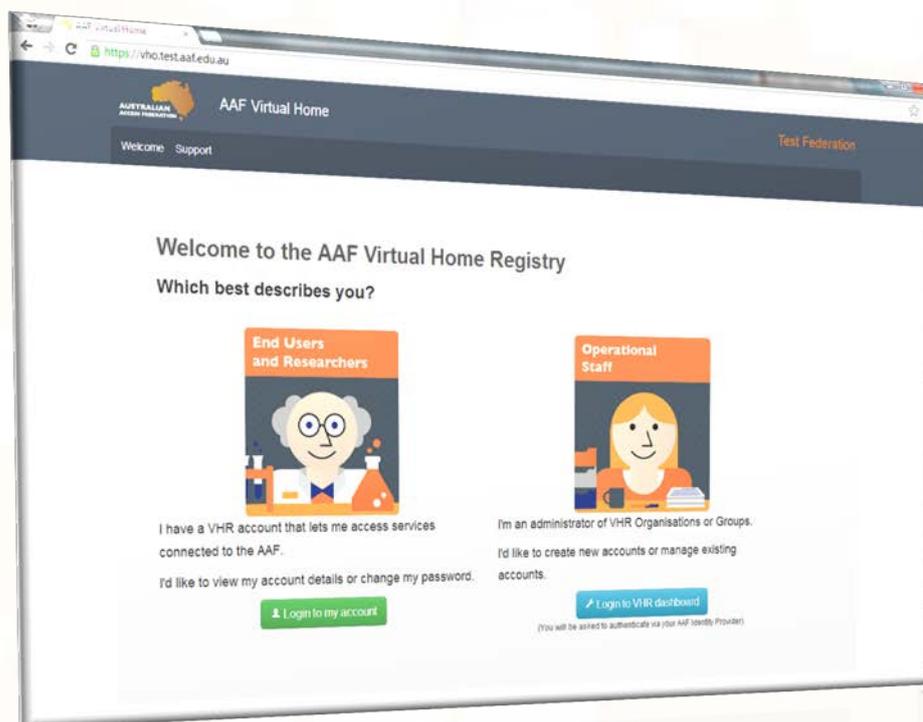


# AAF Virtual Home (VH)

## User Guide for Researchers and End Users



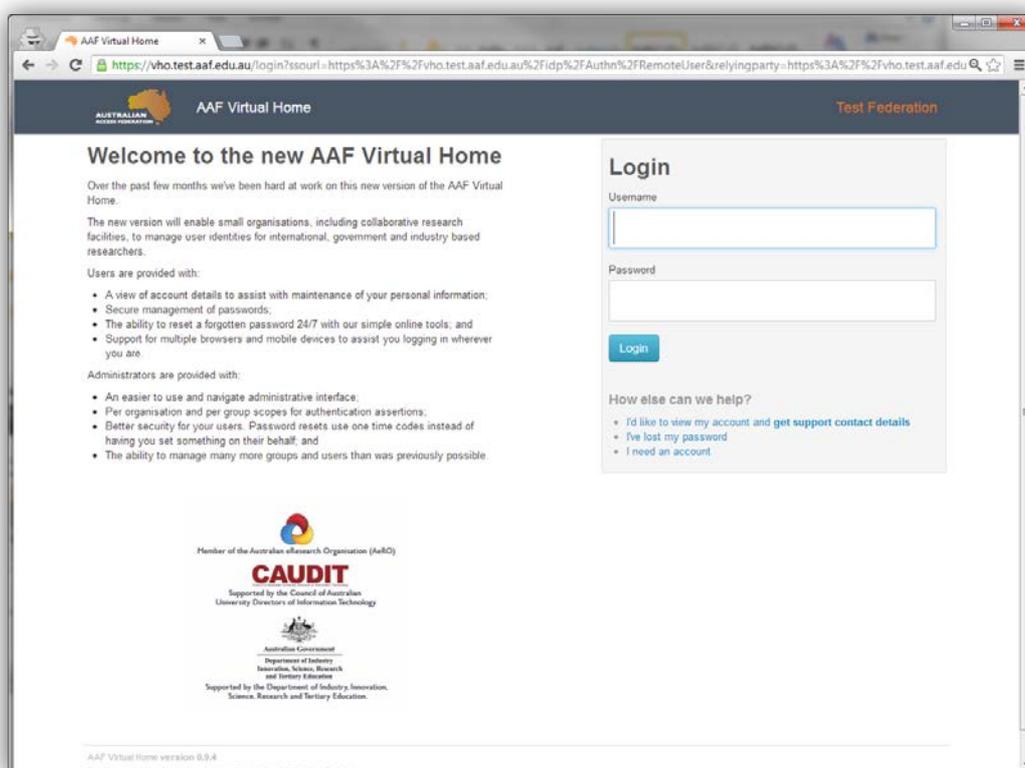
APRIL 2013

## 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 generally wouldn'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: <http://www.aaf.edu.au/technical/virtual-home-organisation-vho/>

