

CBI MRI DATA FLOW DOCUMENTATION

Focusing on Siemens Prisma 3T Data Flow and How to Access Your MRI Data Files

CBI Webpage

https://medicine.musc.edu/departments/centers/cbi

CBI System Administrators

Please use the MUSC Service-Now ticketing system to contact CBI System Administrators. see CBI Webpage for Help Request links to submit CBI server, data and equipment requests.

Updated: 20210112

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I. New MRI Projects

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CBI System Administrators

MUSC Service-Now Ticketing System (https://musc.service-now.com/) see CBI website for specific Help Request links to submit CBI server, data and equipment requests.

CBI Techs

cbitech@musc.edu 843-792-2353

Calpendo (http://musc.calpendo.com)

see CBI website for links containing a detailed instruction guide and information about the scheduling system.

CBIHOME (cbihome.musc.edu) Studies are added only for MUSC Faculty. Storage space is limited to MUSC Faculty. User accounts are linked to MUSC Net ID. Users are given permissions to work in specific MUSC Faculty study folder(s).

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riujectne	equest ronn - St	.uuy mio
Bita Chataminal	User Information	
	MUSC Faculty Full Name PI's Full Name	Faculty's First and Last Name
	Faculty MUSC Email PI's MUSC Email	Enter Faculty's MUSC Email Address (PI@musc.edu)
		MUSC Net ID
	FIS WOSC NELID	11.1 A
Paculty's Text and Last Name	MUSC Faculty Contact Phone	Fotor Faculty's Contact Number (843) 702-3000
Brown Faculty's MUSIC Errort Address (Pillmans and d	Project Information	
Mulic Ner ID	Project Name	
Error Faculty's Center Harrises (HU), 752 2000		Calpendo Project Name
	Abbreviated Project Name	
Calperate Propert Name	Abbreviated Project Name	CBI Server Folder Name (no spaces). Reccorrended less than 20 characters
CB Server Failur Nerve the Ignored Reconstructed	Project Code	R8 Pro #/ IACUC # / Enter Samples if running noo in-
RB Fina REINCUC & El Esnas Samplins d'Aurorag para la vise that donc not require IRCUC approval	Gasta	vivo that does not require IACUC approval
ACCESS TO A DATE OF A	orant w	1. Jan 1.
	Participation Characteric Participation Characteric	Name Particular Project Manne Project Code Project Code Project Code Project Code Project Code Project Particular Project Code

CBI New Project Request Form – Study Information

MUSC Faculty Full Name: PI's Full Name used for study project on CBIHOME.

Faculty MUSC Email: PI's MUSC Email address.

MUSC Faculty MUSC Net ID: PI's MUSC Net ID.

Abbreviated Project Name: CBIHOME folder name without spaces or special characters.

Characters allowed: letters (a-z, A-Z), numbers (0-9), dash (-) or underscore (_).

st Staff on Project ist personnel who will be with subjects at th	e scanner and/or accessing data files for this study)	
Please be aware that anyone workir Registration for this course is at the	ng with subjects at the MRI must complete the MRI Safety Course. CBI website:	
http://academicdepartments.musc.	edu/cbi/education/MRI-Safety-Class.html	
User Name 1	Enter Full Name	User's Full Name
Phone Number		
MUSC Email		User's MUSC Email
MUSC Net ID		User's MUSC Net ID
Access Data on CBI Server?	O Yes	User's Access to CBIHOME

CBI New Project Request Form – User Information

User Name: User's Full Name associated with study project.

MUSC Email: User's MUSC Email address.

MUSC Net ID: User's MUSC Net ID.

Access Data on CBI Server? (Yes/No): User's permitted to access CBIHOME study folder to access scan data.

Send email when data has been pushed from scanner? (Yes/No): User's to receive email notification when packaged DICOM scan data file is being uploaded to CBIHOME study folder.

II. MRI Data Flow

Slide # Description (Topics & Key Points Covered in Presentation)

- 8 MRI Data Flow and Data Management
- 9 Siemens Patient Registration Form
- 10 DICOM Filename Format
- 11 Packaged MRI Scan Filename Format

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Siemens MRI Console PC (HP Physical Computer): Very limited space, original scans remain on MRI Console PC for less than 2 weeks. If space is required, they may be removed sooner. Scans are only removed after verification of successful upload to CAIRPACS Virtual Drive.

CAIRPACS Server (MUSC Virtual Server): CAIRPACS server access by CBI System Administrators Only. CAIRPACS server contains programs which package individual scan session into a zipped file. Packaged scan files are then uploaded into MUSC faculty study folder directory located on the MRdata virtual drive mounted on CBIHOME server.

CAIRPACS Virtual Drive: Location of DICOMs uploaded from Siemens MRI console PC. Typically up to three months of scans remain on CAIRPACS virtual drive before files are compressed and uploaded to the archive virtual drive. CAIRPACS virtual drive and the archive virtual drive are backed up nightly through MUSC IT.

CBIHOME Server (Dell Physical Server): CBIHOME server access permitted to MUSC faculty and authorized personnel for each study.

CBIHOME Virtual Drive: Location of packaged scan DICOMs uploaded from CAIRPACS virtual server. A maximum of 500-GBytes of data are permitted to each approved MUSC faculty member. CBIHOME virtual drive are backed up nightly through MUSC IT.

Patient Regist	ration	Jiati	епсг	registr	atio	×	used to package DICOMs:
PATIENT	Last name First name Title Patient ID		PROCEDUB	Accession No Request ID Requested procedure(s)	8	=	Detion t ID
	Date of birth Sex Age	[M/d/yy Male Fernale Years	wl Other	Patient position			Patient ID
	Height Weight	ft in Ibs oz	Metric	Institution name	MUSC	2	
	Γ	DMalls	UTION	1. Performing physician 1. Operator		بر ح	Date/Time of Scan
HOSPITA	ming physician sting physician Admission ID		× ×				Requesting physician

MRI Console PC - Siemens Patient Registration

Three key parameters used to package scan DICOM files, name the final scan ZIP file and to upload the ZIP file into the correct study folder on CBIHOME server.

