

AAF Virtual Home (VH)

User Guide for Researchers and End Users



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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 a researcher or end user, you generallywouldn't log into the VH unless you need to change your password or find administrator contact details. Usually you'll just select "AAF Virtual Home" when logging into the particular Service you intend to access.

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 Mome. The new version will enable small organisations, including collaborative research facilities, to manage user identifies for international, government and industry based researchers.	Login Username
Users are provided with: A view of account details to assist with maintenance of your personal information; Secure management of passwords; The ability to reset a forgotten password 24/7 with our simple online tools; and Support for multiple browsers and mobile devices to assist you logging in wherever you an;	Password
 An easier to use and navigate administrative interface; Per organisation and per group scopes for authentication assertions. Better security for your users. Password resets use one time codes instead of having you set something on their behalf; and The ability to manage many more groups and users than was previously possible. 	How else can we help? • Td like to view my account and get support contact details • We lost my password • I need an account
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How do I get an AAF VH account?

If your organisation is subscribed to the AAF, or if you are collaborating with an organisation subscribed to the AAF, you are eligible for a VH account. Your organisation administrator is able to create the account for you.

For a list of organisations subscribed to the AAF, visit: <u>http://www.aaf.edu.au/subscribe/subscribers/</u>

To find your organisation administrator, contact the local Service Desk who will contact their Identity Provider administrator. If you have any issues, please contact us at <u>http://support.aaf.edu.au</u>

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How do I set up my new account?

When your administrator creates an account for you, you'll receive an email and an invitation link to finish setting up your account. Here you will choose a username, enter your password and mobile number.

Please note the password requirements on the right hand side. Your mobile number is required if you ever need to reset your password (i.e. if it's forgotten).

Dashboard Support		Logout
Nelcome lease choose a us	John Doe Your account is nearl ername, a secure password and provide	y ready your mobile phone number below.
Username		 You can choose anything you like for your username so long as: It is memorable for you; It is between 3 and 255 characters in length; and Contains no whitespace.
New Password	^{unmask} Your password is 0 characters long	The AAF has strict password requirements in order to meet international security standard NIST 800-63. The AAF and others recommend you use a password/passphrase of greater than 16 characters. A phrase unique to you is the easiest way to achieve this: e.g. 'I backed Horse 46 in the Melbourne cup!' or 'lovedvisitinglcelandin2012'.
		Often a longer passphrase is actually easier to remember then a password with fewer characters but stricter requirements like the ones below.

How do I reset my password?

You'll find the reset password option on the login page. This will begin the process to choose a new password. You'll need your mobile and email account on hand to enter the SMS and Email codes we'll send you. We need to do this to meet strict international security standards.

You'll have to enter a new password to comply with the minimum password requirements. These are listed on the right hand side. We recommend you use a password with more than 16 characters. For example, "iWonOnAHorseinthemelbournecupin2011" satisfies the password requirements and is extremely secure (providing you keep it a secret!).

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	F Virtual Home		
Welcome Support			
Hello! To reset yo	our forgotten password please provide your u	sername and challenge answer below	
Username	johndoe	Please enter the username you selected when setting up your account.	E
Challenge Question		Please enter the two words shown at the left so we can ensure you're a real person and not an automated bot.	
	Next Cancel		

Password re	set for John Doe Please provide th	ne information requested below	
Email Code		This code was just sent to your email address johndoe@mailinator.com. It is case sensitive.	
New Password	unmask Your password is 0 characters long	The AAF has strict password requirements in order to meet international security standard NIST 800-63. The AAF and others recommend you use a password/passphrase of greater than 16 characters. A phrase unique to you is the easiest way to achieve this: e.g. 'I backed Horse 46 in the Melbourne cup!' or 'Ilovedwisitingfcelandin2012'.	
		Often a longer passphrase is actually easier to remember then a password with fewer characters but stricter requirements like the ones below.	
		If you wish to use a password of less than 16 characters in length the following requirements apply :	
		 Minimum length of 8 characters; Does not contain your username; At least 1 number; At least 1 number; At least 1 symbole g. 1.@,\$ etc; At least 1 uppercase character; At least 1 numberse character; 	

How do I change my password?

Use your VH account to log in to <u>https://vho.aaf.edu.au/myaccount</u> and you will see the 'Change Password' button to begin the process.

Ensure you read the password requirements on the right hand side of the page. We recommend you use a password with more than 16 characters. For example,

"iWonOnAHorseinthemelbournecupin2011" satisfies the password requirements and is extremely secure (providing you keep it a secret!).

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Welcome Su	upport	Logout
Helle		Change your password
Hello		
Your curr	rent account details (This isn't me)	
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→ C A https://vho.te	st.aaf.edu.au/myaccount/changepassword	.5
	F Virtual Home	
Welcome Support		Longit
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Hello	Please supply the information reque	ested to change your password
Hello Username	Please supply the information reque	ested to change your password (This isn't me)
Hello Username	Please supply the information reque	ested to change your password (This lant me)
Hello Username Current Password	Please supply the information reque	Copour Copour Copour Copour Chis sent me) Please enter the password you're currently using when logging into the AAF Virtual Home.
Hello Username Current Password	Please supply the information reque	Copour ested to change your password (This iant me) Please enter the password you're currently using when logging into the AAF Virtual Home.
Hello Username Current Password New Password	Please supply the information reque	
Hello Username Current Password New Password	Please supply the information reque	Copour Section Change your password (This isn't me) Please enter the password you're currently using when logging into the AAF Virtual Home. The AAF has strict password requirements in order to meet international security standard HIST 800-63. The AAF and others recommend you use a
Hello Username Current Password New Password	Please supply the information reque	
Hello Username Current Password New Password	Please supply the information reque	
Hello Username Current Password New Password	Please supply the information reque	

How do I change my account details?

Your account details can only be changed by the administrator of the organisation. You'll find their contact details after logging into <u>https://vho.aaf.edu.au/myaccount</u>.

Your current acco	ount details (This isn't me)		
Core Attributes			
		Optional Attributes	
Common Name		Given Name	
Email		Surname	
Display Name		Telephone Number	
eduPersonAssurance		Mobile Number	
eduPersonAffiliation	1. staff	Postal Address	
eduPersonEntitlement			
and the second		Organisational Unit	
Organisation	Australian Access Federation	Organisational Unit	
Group	Australian Access Federation Default Group	Organisational Unit	
Organisation Group Changing your ac Manage your other of Primary Administrators Name Australian Access Federation Secondary Administrators	Australian Access Federation Default Group CCOUNT details details please contact one of the administrators of your acc Email n administrator	Organisational Unit	

How do I log into services using my account?

Find the service you wish to log in to and, providing the service is connected to the AAF, you will be able to type "AAF Virtual Home", or select "AAF Virtual Home" from the Identity Provider (IdP) dropdown menu. Click Select and enter your username and password to be authenticated into that service.

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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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