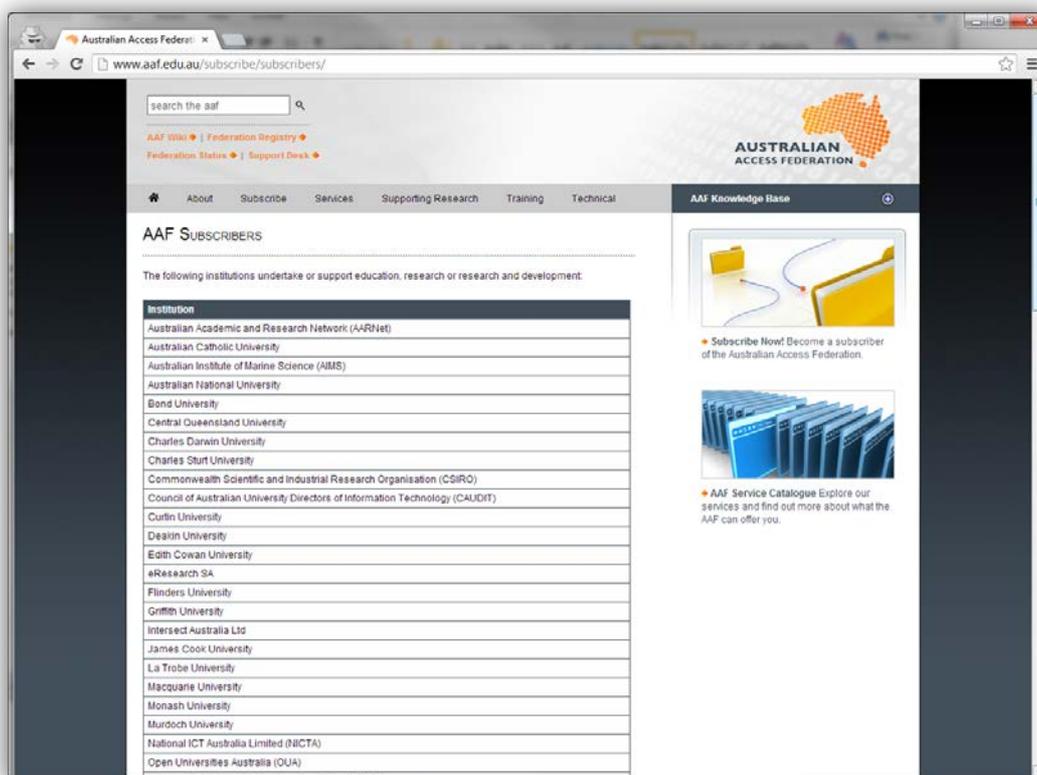


## How do I get an AAF VH account?

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: <http://www.aaf.edu.au/subscribe/subscribers/>