Patient ID Field: [PatientID]

Enter the patient ID for scan into the field "Patient ID".

* Do NOT use spaces or special characters.

* Only use the following characters: letters (a-z, A-Z), numbers (0-9), dash (-) or underscore (_).

Packaged DICOM ZIP Filename: PI-Lastname_StudyNumber_YYYYMMDD_HHMMSS_PatientID*.zip

Date/Time of Scan: [YYYYMMDD_HHMMSS]

Automatically generated once scan is started.

Packaged DICOM ZIP Filename: PI-Lastname_StudyNumber_YYYYMMDD_HHMMSS_PatientID*.zip

Requesting physician Field: [PI-Lastname_StudyNumber]

Enter the PI's lastname and Study Number separated by an underscore character (_). This value is used to properly send the packaged scan ZIP file to the correct study folder on CBIHOME. Packaged DICOM ZIP Filename: **PI-Lastname_StudyNumber_**YYYYMMDD_HHMMSS_PatientID*.zip

See "Packaged MRI Scan File Name Structure" on page 11 for more detailed information about packaged scan filename.

DICOM File Name	es		
iemens Prisma file n	aming convent	ion:	
Siemens MR	series da	ate	other
vv	v	v v	v
1.3.12.2.1107.5.2.43.	167021.202101	121230553	2079694878
	^^	^^	
	system	series	
ser	ial number	time	
Siemens Prisma Magnetom naming convention			

DICOM File Naming Structure

Typical file naming structure format for DICOM file: First 8 sections contains information about the "Siemens MR". Section 9 is the scanner serial number. Section 10 is the scan date (yyyymmdd), followed by the time (hhmmss).

 Siemens MR
 series date
 other

 v-----v
 v----v
 v-----v

 1.3.12.2.1107.5.2.43.167021.2021011212305532079694878
 ^-----v

 system
 series

 serial number
 time

Siemens Prisma Magnetom naming convention.

Pac	kaged MRI Scan File Name Structure
DEFAULT:	YYYYMMDD_HHMMSS_PatientID.zip YYYYMMDD_HHMMSS_PatientID*.zip
MANUAL	PI-Lastname_StudyNumber_YYYYMMDD_HHMMSS_PatientID_FULL.zip PI-Lastname_StudyNumber_YYYYMMDD_HHMMSS_PatientID_MRSOnly.zip
	PI-Lastname = PI's last name
	StudyNumber = Study Number, typically IRB #
	YYYYMMDD = Start date of scan session (year-month-day).
	HHMMSS = Start time of scan session (hour-minute-second).
	PatientID = Patient ID entered at MRI Console PC at time of scan.
	* = Alphabetical increase for each additional MRI console re-push.
	FULL = Package of all scan DICOM files, including spectroscopy files.
	MRSOnly = Package of spectroscopy files only.

Packaged MRI Scan File Name Structure

Default File Name Structure:

PI-Lastname_StudyNumber_YYYYMMDD_HHMMSS_PatientID*.zip

Manual Packaging by CBI System Administrators:

PI-Lastname_StudyNumber_YYYYMMDD_HHMMSS_PatientID_FULL.zip PI-Lastname_StudyNumber_YYYYMMDD_HHMMSS_PatientID_MRSOnly.zip

PI-Lastname = PI's last name
StudyNumber = Study Number, typically IRB #
YYYYMMDD = Start date of scan session (year-month-day).
HHMMSS = Start time of scan session (hour-minute-second).
PatientID = Patient ID entered at MRI Console PC at time of scan.
* = Alphabetical increase for each additional MRI console re-push.
FULL = Package of all scan DICOM files, including spectroscopy files.
MRSOnly = Package of spectroscopy files only.

III. CBIHOME

Slide #	Descript	ion
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- 13 Key Information for CBIHOME Server (cbihome.musc.edu)
- 14 Adding/Removing Users on CBIHOME Server
- 15 Accessing CBIHOME through SFTP/SCP Client Application

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CBI MRI Data is stored on the CBI server "CBIHOME" (cbihome.musc.edu 128.23.184.41).

Accessing the CBI User Server, "CBIHOME" can be done by using the information on this slide (and listed below):

Hostname: cbihome.musc.edu

Windows Users: The above information allows Windows users to access the CBIHOME server through: SSH program (PuTTY) or SFTP programs (WinSCP, Filezilla, CyberDuck, etc.).

MAC Users: The above information allows MAC users to access the CBIHOME server through: SSH from MAC terminal window, or SFTP programs (CyberDuck, Filezilla, etc.).

MUSC Faculty must submit a CBI "Help Request" (see Help Request section of this document) to add or remove users from their CBIHOME study folders. To Add a user to the CBIHOME server, CBI System Administrators require the user's full name, user's MUSC-NetID, user's MUSC Email address, and the study number(s)/study folder(s) to be added to.



Adding/Removing Users to CBIHOME Server

(1.) MUSC Faculty must submit CBI "Help Request" (*see CBI Help Request section of this document*) to add or remove users from their Calpendo and CBIHOME study folders.

(2.) Required information to Add a user to the CBIHOME server:

- (A.) Users full name
- (B.) User MUSC-NetID
- (C.) User MUSC Email address
- (D.) Study Number(s) / Study Folder(s)

Sample Submission:

Please add the below people to Study # 12345 /MRdata/Faculty_LastName/Study12345_fMRI/ Thomas Fleury, twf123, fleuryw@musc.edu

IMPORTANT: MUSC Faculty must submit a CBI "Help Request" to inform the CBI System Administrators whenever users need to be removed from access to specific Faculty folders and/or specific study folders.

Accessing MRI Data through CBIHOME Server

SFTP/SCP Client Application

Graphical User Interface (GUI) programs for transferring files. WinSCP, CyberDuck, Filezilla, etc.

see section "IV. WinSCP" about WinSCP Installation and Configuration. see section "V. CyberDuck" about CyberDuck Installation and Configuration. see section "VI. FileZilla" about FileZilla Installation and Configuration.

Windows Computers

Use WinSCP, FileZilla, CyberDuck to access CBIHOME data files.

