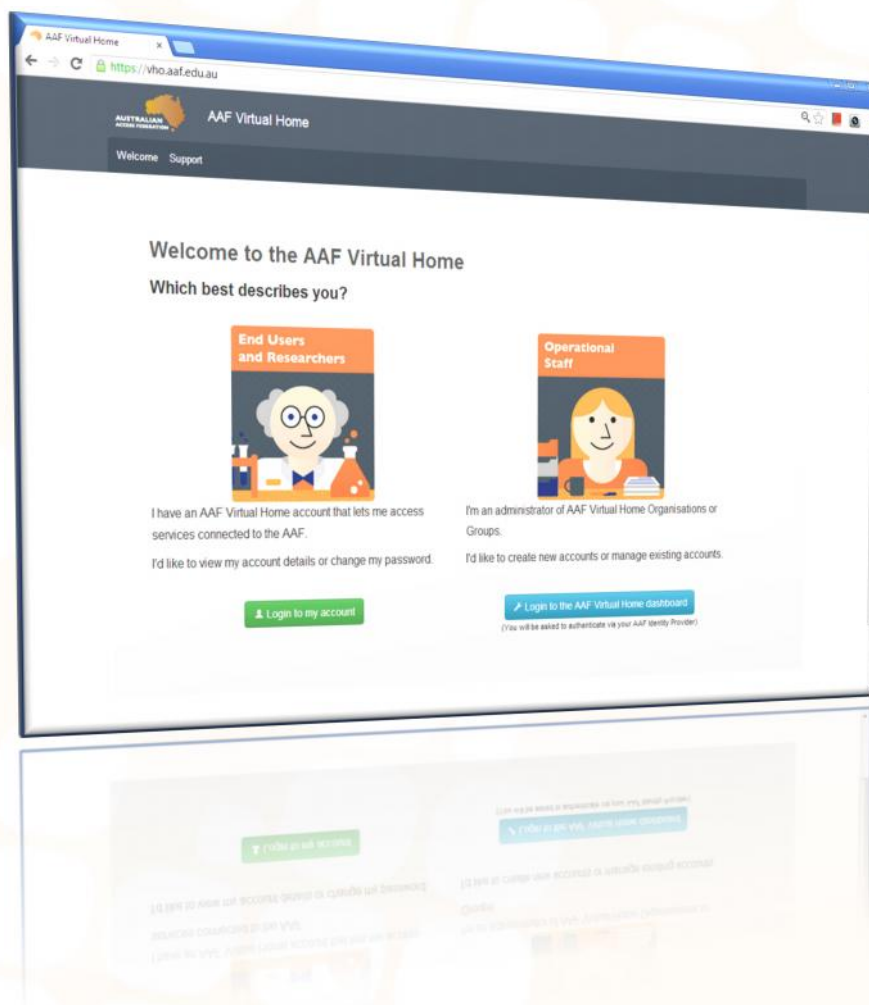


AAF Virtual Home (VH)

