompted for a DUO authentication, follow through with that (KB article https://nau.service-now.com/sp?id=kb_article&article=KB0013321). The next step is to enter your email address and NAU Password.

When you have successfully authenticated, you will be able to download the Workspace. Once completed you will see Apps and Servers for the workspace. The servers are at the bottom of the list. Scroll down and you should see something similar to the following.
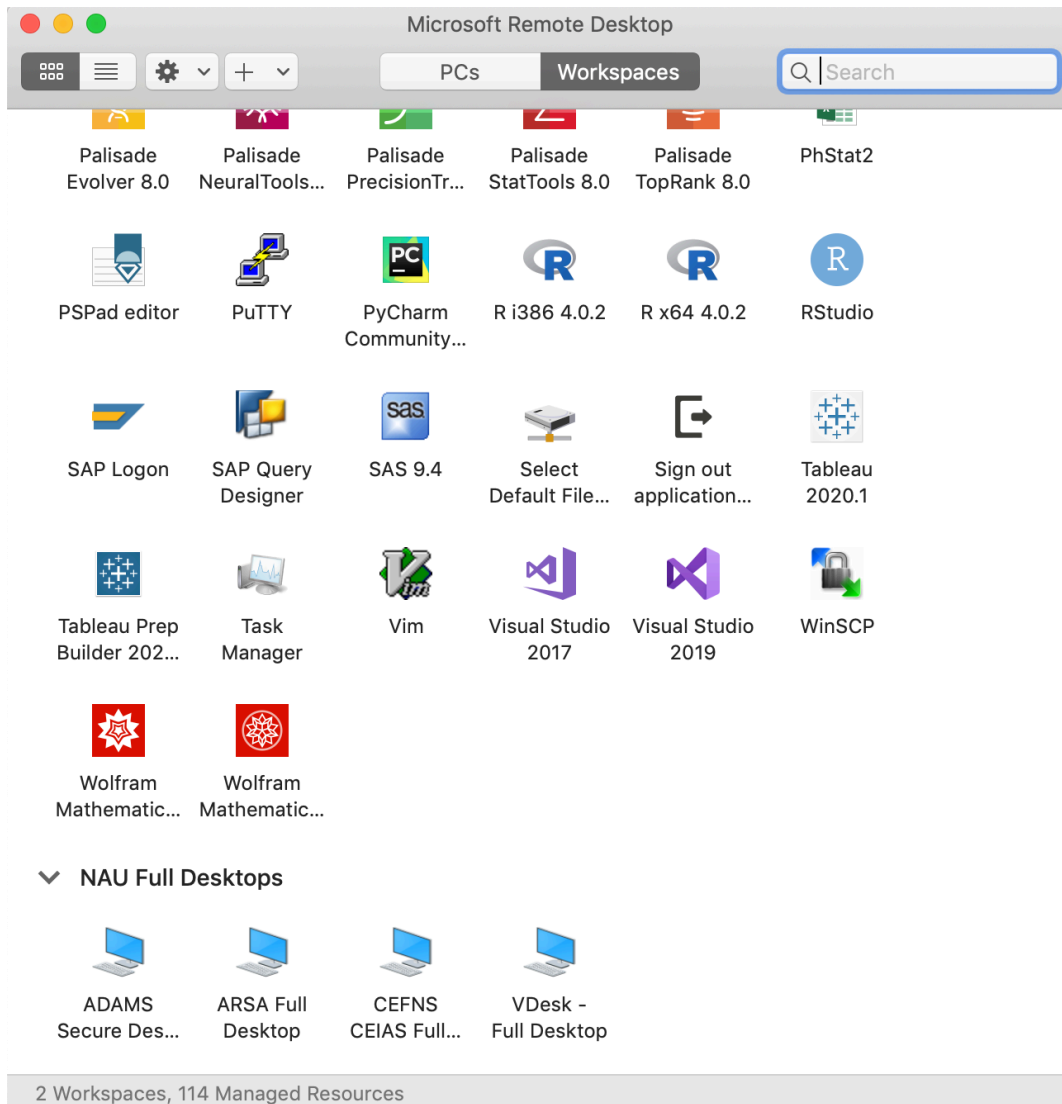
To access Adams double click on Adams Secure Desktop. You will be prompted to log in. Use your NAU Login ID (not your email) and your NAU Password.

Once on Adams

When you use the Remote Desktop software to access Adams, you are no longer on your local desktop system, but are working on the Adams server through the Remote Desktop software. It is like sitting down at another computer and doing your work. The Remote Desktop software provides you access to a desktop on the Adams server.

Once you log in, you will see a screen similar to the following.

ADAMS

All Users Start Menu

User-Data folders

William Edward Wilson

redcap list.txt

Control Panel

Internet Explorer

FileSeek

Microsoft Edge

Current User Start Menu

Research folder

Microsoft SQL Server Mana...

SQL Server 2017 Import and Ex...

Recycle Bin

Acrobat Reader DC

Google Chrome

Sign Out

WinSCP

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Adams is a Windows type interface and to use the server you will need to have some familiarity with Windows.