Mac Computers

Use CyberDuck, FileZilla to access CBIHOME data files.

* Must be on MUSC Secure Network to connect to CBIHOME.

IV. W	/inSCP (SFTP/SCP Client Application for Windows PC Only)
Slide #	Description
15	WinSCP Downloading
16-17	WinSCP Installation
18-21	WinSCP Configuration

- 22-23 WinSCP Accessing CBIHOME
- 24 Using WinSCP to Check Quota Space

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Installation of WinSCP (slide 1 of 3)

WinSCPhttps://winscp.net/eng/index.phpWinSCP Downloadhttps://winscp.net/eng/download.phpCurrent version as of 20180425: 5.13.1(WinSCP-5.13.1-Setup.exe [9.2 Mbytes])

Installation Steps for WinSCP:

- (1.) Run the downloaded file.
- (2.) Accept License Agreement
- (3.) Select "Setup Type" (Typical or Custom Installation). FYI: Default directory path "C:\Program Files (x86)\WinSCP
- (4.) Select Initial User Setting Commander (two panels: left for local directories, right for remote directory) Explorer (only remote directory)
- (5.) Install.

If asked to import stored PuTTY sessions, select either "Yes" or "No" button.

- (6.) Skip Ads by clicking on "Next" button
- (7.) Finalize installation by clicking on the "Finish" button.

Installation of WinSCP (slide 2 of 3)

WinSCPhttps://winscp.net/eng/index.phpWinSCP Downloadhttps://winscp.net/eng/download.phpCurrent version as of 20180425: 5.13.1(WinSCP-5.13.1-Setup.exe [9.2 Mbytes])

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Installation of WinSCP (slide 3 of 3)

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- (5.) Install.

If asked to import stored PuTTY sessions, select either "Yes" or "No" button.

- (6.) Skip Ads by clicking on "Next" button
- (7.) Finalize installation by clicking on the "Finish" button.

* For Windows PC On Confi	w guration of W	inSCP	
	New Site	Session Elle protocol: SFTP Host name: Port number: 3 Cebihome.musc.edu User name: Password: MUSC-NetID Save Advanced	
	Iools V Manage	▼ Close Help	

Configuration of WinSCP (slide 1 of 6)

- (1.) Start WinSCP program.
- (2.) Enter "Host name" value of "cbihome.musc.edu".
- (3.) Enter "Port Number" value of "22".
- (4.) Enter MUSC-NetID into the "User name" box.
- (5.) Click the "Save" button.
- (6.) Popup window "Save session as site" appears.
- (7.) Accept "Site name" ("MUSC-NetID@cbihome.musc.edu") or modify ("CBIHOME").
- (8.) Click "OK" button to save name and session site.
- (9.) Select "Site name" on left side.
- (10.) Click the "Login" button.
- (11.) First time a computer accesses CBIHOME, you will get a "warning" window. If you are on a secure ethernet connection, click the "Yes" button.
- (12.) Enter your MUSC-NetID-Password.
- (13.) Click the "OK" button to finish connecting to the CBIHOME server.

- (14.) Select "/ <root>" from dropdown menu. (15.) Click on "MRdata"
- (16.) Step 14 above causes "/ <root>" to become "MRdata".
- (17.) Click on Faculty's Folder to access Study sub-folders and packaged DICOM files. /MRdata/Faculty_LastName/Study1/upload/20180401_121530_1001v1.zip

🗣 Login		- 🗆 ×
New Site	Session Elle protocol:	
	Save session as site ? × Site name: MUSC-NetID@cbihome.musc.edu 7 Eolder: <pre> Cnone> Save password (not recommended) Greate desktop shortcut</pre>	Port number: 22 🗘

Configuration of WinSCP (slide 2 of 6)

- (1.) Start WinSCP program.
- (2.) Enter "Host name" value of "cbihome.musc.edu".
- (3.) Enter "Port Number" value of "22".
- (4.) Enter MUSC-NetID into the "User name" box.
- (5.) Click the "Save" button.
- (6.) Popup window "Save session as site" appears.
- (7.) Accept "Site name" ("MUSC-NetID@cbihome.musc.edu") or modify ("CBIHOME").
- (8.) Click "OK" button to save name and session site.
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- (11.) First time a computer accesses CBIHOME, you will get a "warning" window. If you are on a secure ethernet connection, click the "Yes" button.
- (12.) Enter your MUSC-NetID-Password.
- (13.) Click the "OK" button to finish connecting to the CBIHOME server.

- (14.) Select "/ <root>" from dropdown menu. (15.) Click on "MRdata"
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- (17.) Click on Faculty's Folder to access Study sub-folders and packaged DICOM files. /MRdata/Faculty_LastName/Study1/upload/20180401_121530_1001v1.zip

Configuration of W	/inSCP (continued)
9 Musc-NetD@cbihome.musc.edu	Session Elle protocol: SFTP Host name: Port number: dbihome.musc.edu 22 User name: Password: 22 User name: Password: 22 Edit Advanced
Iools 💌 Manage	e 🕶 10 🔄 Login 💌 Close Help

Configuration of WinSCP (slide 3 of 6)

- (1.) Start WinSCP program.
- (2.) Enter "Host name" value of "cbihome.musc.edu".
- (3.) Enter "Port Number" value of "22".
- (4.) Enter MUSC-NetID into the "User name" box.
- (5.) Click the "Save" button.
- (6.) Popup window "Save session as site" appears.
- (7.) Accept "Site name" ("MUSC-NetID@cbihome.musc.edu") or modify ("CBIHOME").
- (8.) Click "OK" button to save name and session site.
- (9.) Select "Site name" on left side.
- (10.) Click the "Login" button.
- (11.) First time a computer accesses CBIHOME, you will get a "warning" window. If you are on a secure ethernet connection, click the "Yes" button.
- (12.) Enter your MUSC-NetID-Password.
- (13.) Click the "OK" button to finish connecting to the CBIHOME server.

