



## What if a researcher has left UNSW?

A valid and active zID and zPass are necessary to access and use the Data Archive. If you have left UNSW and lost access to your zID and zPass you will no longer be able to access the Archive.

When the Lead Chief Investigator (LCI) and the Research Project Manager, the roles able to update Data Archive access inside the Research Data Management Plan (RDMP), **have left UNSW**, access to their project/s can be gained through the Head of School.

Please contact your local IT support or the UNSW IT Service Centre (9385 1333) to arrange access to data stored in the Data Archive in the circumstance described above.

For more information on roles and access levels in the Data Archive, see the How do I know what access level I have in the Data Archive?, How can I share my data with other researchers?, How do I add / remove / update team member access in the Data Archive? FAQs and the Research team member identification section of the RDMP and the Data Archive page.

### Help and further information:

- To learn more about the Data Archive:
  - go to the Start here page
  - see all Help Topics
  - see all Frequently Asked Questions (FAQs)
  - browse through the carousel on the homepage to view all available videos
- To access the Data Archive Web application, use this link, or, go to the Home page for other access options
- To create, or update, a Research Data Management Plan go to the ResToolkit service
- **Note:** the Data Archive service is also available over SFTP, see the SFTP client guide for more information