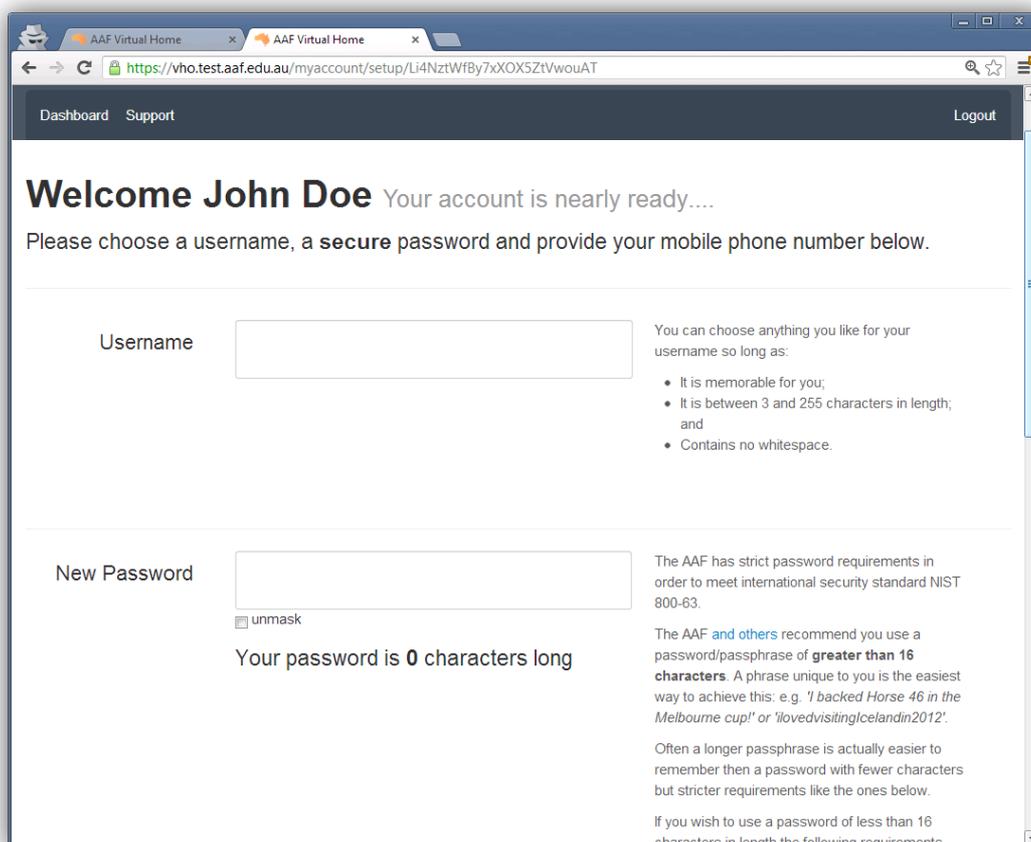
To find your organisation administrator, contact the local Service Desk who will contact their Identity Provider administrator. If you have any issues, please contact us at <http://support.aaf.edu.au>



## 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).



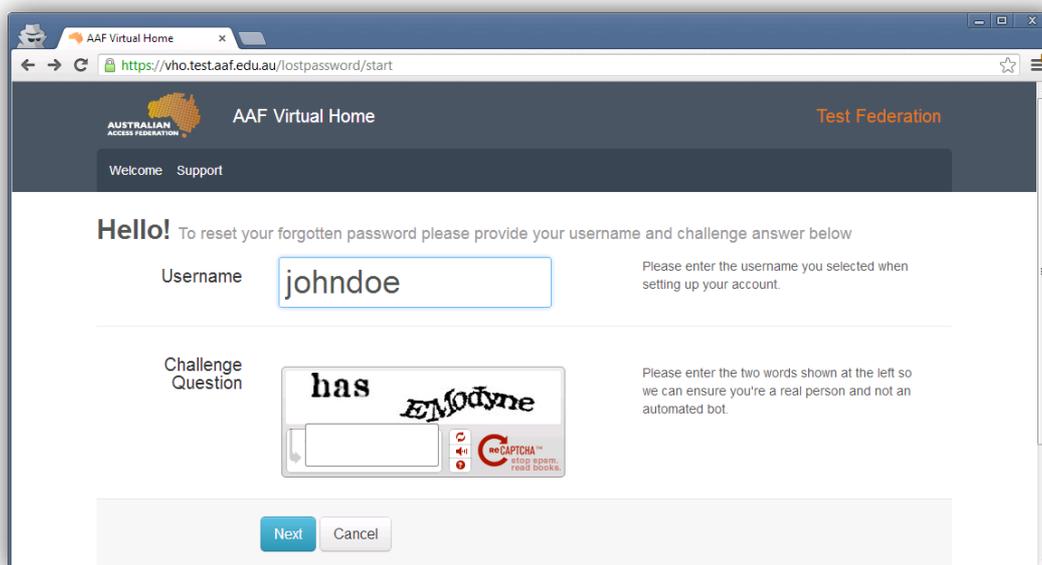
The screenshot shows a web browser window with the URL <https://vho.test.aaf.edu.au/myaccount/setup/Li4NztWfBy7xXOX5ZtVwouAT>. The page has a dark header with 'Dashboard Support' on the left and 'Logout' on the right. The main content area is white and features the following elements:

- Welcome John Doe** Your account is nearly ready....
- Please choose a username, a **secure** password and provide your mobile phone number below.
- Username** field: An empty text input box.
- Instructions for 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** field: An empty text input box with an 'unmask' button below it.
- Feedback: "Your password is 0 characters long"
- Password requirements: "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 'IlovedvisitingIcelandin2012'. Often a longer passphrase is actually easier to remember than 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

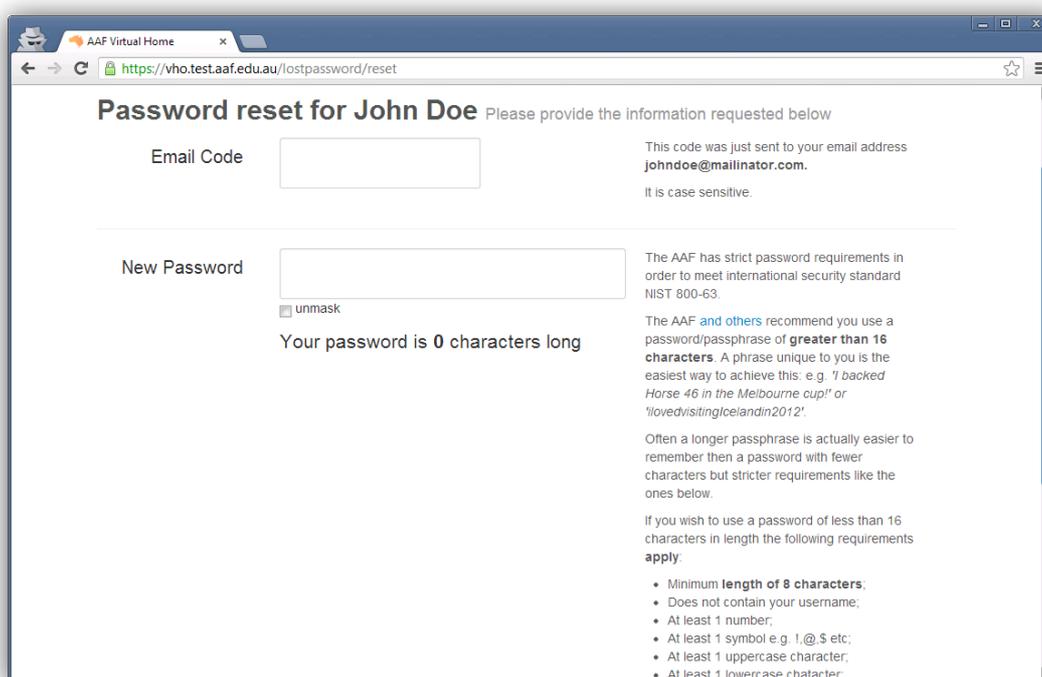
## How do I reset my password?

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!).



The screenshot shows a web browser window with the URL <https://vho.test.aaf.edu.au/lostpassword/start>. The page header includes the AAF Virtual Home logo and 'Test Federation'. The main content area has a heading 'Hello!' and a sub-heading 'To reset your forgotten password please provide your username and challenge answer below'. There are two input fields: 'Username' with the value 'johndoe' and 'Challenge Question' with a dropdown menu showing 'has' and 'EMOdyne'. A reCAPTCHA widget is visible below the challenge question. To the right of the input fields, there are instructions: 'Please enter the username you selected when setting up your account.' and 'Please enter the two words shown at the left so we can ensure you're a real person and not an automated bot.' At the bottom, there are 'Next' and 'Cancel' buttons.



The screenshot shows a web browser window with the URL <https://vho.test.aaf.edu.au/lostpassword/reset>. The page header includes the AAF Virtual Home logo and 'Test Federation'. The main content area has a heading 'Password reset for John Doe' and a sub-heading 'Please provide the information requested below'. There are two input fields: 'Email Code' and 'New Password'. To the right of the 'Email Code' field, there are instructions: 'This code was just sent to your email address johndoe@mailinator.com. It is case sensitive.' To the right of the 'New Password' field, there are instructions: '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 'IlovedvisitingIcelandin2012'. Often a longer passphrase is actually easier to remember than 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:' followed by a list of requirements: 