- (14.) Select "/ <root>" from dropdown menu. (15.) Click on "MRdata"
- (16.) Step 14 above causes "/ <root>" to become "MRdata".
- (17.) Click on Faculty's Folder to access Study sub-folders and packaged DICOM files. /MRdata/Faculty_LastName/Study1/upload/20180401_121530_1001v1.zip

	(containa ca)
? × Continue connecting to an unknown server and add its host key to a cache? The server's host key was not found in the cache. You have no guarantee that the server is the computer you think it is. The server's Ed25519 key details are: Algorithm: ssh-ed25519 256 SHA-256: /EYxwq2V/ge57riVeSEe7bbkUXIfi5cC8Ux4xXIYVcc= MD5: 8d:44:b8:a1:b1:63:8d:1cc1:67:22:b6:30:a8:26:86	Password - MUSC-NetID/MUSC-NETID@cbihome.musc.edu × Searching for host Connecting to host Authenticating Using usernam∉ "MUSC-NetID"
If you trust this host, press Yes. To connect without adding host key to the cache, press No. To abandon the connection press Cancel. <u>C</u> opy key fingerprints to dipboard	Password:
11 Yes Vo Cancel Help	13 OK Cancel Help

Configuration of WinSCP (slide 4 of 6)

- (1.) Start WinSCP program.
- (2.) Enter "Host name" value of "cbihome.musc.edu".
- (3.) Enter "Port Number" value of "22".
- (4.) Enter MUSC-NetID into the "User name" box.
- (5.) Click the "Save" button.
- (6.) Popup window "Save session as site" appears.
- (7.) Accept "Site name" ("MUSC-NetID@cbihome.musc.edu") or modify ("CBIHOME").
- (8.) Click "OK" button to save name and session site.
- (9.) Select "Site name" on left side.
- (10.) Click the "Login" button.
- (11.) First time a computer accesses CBIHOME, you will get a "warning" window. If you are on a secure ethernet connection, click the "Yes" button.
- (12.) Enter your MUSC-NetID-Password.

(13.) Click the "OK" button to finish connecting to the CBIHOME server.

- (14.) Select "/ <root>" from dropdown menu. (15.) Click on "MRdata"
- (16.) Step 14 above causes "/ <root>" to become "MRdata".
- (17.) Click on Faculty's Folder to access Study sub-folders and packaged DICOM files. /MRdata/Faculty_LastName/Study1/upload/20180401_121530_1001v1.zip

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Configuration of WinSCP (slide 5 of 6)

- (1.) Start WinSCP program.
- (2.) Enter "Host name" value of "cbihome.musc.edu".
- (3.) Enter "Port Number" value of "22".
- (4.) Enter MUSC-NetID into the "User name" box.
- (5.) Click the "Save" button.
- (6.) Popup window "Save session as site" appears.
- (7.) Accept "Site name" ("MUSC-NetID@cbihome.musc.edu") or modify ("CBIHOME").
- (8.) Click "OK" button to save name and session site.
- (9.) Select "Site name" on left side.
- (10.) Click the "Login" button.
- (11.) First time a computer accesses CBIHOME, you will get a "warning" window. If you are on a secure ethernet connection, click the "Yes" button.
- (12.) Enter your MUSC-NetID-Password.
- (13.) Click the "OK" button to finish connecting to the CBIHOME server.

- (14.) Select "/ <root>" from dropdown menu. (15.) Click on "MRdata"
- (16.) Step 14 above causes "/ <root>" to become "MRdata".
- (17.) Click on Faculty's Folder to access Study sub-folders and packaged DICOM files. /MRdata/Faculty_LastName/Study1/upload/20180401_121530_1001v1.zip

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Configuration of WinSCP (slide 6 of 6)

- (1.) Start WinSCP program.
- (2.) Enter "Host name" value of "cbihome.musc.edu".
- (3.) Enter "Port Number" value of "22".
- (4.) Enter MUSC-NetID into the "User name" box.
- (5.) Click the "Save" button.
- (6.) Popup window "Save session as site" appears.
- (7.) Accept "Site name" ("MUSC-NetID@cbihome.musc.edu") or modify ("CBIHOME").
- (8.) Click "OK" button to save name and session site.
- (9.) Select "Site name" on left side.
- (10.) Click the "Login" button.
- (11.) First time a computer accesses CBIHOME, you will get a "warning" window. If you are on a secure ethernet connection, click the "Yes" button.
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- (13.) Click the "OK" button to finish connecting to the CBIHOME server.

- (14.) Select "/ <root>" from dropdown menu. (15.) Click on "MRdata"
- (16.) Step 14 above causes "/ <root>" to become "MRdata".
- (17.) Click on Faculty's Folder to access Study sub-folders and packaged DICOM files. /MRdata/Faculty_LastName/Study1/upload/20180401_121530_1001v1.zip

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Checking Quota Space in WinSCP:

- (18.) Right mouse click on selected Faculty folder "Faculty_LastName" to get to the dropdown menu.
- (19.) Select "Properties" to open a folder properties window.
- (20.) Click the "Calculate" button.
- (21.) After calculation, size of space used will be displayed in the "Size" field. In this example, 200 Gbytes are used, therefore the "Faculty_LastName" folder has 300 Gbytes that can still be used.

V. CyberDuck (SFTP/SCP Client Application for Windows, Macs)

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26	CyberDuck Downloading
27-28	CyberDuck Installation
29	CyberDuck Initial Run
30-31	CyberDuck Configuration
32-33	CyberDuck Accessing CBIHOME
34	Using CyberDuck to Check Quota Space

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Signand Data How and Data Management	0
Siemens Patient Registration Form	9
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Key Information for CBIHOME Server (cbihome.musc.edu)	13
Adding/Removing Users on CBIHOME Server	14
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MRI Computers, MUSC Remote VPN Access and Net ID Password Reactivation	60

Downloading of CyberDuck (slide 1 of 1)

- (1.) Go to the CyberDuck website: https://cyberduck.io/
- (2.) Click on download link for your computer system. Win: Cyberduck-Installer-6.5.0.27854.exe

Mac: Cyberduck-6.5.0.27854.zip

Current version as of 20180501: 6.5.0.27854

Installation Steps for CyberDuck (for MAC):

- (3.) Drag and Drop the downloaded file into your "Applications" folder.
- (4.) Click the "Open" button to start the installation process.
- (5.) Click on either "Cancel" or "Change" button for CyberDuck to be default SFTP location.
- (6.) Click on either "Don't Check" or "Check Automatically" for CyberDuck updates.