User Guide for Administrators



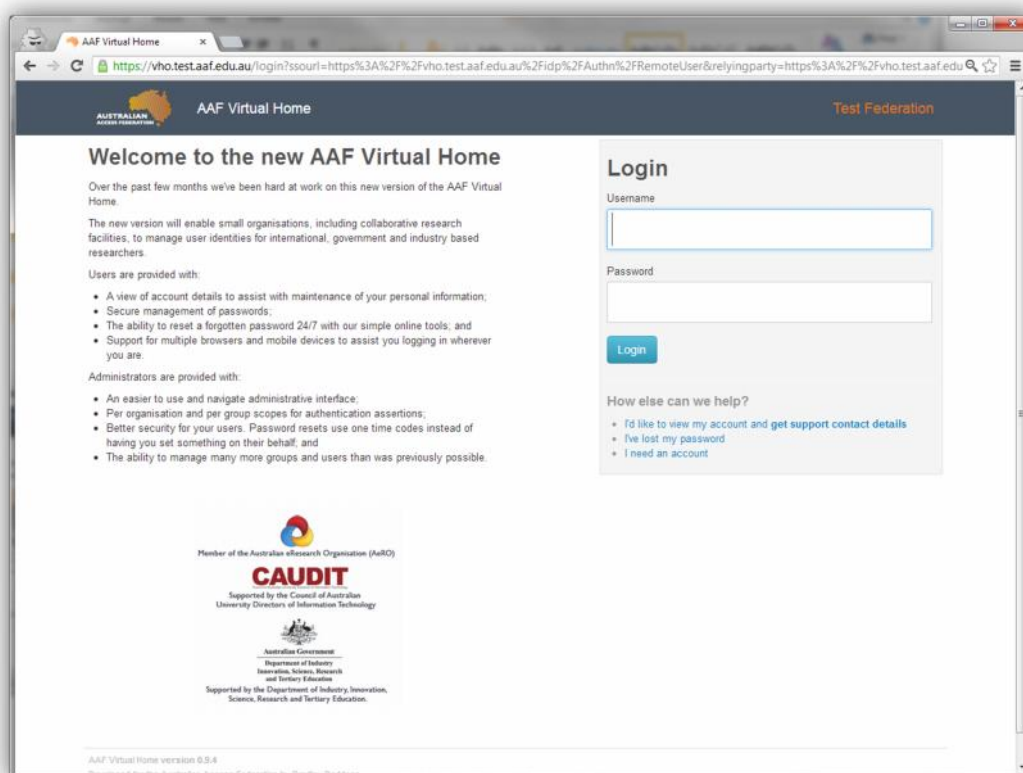
FEBRUARY 2014

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.

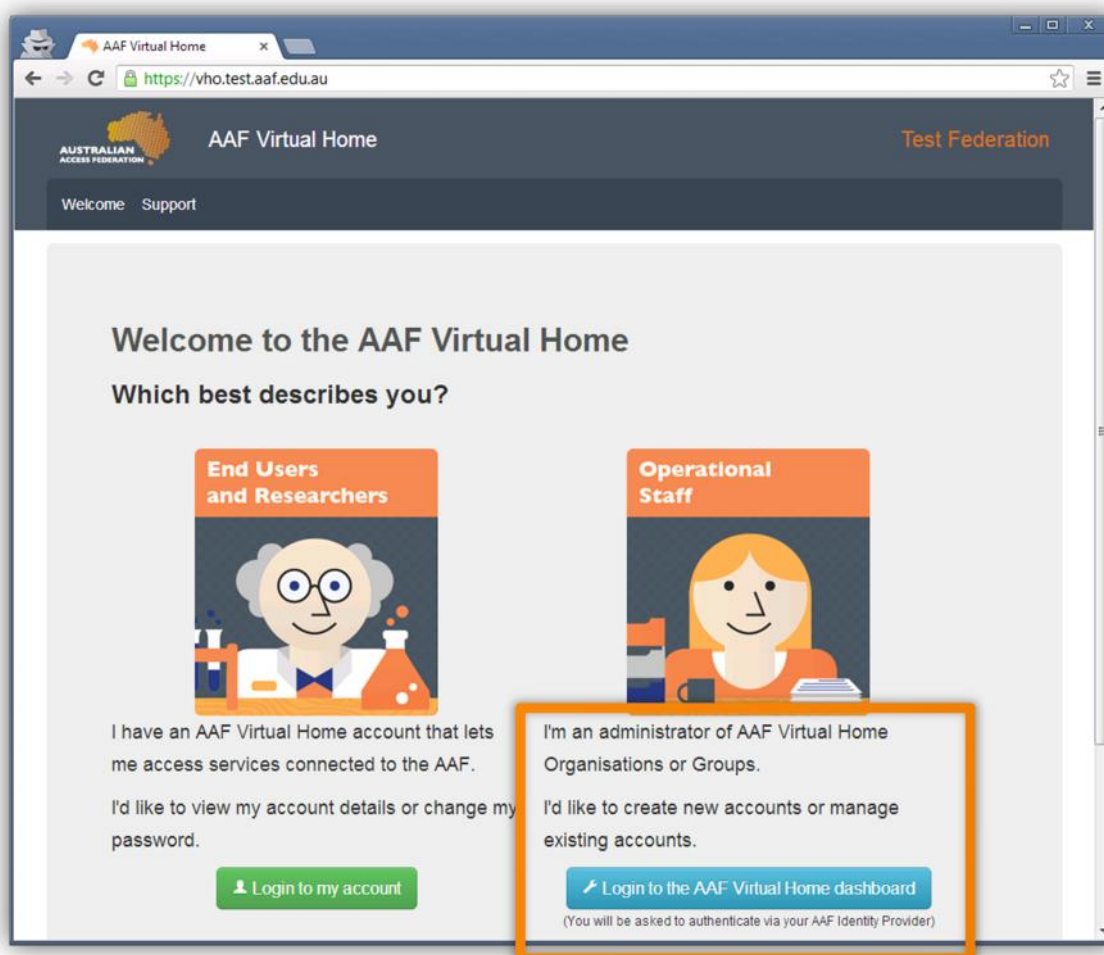
Further information can be found here: <http://www.aaf.edu.au/technical/virtual-home-organisation-vho/>