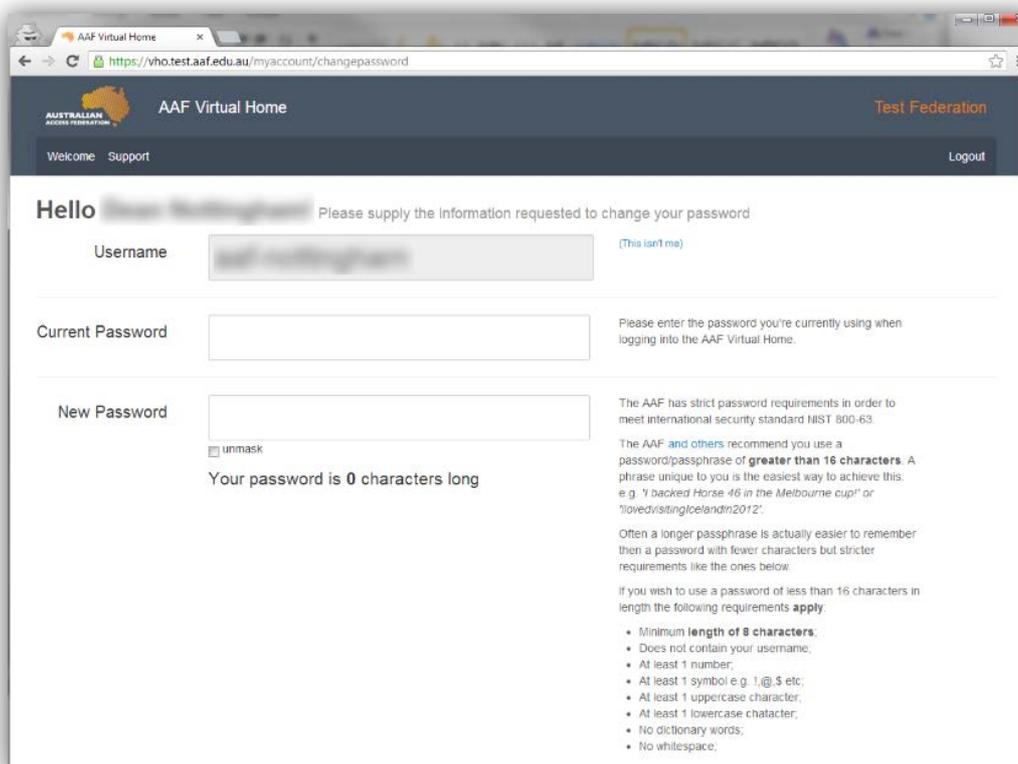
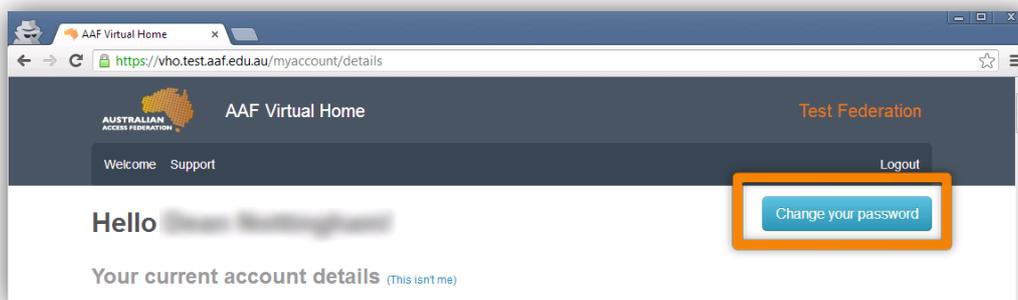
- Minimum length of 8 characters;
- Does not contain your username;
- At least 1 number;
- At least 1 symbol e.g. !,@,\$ etc;
- At least 1 uppercase character;
- At least 1 lowercase character;

 Below the 'New Password' field, there is an 'unmask' checkbox and a message: 'Your password is 0 characters long'.