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Downloading of CyberDuck (slide 1 of 1)

- (1.) Go to the CyberDuck website: https://cyberduck.io/
- (2.) Click on download link for your computer system.
 Win: Cyberduck-Installer-6.5.0.27854.exe
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- (3.) Drag and Drop the downloaded file into your "Applications" folder.
- (4.) Click the "Open" button to start the installation process.
- (5.) Click on either "Cancel" or "Change" button for CyberDuck to be default SFTP location.
- (6.) Click on either "Don't Check" or "Check Automatically" for CyberDuck updates.

Downloading of CyberDuck (slide 1 of 1)

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- (2.) Click on download link for your computer system. Win: Cyberduck-Installer-6.5.0.27854.exe Mac: Cyberduck-6.5.0.27854.zip *Current version as of 20180501:* 6.5.0.27854

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- (3.) Drag and Drop the downloaded file into your "Applications" folder.
- (4.) Click the "Open" button to start the installation process.
- (5.) Click on either "Cancel" or "Change" button for CyberDuck to be default SFTP location.
- (6.) Click on either "Don't Check" or "Check Automatically" for CyberDuck updates.

Initial Running of CyberDuck:

- (7.) Click on CyberDuck Application.
- (8.) Click on the "Later" button unless you want to donate.

* MAC Instructions				
Configura	ation of Cyber[Duck		
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Configuration of "CBIHOME" for CyberDuck:

(9.) Click on "Open Connection" button to popup settings window.

- (10.) From the dropdown menu select "SFTP (SSH File Transfer Protocol).
- (11.) Enter "cbihome.musc.edu" into the "Server" box.
- (12.) Enter "22" into the "Port" box.
- (13.) Enter your MUSC-NetID into the "Username" box.
- (14.) Enter your MUSC-NetID-Password into the "Password" box.
- (15.) Click on the "Connect" button to establish a connection to CBIHOME.

* MAC Instructions			
Config	uration o	f CyberDuck	
	Open Connection	Cyberduck	Unregistered)
	₩ SFTP(13 14	SSH File Transfer Protocol) 11 Server: cbihome.musc.edu URL: sftp://MUSC-NetID@cbihome.musc.edu Username: MUSC-NetID Password: MUSC-NetID-Password	10 12 Port: 22
	SSH F	Private Key: None	Connect

Configuration of "CBIHOME" for CyberDuck:

(9.) Click on "Open Connection" button to popup settings window.

- (10.) From the dropdown menu select "SFTP (SSH File Transfer Protocol).
- (11.) Enter "cbihome.musc.edu" into the "Server" box.
- (12.) Enter "22" into the "Port" box.
- (13.) Enter your MUSC-NetID into the "Username" box.
- (14.) Enter your MUSC-NetID-Password into the "Password" box.
- (15.) Click on the "Connect" button to establish a connection to CBIHOME.

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Accessing "CBIHOME" from CyberDuck:

(16.) Click on the dropdown menu for directory path folders.

- (17.) Select the root directory folder "/".
- (18.) Click on the root path folder "MRdata".
- (19.) Step 18 above opens the MRdata folder.

Locate your Faculty_LastName folder to access study files.

Using Cv	berDuck to A	Access CE	BIHOME		
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Accessing "CBIHOME" from CyberDuck:

(16.) Click on the dropdown menu for directory path folders.

- (17.) Select the root directory folder "/".
- (18.) Click on the root path folder "MRdata".
- (19.) Step 18 above opens the MRdata folder.

Locate your Faculty_LastName folder to access study files.

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Copild Aschive		Modified	April 10, 2018 at 10:55:44 AM EDT

Checking Quota Space in CyberDuck:

- (20.) Select Faculty folder "Faculty_LastName" to check and select "Info" from dropdown menu.
- (21.) Click the "Calculate" button.
- (22.) After calculation, size of space used will be displayed in the "Size" field. In this example, 100 Gbytes are used, therefore the "Faculty_LastName" folder has 400 Gbytes that can still be used.

VI. FileZilla (SFTP/SCP Client Application for Windows, Macs)

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- 36-37 FileZilla Downloading
- 38 FileZilla Installation
- 39-43 FileZilla Configuration

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MRI Data Flow and Data Management	8
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Missing/Incomplete Scan Data	56
Incidental Findings	57
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FileZilla Downloading (slide 1 of 2)

- (1.) Go to the FileZilla website: https://filezilla-project.org/
- (2.) Click on "Download FileZilla Client" Link
- (3.) If this is not your computer system, click on the appropriate link. Win: https://filezilla-project.org/download.php?platform=win64 Mac: https://filezilla-project.org/download.php?platform=osx
- (4.) Click on "Download FileZilla Client" Link.
- (5.) Popup window "Please select your edition of FileZilla Client" will appear.
- (6.) Click on "Download" Link and save installation file.
 Win: FileZilla_3.32.0_win64-setup_bundled.exe
 Mac: FileZilla_3.32.0_macosx-x86_setup_bundled.dmg
 Current version as of 20180401: 3.32.0

FileZilla Downloading (slide 2 of 2)

- (1.) Go to the FileZilla website: https://filezilla-project.org/
- (2.) Click on "Download FileZilla Client" Link
- (3.) If this is not your computer system, click on the appropriate link. Win: https://filezilla-project.org/download.php?platform=win64 Mac: https://filezilla-project.org/download.php?platform=osx
- (4.) Click on "Download FileZilla Client" Link.
- (5.) Popup window "Please select your edition of FileZilla Client" will appear.
- (6.) Click on "Download" Link and save installation file. Win: FileZilla_3.32.0_win64-setup_bundled.exe Mac: FileZilla_3.32.0_macosx-x86_setup_bundled.dmg *Current version as of 20180401: 3.32.0*