Logging into the Admin portal

To access the administrator portal, visit <http://vho.aaf.edu.au> 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 support@aaf.edu.au.

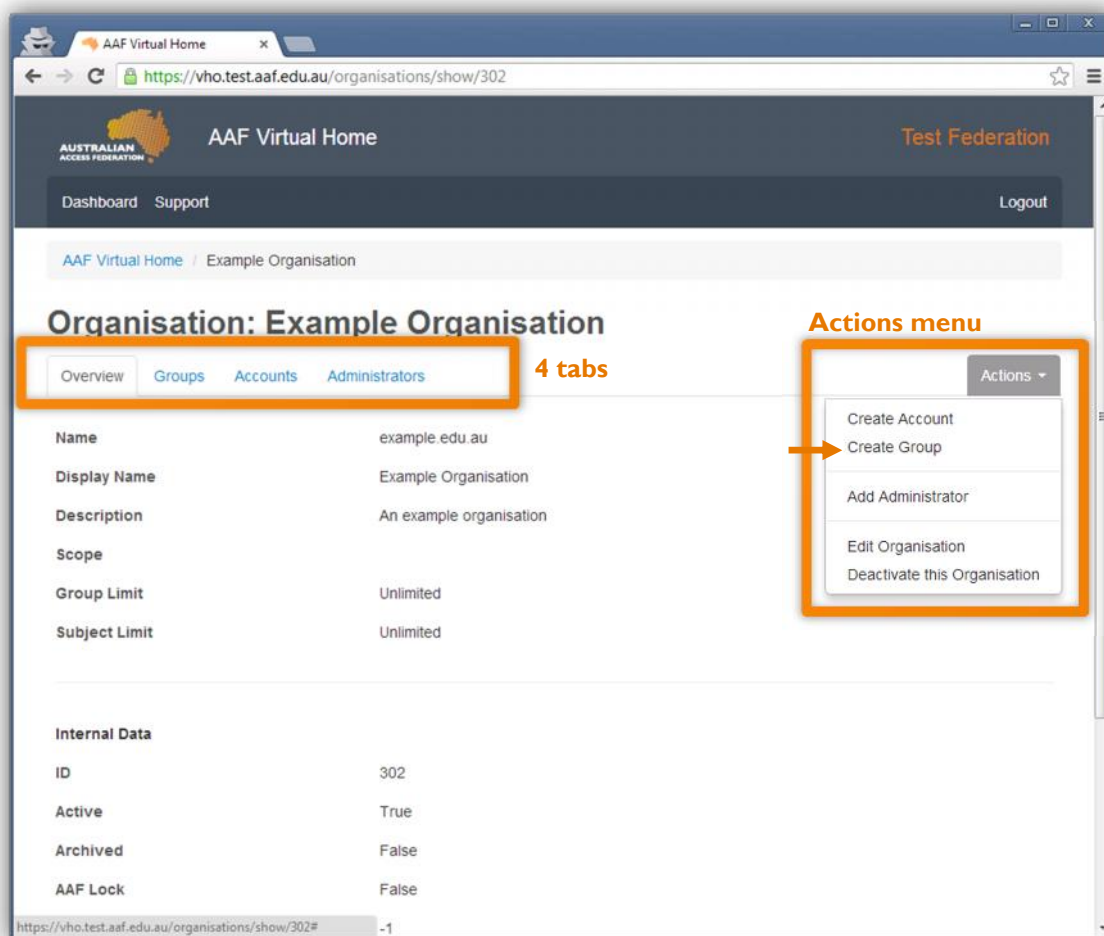


