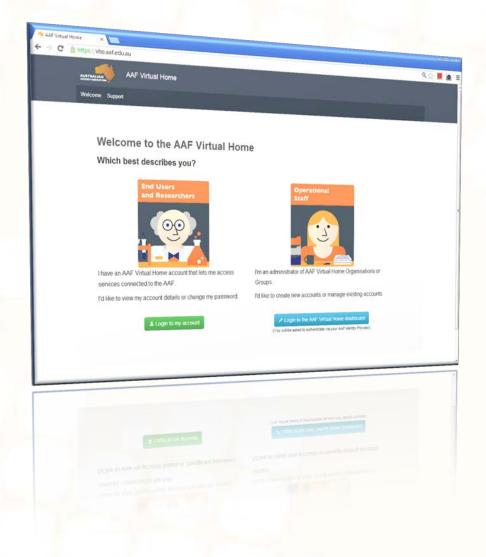


# **AAF Virtual Home (VH)**

# User Guide for Administrators



## MAY 2013

Australian Access Federation Inc.

www.aaf.edu.au

A.B.N .: 13 155 355 685

#### What is this tool?

The AAF Virtual Home (VH) enables small organisations, including collaborative research facilities, to manage user identities for international, government and industry based researchers. The AAF VH replaces older software (the VHO) and has been developed in-house using new technology and is based on real requirements and use cases.

As an administrator, you may need to log into the VH to grant users access or manage existing users. You can log into the VH using your Institution credentials or your VH credentials.

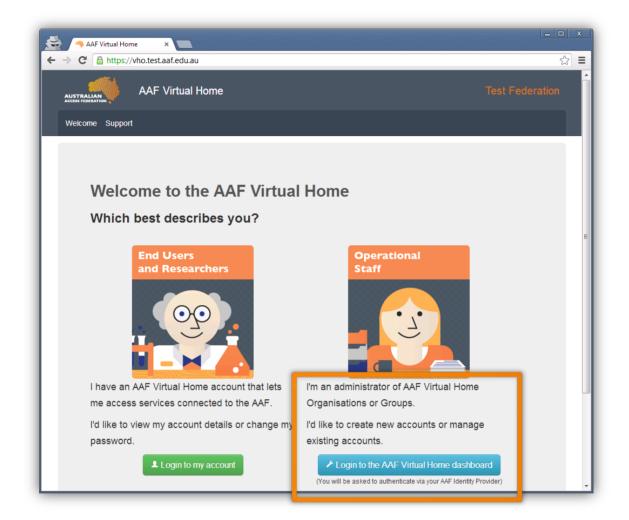
Further information can be found here: <u>http://www.aaf.edu.au/technical/virtual-home-organisation-vho/</u>

AAF Virtual Home	
Welcome to the new AAF Virtual Home Over the past few months we've been hard at work on this new version of the AAF Virtual forme. The new version will enable small organisations, including collaborative research actilities, to manage user identities for international, government and industry based esearchers.	Login Username
<ul> <li>A view of account details to assist with maintenance of your personal information:</li> <li>Secure management of passwords;</li> <li>The ability to see a fargotten password 24/7 with our simple online tools; and</li> <li>Support for multiple browsers and mobile devices to assist you logging in wherever you are.</li> <li>Administrators are provided with:</li> <li>An easier to use and margate administrative interface.</li> </ul>	Login How else can we help?
<ul> <li>Per organisation and per group scopes for authentication assertions:</li> <li>Better security for your users. Password resets use one time codes instead of having you set something on their behalf, and</li> <li>The ability to manage many more groups and users than was previously possible.</li> </ul>	Id like to view my account and get support contact details     Ne lost my password     I need an account
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### Logging into the Admin portal

To access the administrator portal, visit <u>http://vho.aaf.edu.au</u> and click 'Login to the AAF Virtual Home dashboard' (the blue button).

Usually you'd log in using your Institution credentials. If these don't grant you administrator privileges, try your VH credentials if you have them. Otherwise, please get in touch with <u>support@aaf.edu.au</u>.



## How do I create groups?

As an Organisation Administrator, you have the ability to manage groups and user accounts. As a Group Administrator, you can only manage user accounts. This Guide uses the 'Example Organisation' organisation and the 'Default Group' group.

Click your organisation from the Dashboard (main page) and find the Actions menu. The Actions menu items are consistent no matter which of the four tabs you are viewing.