Fliezilla insi	tallation	1	
FileZilla Client 3.32.0 Setup Choose Installation Options Who should this application be installed for?		3 2	
Please select whether you wish to make this softw	FileZilla Client 3.32.0 Setup Choose Components Choose which features of File	78a Client 3.32.0 you want to in	4
 Anyone who uses this computer (all users) Only for me (current user) 	Check the components you wa install. Click Next to continue.	ant to install and uncheck the cor	
Installation for all users requires Administrator priv	Select components to install:	FileZEA Client Icon sets Language files Shell Extension Desktop Icon	Setup will install FleZilla Client 3.32.0 in the following folder. To install in a different folder, click Browse and select another folder. Click Next to continue.
Nullsoft Install System v3.01	Space required: 27.2MB		Destination Folder C: Vrogram Files FileZilla FTP Client Browse
	Nullsoft Install System v3.01	< Back	Space required: 27.246

Installation of FileZilla (slide 1 of 1)

FileZillahttps://filezilla-project.org/FileZilla Downloadhttps://filezilla-project.org/download.php?type=clientCurrent version as of 20180425: 3.32.0

Installation Steps for FileZilla:

- (1.) Run the downloaded file.
- (2.) Accept License Agreement
- (3.) Select installation option (for all users or only current user), click "Next" button to advance.
- (4.) Select components to install, click "Next" button to advance. The default options are acceptable.
- (5.) Select installation path location, click "Next" button to advance.
- (6.) Click "Finish" button.

* Wind	dows Instructions				
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E	FileZilla				
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Configuration Steps for FileZilla (slide 1 of 5)

- (1.) Start FileZilla Client Application.
- (2.) Select "File" from the main menu bar.
- (3.) Select "Site Manager...".
- (4.) Click the "New Site" button.
- (5.) Name the new site "CBIHOME".
- (6.) Select the "General" tab on the right panel.
- (7.) Enter "cbihome.musc.edu" in the "Host" field box.
- (8.) Enter "22" in the "Port" field box.
- (9.) Select the "SFTP SSH File Transfer Protocol" from the "Protocol" dropdown menu.
- (10.) Select the "Normal" or "Ask for password" from the "Login Type" dropdown menu.
- (11.) Enter your MUSC-NetID in the "user" field box.
- (12.) Optional: Enter your MUSC-NetID-Password into the "Password" field box. If you don't enter your password here, you will be prompted to enter it each time that you attempt to connect to CBIHOME.
- (13.) Click the "Connect" button to connect to CBIHOME server.
- (14.) Depending on how step # 10 was set, you will receive one of these popup windows before connecting to CBIHOME.
- (15.) Left panel local host drives, right panel CBIHOME directory tree.

Site Manage			-	×
Select Entry		General Adv	anced Transfer Settings Chareet	
		Protocol: [Encryption: [Usen [Password:] Background c Comments:	FTP - File Transfer Protocol Use explicit FTP over TLS if available Anonymous	
4 New Society	te New Folder			î.
Delet	Duplicate			-

Configuration Steps for FileZilla (slide 2 of 5)

- (1.) Start FileZilla Client Application.
- (2.) Select "File" from the main menu bar.
- (3.) Select "Site Manager...".
- (4.) Click the "New Site" button.
- (5.) Name the new site "CBIHOME".
- (6.) Select the "General" tab on the right panel.
- (7.) Enter "cbihome.musc.edu" in the "Host" field box.
- (8.) Enter "22" in the "Port" field box.
- (9.) Select the "SFTP SSH File Transfer Protocol" from the "Protocol" dropdown menu.
- (10.) Select the "Normal" or "Ask for password" from the "Login Type" dropdown menu.
- (11.) Enter your MUSC-NetID in the "user" field box.
- (12.) Optional: Enter your MUSC-NetID-Password into the "Password" field box. If you don't enter your password here, you will be prompted to enter it each time that you attempt to connect to CBIHOME.
- (13.) Click the "Connect" button to connect to CBIHOME server.
- (14.) Depending on how step # 10 was set, you will receive one of these popup windows before connecting to CBIHOME.
- (15.) Left panel local host drives, right panel CBIHOME directory tree.

* Windows Instructions				
FileZilla (Config	gurat	tion	
	Site Manager Select Entry: My Sites CBIHOM	5	General Advanced Transfer Settings Charset 8 Host: 7 cbihome.musc.edu Port Protocol: 9 SFTP-SSH File Transfer Protocol 10 Logon Type: Normal User: 11 MUSC-NetID Password: 12 Background color: None	
	New Site	New Folder		
	New Bookmark	Rename		
	Delete	Duplicate		
			13 Connect OK Cancel	

Configuration Steps for FileZilla (slide 3 of 5)

- (1.) Start FileZilla Client Application.
- (2.) Select "File" from the main menu bar.
- (3.) Select "Site Manager...".
- (4.) Click the "New Site" button.
- (5.) Name the new site "CBIHOME".
- (6.) Select the "General" tab on the right panel.
- (7.) Enter "cbihome.musc.edu" in the "Host" field box.
- (8.) Enter "22" in the "Port" field box.
- (9.) Select the "SFTP SSH File Transfer Protocol" from the "Protocol" dropdown menu.
- (10.) Select the "Normal" or "Ask for password" from the "Login Type" dropdown menu.
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- (13.) Click the "Connect" button to connect to CBIHOME server.
- (14.) Depending on how step # 10 was set, you will receive one of these popup windows before connecting to CBIHOME.
- (15.) Left panel local host drives, right panel CBIHOME directory tree.

Remember passwords?	×	
Would you like FileZilla to reme When allowing FileZilla to reme	mber passwords? mber passwords, you can reconnnect without having to ing FiteZitla.	Enter password
Save passwords Do not save passwords Save passwords protected by Master password: Repeat password:	a master password	Please enter a password for this server: Name: CBIHOME Host: cbihome.musc.edu User: MUSC-NetID
A lost master password can	ot be recovered! Please thorougly memorize your password. OK Cancel	Password: MUSC-NetID-Password

Configuration Steps for FileZilla (slide 4 of 5)

(1.) Start FileZilla Client Application.