How do I create groups?

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.



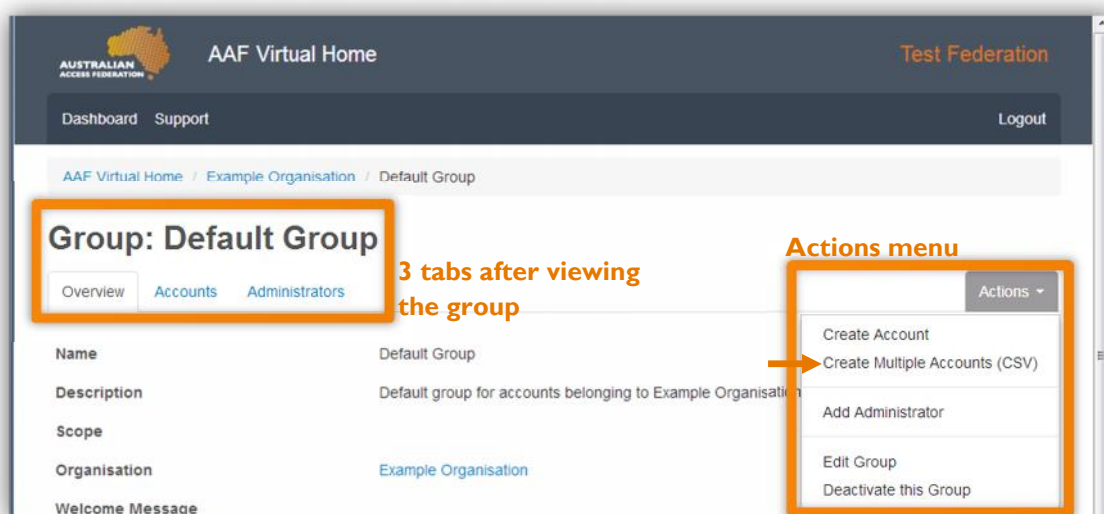
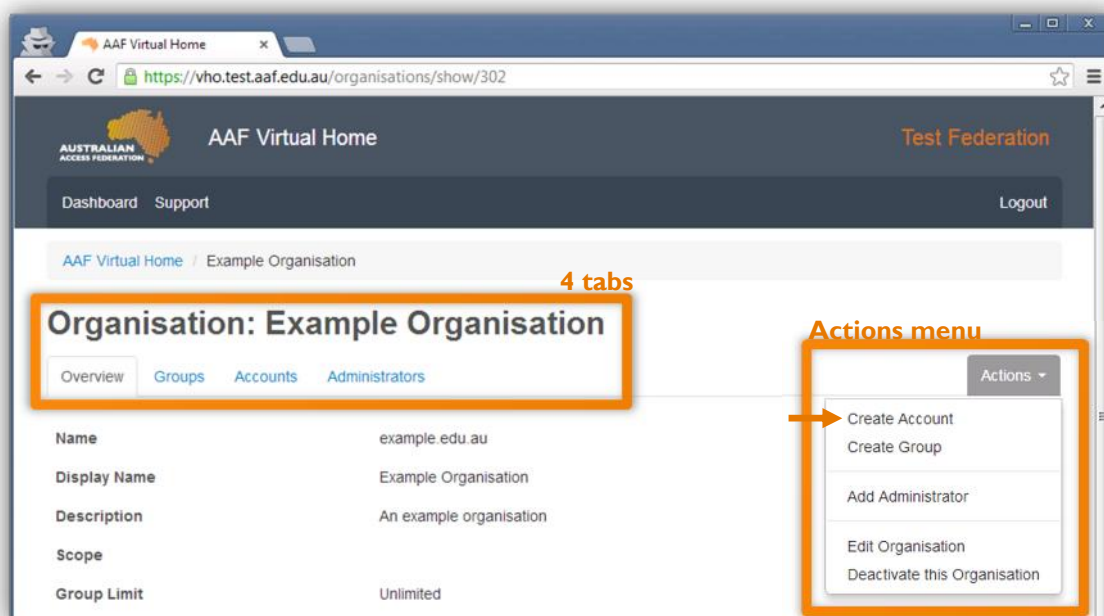
How do I create user accounts?

