



## INSTRUCTIONS FOR WORKING ON THE REMOTE ACCESS SERVER

### 1. GENERAL

Data are located on a SURS server, which can be accessed via the Internet connection to the HKOM communications network of the state authorities (hereinafter the HKOM network). The HKOM network is managed by the Ministry of Public Administration.

### 2. RECEPTION OF THE SECURID

The researcher receives an e-mail with the SECURID and sets up a link to the HKOM network. Instructions are available on <https://vpndist.gov.si/>. The researcher logs on with the username and password to access the HKOM network.

### 3. INSTALLATION OF REMOTE ACCESS SOFTWARE

For remote data access, SURS uses two servers.

The first server works on the Microsoft server operating system with Citrix Metaframe Presentation Server. To access microdata, a Citrix plugin client is necessary, which is available on the website <https://www.citrix.com/downloads/citrix-receiver/legacy-receiver-for-windows/online-plug-in-123.html#ctx-dl-eula>.

The second server works on the Microsoft server operating system by using Remote Desktop Services, so for access to microdata an appropriate web browser is necessary.

SURS also sends to researchers systems and technical instructions for installing remote access software as well as the username and password for accessing data on SURS's server.

By signing the contract, the researchers undertake to handle the data to which access was given to them. Breach of contract shall lead to the prohibition of any further use of microdata.

### 4. RECEPTION OF FILES FROM THE SERVER

The researchers must send the request for receiving the files with results of analyses by e-mail to [raziskovalci.surs@gov.si](mailto:raziskovalci.surs@gov.si). They must state in the e-mail which files they would like to receive and where on the server the files are located (the path to the files). In addition, the researchers must fill in the form for checking output files from the point of view of statistical confidentiality, which is available on the server. The completed form should be stored in the folder with the files for output checking.

### 5. CONTACT

- SURS: [raziskovalci.surs@gov.si](mailto:raziskovalci.surs@gov.si)
- SURS, System and Technical Support Section: [podpora.surs@gov.si](mailto:podpora.surs@gov.si)