## How do I change my password?

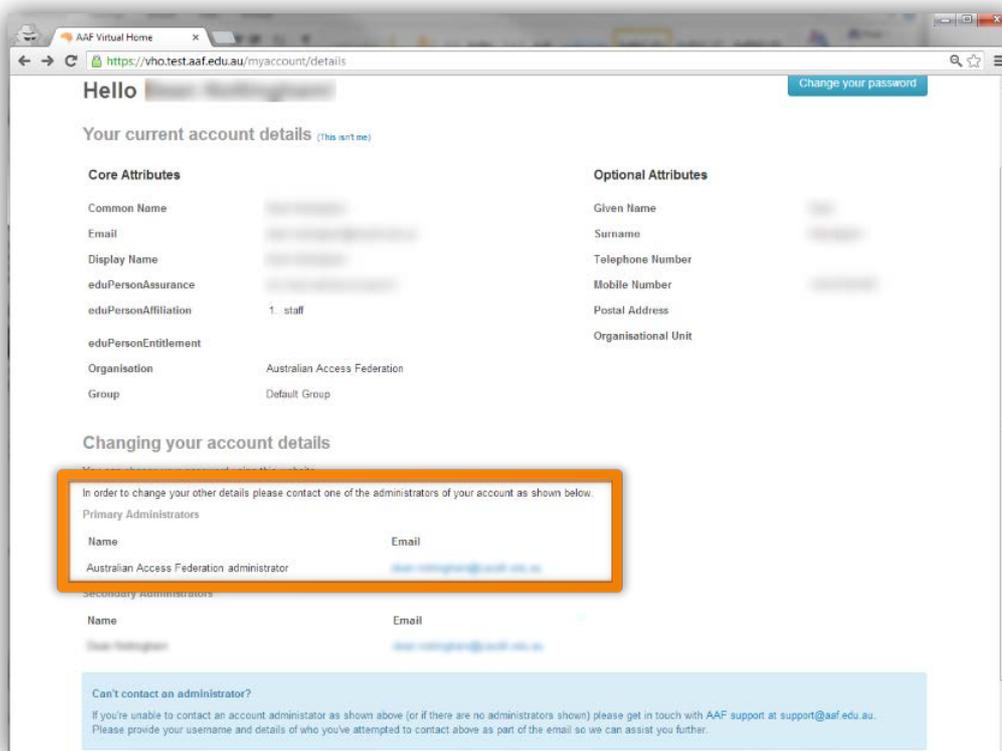
Use your VH account to log in to <https://vho.aaf.edu.au/myaccount> and you will see the ‘Change Password’ button to begin the process.

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!).



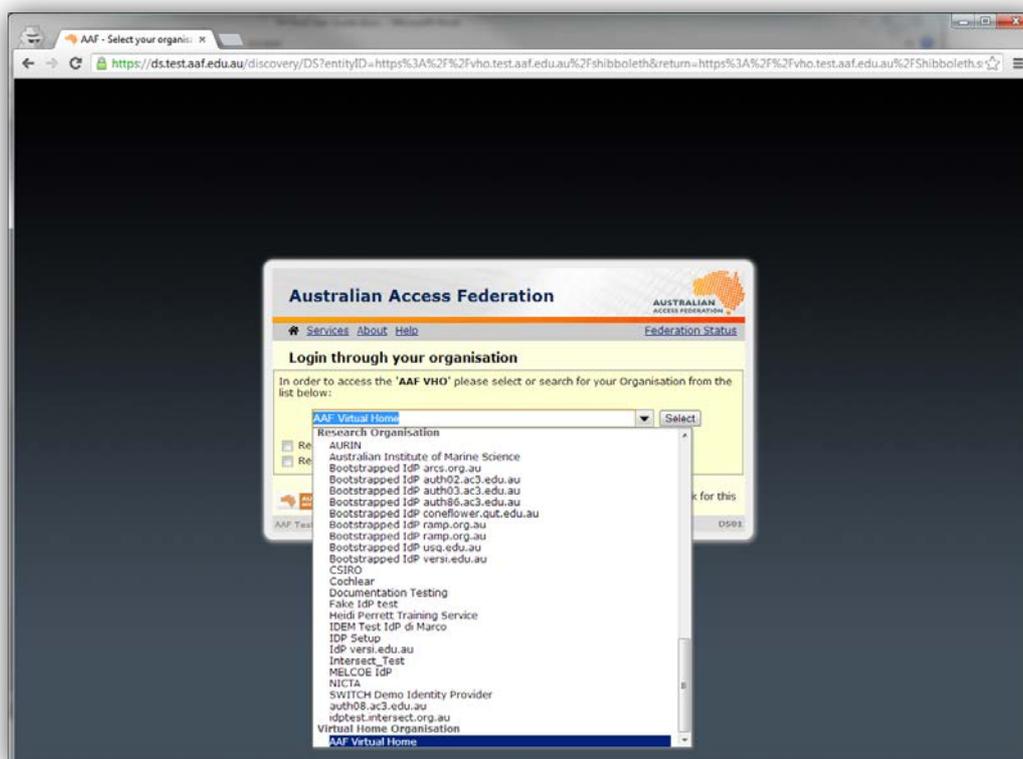
## How do I change my account details?

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



## 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.



## Where can I find more help?

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