To create a Group, click the Create Group option to walk you through the process.

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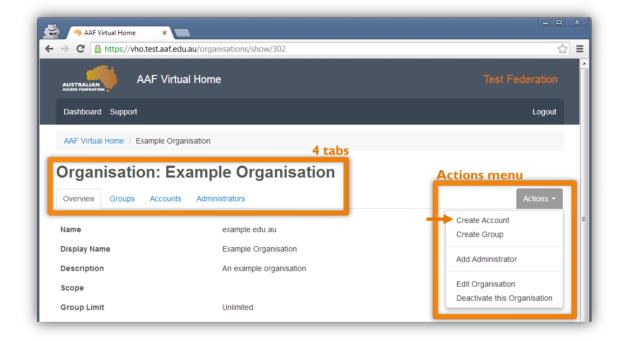
#### How do I create user accounts?

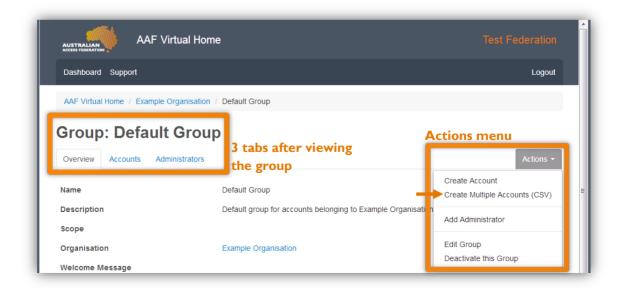
As an Organisation Administrator, you have the ability to manage groups and user accounts. As a Group Administrator, you can only manage user accounts. This Guide uses the 'Example Organisation' organisation and the 'Default Group' group.

Click your organisation from the Dashboard (main page) and find the Actions menu. The Actions menu items are consistent no matter which of the four tabs you are viewing.

To create an account, click the Create Account option to walk you through the process. The user will also receive a 'welcome email' inviting them to create a username and set a password.

You can also create accounts quicker (or in bulk) by <u>viewing the Group first</u> and clicking on the Actions menu. The Create Account option still exists, but you are also given the option to Create Multiple Accounts via CSV file upload. You will see instructions on how to create the CSV file.





#### How do I add administrators?

Use the Actions menu to click the Add Administrator button.

You can either search for the user using the search tool and click the green Add button next to their name (N.B. the user must have previously logged into the VH for them to appear), or alternatively use the 'Invite' button to automatically invite and grant the administrator privileges to this user.

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# How do I customise the invitation/welcome email for users?

Administrators can add a custom message to the invitation email that is sent to new users. Navigate to the Group (where you intend to add users) and click the Actions menu, and then Edit Group.

This will present a screen where you can edit the name of the Group, but more importantly, add a custom message that is added to the user's invitation email. Once this is saved, your message will appear in the invitation email for new accounts as a paragraph above the heading "Your action is required" (see here for example email: <a href="http://i.imgur.com/IVcZIKE.png">http://i.imgur.com/IVcZIKE.png</a>).

Note: Each Group can have a unique message if you desire. All users invited to this Group will see the same invitation email message.

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			Θ	
			4	
	Update Cancel			

### Where can I find more help?

Search AAF VH support articles here: <u>http://support.aaf.edu.au/forums/21673918-Virtual-Home-AAF-VH-</u>, or contact the AAF Support Team: <u>http://support.aaf.edu.au/home</u>

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	Australian Access Federation Support Desk	privacy and cookies policy   login
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Knov	wledge Base / End Users and Researchers / Virtual Home (AAF VH)	Virtual Home (AAF VH)
Overview	Recent Add Article	Knowledge Base
	How do I reset my password to my VH account? Dean Nottingham Jan 10	<ul> <li>Operational Staff</li> <li>Technical Staff</li> </ul>
	What is my username for my VH account? Dean Nottingham Jan 10	Search
	How do I create additional groups or users in the VH? Dean Netlingham Jan 10	(All)
	How many password attempts do I get before my VH account is locked? Dean Nottingham Feb 05	
	How does a new user meet the VH assurance levels? Dean Nottingham Feb 06	
	What is the AAF Virtual Home and is there a user help guide available? Dean Nottingham December 03, 2012	
	Password requirements and format Dean Nutlingham Jan 22	
	Why do I need to add my mobile number when setting up my account?	