- (2.) Select "File" from the main menu bar.
- (3.) Select "Site Manager...".
- (4.) Click the "New Site" button.
- (5.) Name the new site "CBIHOME".
- (6.) Select the "General" tab on the right panel.
- (7.) Enter "cbihome.musc.edu" in the "Host" field box.
- (8.) Enter "22" in the "Port" field box.
- (9.) Select the "SFTP SSH File Transfer Protocol" from the "Protocol" dropdown menu.
- (10.) Select the "Normal" or "Ask for password" from the "Login Type" dropdown menu.
- (11.) Enter your MUSC-NetID in the "user" field box.
- (12.) Optional: Enter your MUSC-NetID-Password into the "Password" field box. If you don't enter your password here, you will be prompted to enter it each time that you attempt to connect to CBIHOME.
- (13.) Click the "Connect" button to connect to CBIHOME server.
- (14.) Depending on how step # 10 was set, you will receive one of these popup windows before connecting to CBIHOME.
- (15.) Left panel local host drives, right panel CBIHOME directory tree.

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Configuration Steps for FileZilla (slide 5 of 5)

- (1.) Start FileZilla Client Application.
- (2.) Select "File" from the main menu bar.
- (3.) Select "Site Manager...".
- (4.) Click the "New Site" button.
- (5.) Name the new site "CBIHOME".
- (6.) Select the "General" tab on the right panel.
- (7.) Enter "cbihome.musc.edu" in the "Host" field box.
- (8.) Enter "22" in the "Port" field box.
- (9.) Select the "SFTP SSH File Transfer Protocol" from the "Protocol" dropdown menu.
- (10.) Select the "Normal" or "Ask for password" from the "Login Type" dropdown menu.
- (11.) Enter your MUSC-NetID in the "user" field box.
- (12.) Optional: Enter your MUSC-NetID-Password into the "Password" field box. If you don't enter your password here, you will be prompted to enter it each time that you attempt to connect to CBIHOME.
- (13.) Click the "Connect" button to connect to CBIHOME server.
- (14.) Depending on how step # 10 was set, you will receive one of these popup windows before connecting to CBIHOME.
- (15.) Left panel local host drives, right panel CBIHOME directory tree.

VII. CBIHOME Directory Structure

Slide #	Description
45	CBIHOME Server Directory Tree – "/"
46	CBIHOME Server Directory Tree – "/home"
47	CBIHOME Server Directory – "/MRdata"
48	CBIHOME Server – Faculty Drive Space Quota
49	CBIHOME Server – User Permissions

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CBIHOME Server – Directory Tree							
CBIHOME Server Root Directory							
- apps							
- home							
— lib							
MRdata							
- tmp							
usr							

CBIHOME Server – Directory Tree (slide 1 of 5) CBIHOME Server ROOT Directory Tree

User's Home Directory: /home/MUSC-NetID

Home directory folders contains a very limited space for user system settings.

MUSC Faculty Storage Folder: /MRdata/PI_LastName/

MUSC Faculty storage drive folder directory path is named after the faculty's last name.

MUSC Faculty Study Folder(s): /MRdata/PI_LastName/Study_FolderName/upload/ MUSC Faculty study folder directory path is named after their study. This is the location to which zipped DICOM files are uploaded from the CAIRPACS server.

IMPORTANT: Each MUSC Faculty storage folder are limited to contain a maximum of 0.5 TB (500GB) of files.

CBIHOME Server – Directory Tree (*slide 2 of 5*) CBIHOME Server HOME Directory Tree

User's Home Directory: /home/MUSC-NetID

Home directory folders contains a very limited space for user system settings.

MUSC Faculty Storage Folder: /MRdata/PI_LastName/

MUSC Faculty storage drive folder directory path is named after the faculty's last name.

MUSC Faculty Study Folder(s): /MRdata/PI_LastName/Study_FolderName/upload/ MUSC Faculty study folder directory path is named after their study. This is the location to which zipped DICOM files are uploaded from the CAIRPACS server.

IMPORTANT: Each MUSC Faculty storage folder are limited to contain a maximum of 0.5 TB (500GB) of files.

CBIHOME Server – Directory Tree (*slide 3 of 5*) CBIHOME Server MRDATA Directory Tree

User's Home Directory: /home/MUSC-NetID

Home directory folders contains a very limited space for user system settings.

MUSC Faculty Storage Folder: /MRdata/Faculty_LastName/

MUSC Faculty storage drive folder directory path is named after the faculty's last name.

MUSC Faculty Study Folder(s):

/MRdata/Faculty_LastName/Study_FolderName/upload/ MUSC Faculty study folder directory path is named after their study. This is the location to which zipped DICOM files are uploaded from the CAIRPACS server.

IMPORTANT: Each MUSC Faculty storage folder are limited to contain a maximum of 0.5 TB (500GB) of files.

Note: This slide indicates that "Faculty1" has 2 different studies and "Faculty2" has 1 study.

CBIHOME Server – Directory Tree (slide 4 of 5)

CBIHOME Server MRDATA Directory Tree

MUSC Faculty Storage Folder: /MRdata/Faculty_LastName/

MUSC Faculty storage drive folder directory path is named after the faculty's last name.

MUSC Faculty Study Folder(s):

/MRdata/Faculty_LastName/Study_FolderName/upload/ MUSC Faculty study folder directory path is named after their study. This is the location to which zipped DICOM files are uploaded from the CAIRPACS server.

IMPORTANT: Each MUSC Faculty storage folder are limited to contain a maximum of 0.5 TB (500GB) of files.

Note: All files contained in either folder "Faculty1_LastName" or "Faculty2_LastName" can not exceed 0.5 TB (500GB).

CBIHOME Server – Directory Tree (*slide 5 of 5*) CBIHOME Server MRDATA Directory Tree

MUSC Faculty Storage Folder: /MRdata/Faculty_LastName/

MUSC Faculty storage drive folder directory path is named after the faculty's last name.

