Steps to take before depositing data into the non-PHI iDASH Data Repository (powered by MIDAS)
Step 1: Access, Sign, and Submit your DUA
Access the DUA by going to the iDASH website (http://idash.ucsd.edu/) and following the links:

About >> Policies & Processes >> Data Use Agreement >> Procedures
Download your DUA

Download the DUA for CONTRIBUTORS by going to www.idash.ucsd.edu/procedures

To CONTRIBUTE data:

* Click here to download the DUA for any type of data contribution
Find the instructions on the “Procedures” webpage to submit your DUA. These instructions may be found at [http://idash.ucsd.edu/procedures](http://idash.ucsd.edu/procedures).

2) Submit your DUA.

Completed DUAs should be signed by users contributing or accessing data, the organization’s legal authority, and submitted to the following e-mail or mailing address:

**E-mail:**

cmri-support@ucsd.edu (Please use “iDASH DUA” as the subject line)

**Mail:**

CTRI / iDASH

Attn: Joyce Saria / Narimene Lekmine

9500 Gilman Dr.

La Jolla CA, 92093-0990 (please note that processing may be slower using mail)

Please include any applicable compliance documentation.
Step 2: Set up an account in the iDASH repository and join a community
Setting up an account in the iDASH repository for **non-PHI Data**
Set up an account

After the DUA is reviewed and signed by the UCSD Contracts and Grants Authority, you will receive two emails.

Email 1: Sent from the iDASH repository/MIDAS administrator, which will give you a username and password, similar to the one below:

An administrator has created a user account for you at the following Midas instance:

http://idash-data.ucsd.edu/

Log in using this email address [redacted] and your initial password:

-Midas administrators
Login to the iDASH data repository website, https://idash-data.ucsd.edu/, using the button at the top right hand corner of the page.
PLEASE NOTE

• You MUST log onto the iDASH data repository before you can complete the next step of joining the community.
Email 2: Sent from MIDAS, Inviting you to join a community, similar to the one below:

Midas community invitation
Midas@idash-data-prod.ucsd.edu
Sent: Wednesday, May 15, 2013 2:29 PM
To: 

You have been invited to join the community at https://idash-data.ucsd.edu.

Click here to see the community, and click the "Join the community" button if you wish to join.

Generated by Midas
Join the community by clicking on the “Join the community” button on the upper right corner of the page.
After joining the community, you will be able to see both public and private folders within the community.
• What is the value?
  – Curated environment
  – Data Agreements and access managed by UCSD DBMI
  – Ability to store PHI data

• If you have any additional questions please email ctri-support@ucsd.edu using the subject line “iDASH DUA”.