There are two areas on Adams where high risk data may be stored. The first is the U: drive which is for user-data (not to be shared with other researchers). You may use this area/folder for your personal files relating to your research. If you bring up the File Explorer and select the U: drive, and then the Users folder, you will see a list of users on the system. If you double-click on your userid you will be in your personal storage area. There is also an R: drive for project folders for special projects.

Adams file space is also accessible as remote drives. On Windows you will Map a network drive and on the Mac you will connect to server. Two knowledge Base articles will help with this:
https://nau.service-now.com/kb_view.do?sysparm_article=KB0014088
https://nau.service-now.com/kb_view.do?sysparm_article=KB0014089

In Windows, you may map \\adams.rc.nau.edu\user-data$ to access your user area, or \\adams.rc.nau.edu\research$ to access the special research project folders that you may have access to. On the Mac, the connect to server entries are as follows:
smb://adams.rc.nau.edu/user-data$
smb://adams.rc.nau.edu/research$

Note that you will only be able to access the research data area if you are part of a previously set up research project.

The following is an example of what you may see.
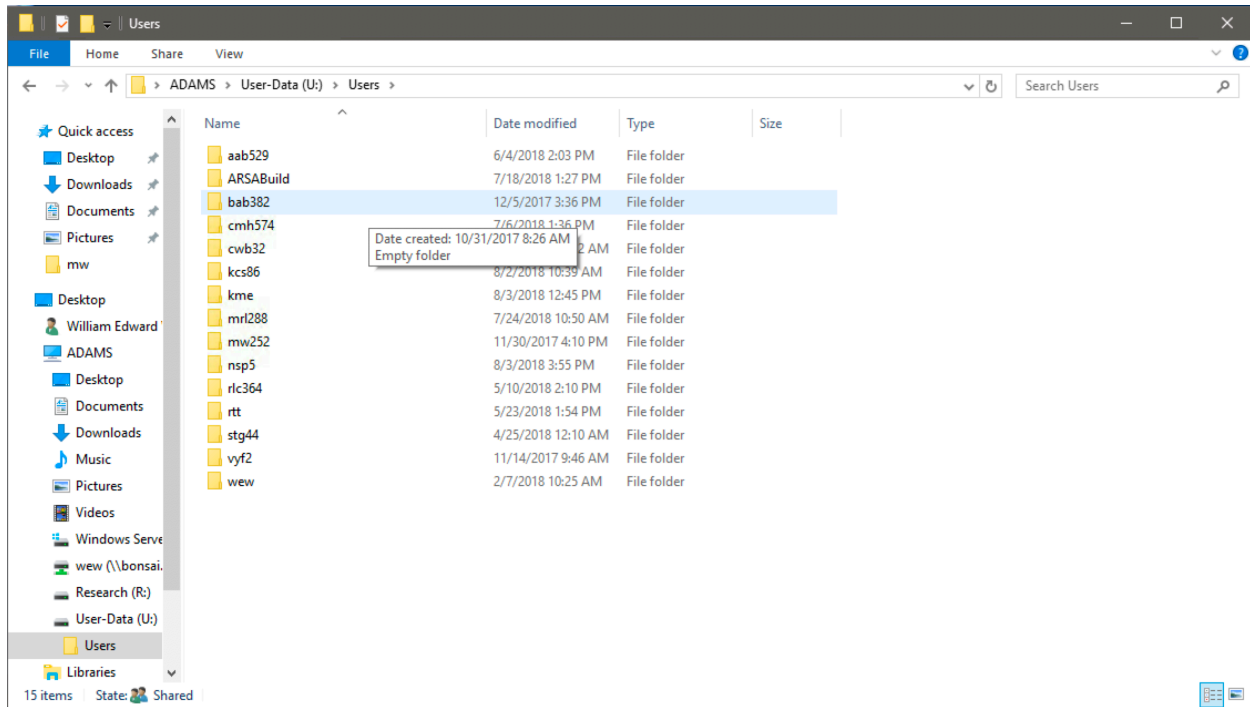
Another file storage area that you may have access to is on the R: drive. This drive is controlled by IRB and Project designations and you will see any of the projects that you are a member of. The Principal Investigator for the project will supply you with information on the project itself and what files are available for analysis. The R: drive is a shared drive and anyone on your project will see the files that are in your project folder. The same is not true for the U: drive.

When you are finished working on a project on Adams, you need to make sure to log out and not just close the Remote Desktop window. Otherwise your session is not really closed on the server and you are left in a disconnected state. This could affect what you have access to on the server if you are added to additional groups for working on various projects. The following image shows the Sign Off button:
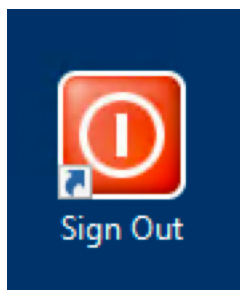
Simply double-click the icon and you will be signed off of the Adams Server.

The ARSA team will assist with any issues that you may have using Adams.