MUSC Faculty Study Folder(s):

/MRdata/Faculty_LastName/Study_FolderName/upload/ MUSC Faculty study folder directory path is named after their study. This is the location to which zipped DICOM files are uploaded from the CAIRPACS server.

IMPORTANT: Each MUSC Faculty storage folder are limited to contain a maximum of 0.5 TB (500GB) of files.

Note: This slide shows that "Faculty1" has 2 different studies and that "MUSC_NetID (faculty #1)" & "MUSC_NetID (user #2)" have access permissions to both study folders but "MUSC_NetID (user #1)" only has access to "Study1_FolderName" and "MUSC_NetID (user #3)" only has access to "Study2_FolderName".

VIII. Other Information

Slide #	Description
53-55	CBI Help Request
56	Missing/Incomplete Scan Data
57	Incidental Findings
58	MRI Console Room Computers
59	MUSC Remote Access – Secure VPN
60	MUSC Net ID and Password Reactivation

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CBI	Help Request
Slide # D	Description (Topics & Key Points Covered in Presentation)
54	CBI Help Request
	CBI Website Screenshot
	Link: Help Request- CBI Server, Data, and Equipment Help Request
55	CBI Help Request Form, Required Fields
	MUSC Service-Now Ticket System
	Required fields: Caller, On behalf of, Preferred Contact Type,
	Short description, Additional comments, and
	Assignment group.

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CBI Help Request

To access the CBI Help Request form, use CBI website link "Help Request".

CBI Website:

https://medicine.musc.edu/departments/centers/cbi

		NC0190328 [Default view view*]				ß	eoo Submit	Save	ve Submit and New
CD 1	Number	INC0190328				State	New	•	
CBI	* Caller		۹.			Submission Method	Phone		
Help Request	On behalf of		9			* Priority	4 - Low	•	Ð
-	Net ID					Major Incident			
Form	MUSC Caller					Assignment group	Center for Biomedic	al Imaging Q	0
	* Preferred Contact Type	-None-				Assigned to	Thomas Fleury	Q	0
	Business service		Q			Category	- None -	•	
Required	Configuration item	cbihome	٩	å	0	Subcategory	None	•	
Fields	Hostname								
rielus	Location								
	* Short description	CBI CBiHome							
	Description	CBI CBIHome							
			_	_	_				
	Additional comments		-	-					1

CBI Help Request Form: To access form, use CBI website link "Help Request".

FIELD DESCRIPTIONS

Number: Unique automatically generated identification number.

Caller: Person submitting request.

On behalf of: Person to be contacted by CBI.

Net ID: Automatically generated with the MUSC Net ID.

Preferred Contact Type: Select None, Email, Desk Phone or Cell Phone.

Short description: Quick reference of key information about help requested.

Description: Brief information about help requested, no more than a few sentences.

Assignment group: To be directly sent to CBI, enter "Center for Biomedical Imaging".

Additional comments: Full description of request including all key information.

* Other fields are controlled by CBI System Administrators and CBI Techs.

* The "**Short description**" field is part of the email notification but only a limited number of characters, so please make sure only key information are entered into this field. *Examples:*

Study Number, add/remove user twf123 from study Study Number, Patient ID, scan date/time, missing file Study Number, E-prime problem with audio output

Missing/Incomplete Scan Data File Submit a CBI Help Request with at least the following 3 required pieces of information, used on the MRI Console PC Patient Registration at time of scan: Study Number Study Date Patient ID

Missing/Incomplete Scan Data File

If you notice something wrong with your MRI Data File(s), contact the CBI System Administrators with the below key information plus any other pertinent information about the issue.

Requires 3 Key pieces of information to locate scan from archive database:

Study Number Study Date Patient ID

Other important information to identify the issue:

Study Time Scan Series Name Number of Images in Scan Series Number of Scan Series for Scan Session

Reporting Incidental Findings

1.) Immediately notify the Principal Investigator (PI) of the study.

2.) Request that the MRI technologist on duty to transfer the study images to the clinical PACS system and notify the designated CBI radiologist. This does not require PI approval and may be initiated prior to PI acknowledging receipt of incidental findings notification.

Required Scan Information:

Study Number Study Date Patient ID Gender Age Statement of concern, include Region of Interest or questionable finding.

Following review, the radiologist will contact the PI to discuss the clinical significance of the findings. Based on this consultation, the PI will decide whether follow-up contact with the subject is necessary.

Incidental Findings

Email the CBI System Administrators ALL of the below information:

Require Email from Study PI

- Authorization to push key scan series to the Hospital PACS server (IMPAX) to be read by a local radiologist.
- Statement of concern.
- Include Region of Interest or questionable finding.

Required Scan Information:

- Study Number
- Study Date
- Patient ID
- Gender
- Age

MRI Console Room Computers

Presentation-0 PC

Windows10 / Ubuntu 12 User Accounts: PI-Lab Data – D Drive: D:/Current Experiments/PI-Lab/

- * D-drive backed up nightly.
- * User account and desktop NOT backed up.

Presentation-2 PC

Windows10

Mac laptop

* special

E-Prime Dev PC

Windows10 User Account: CBIUser

MUSC Remote Access – Secure VPN

To access the MUSC network from a remote location which is not part of MUSC, one must first register their MUSC NetID then install a current Cisco AnyConnect software package.

MUSC IT Website for Remote Access Link:

https://portal.musc.edu/ocio-is/infrastructure/Network-Systems-Team/Pages/Remote%20Access.aspx

VPN Registration – Register MUSC NetID for use with VPN

VPN Download – Cisco AnyConnect or Citrix workspace

MUSC Net ID and Password Reactivation For people losing access to the CBIHOME server after: Lapse in MUSC-NetID account / Re-actiation of MUSC-NetID Go to MUSC Identity Management System website: https://netid.musc.edu Select the link "Change My Password" and create a new password for your MUSC-NetID.

MUSC Net ID and Password Reactivation

For people who lose access to the CBIHOME server after a lapse in their MUSC-NetID account or Re-actiation of MUSC-NetID account:

Go to MUSC Identity Management System website: <u>https://netid.musc.edu</u> and reset your password.

Select the link "Change My Password" and create a new password for your MUSC-NetID.