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.

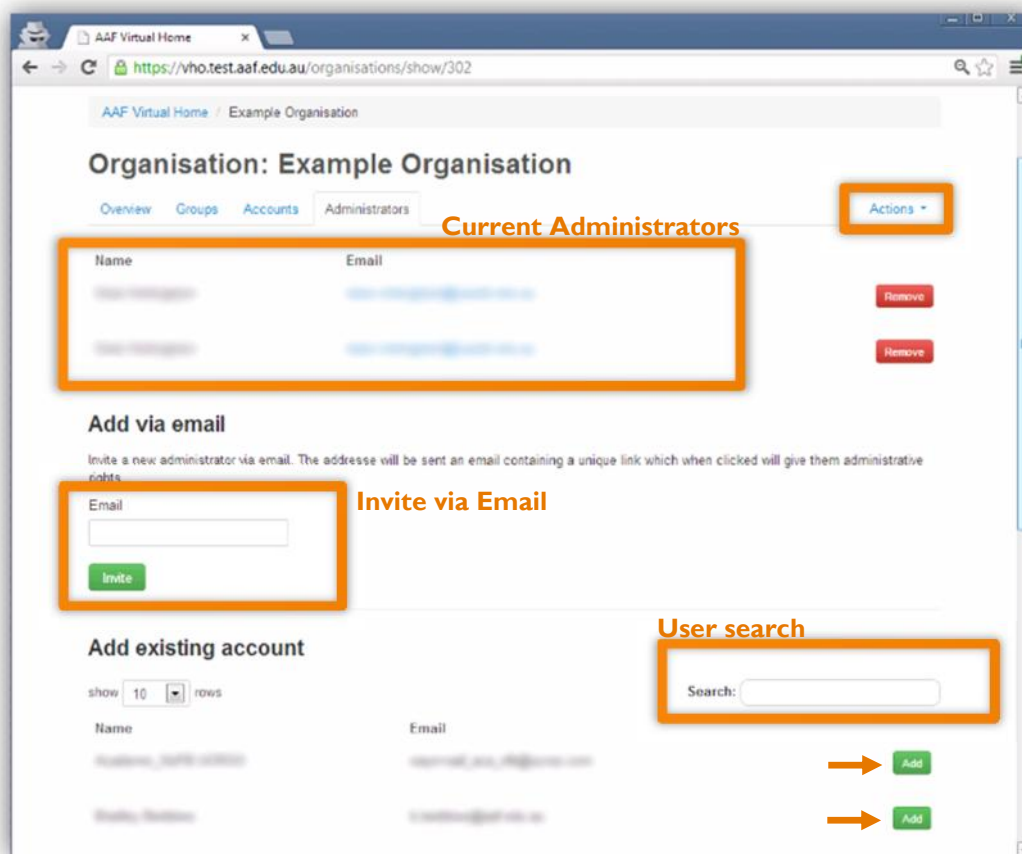
You can also create accounts quicker (or in bulk) by viewing the Group first and clicking on the Actions menu. The Create Account option still exists, but you are also given the option to Create Multiple Accounts via CSV file upload. You will see instructions on how to create the CSV file.



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.

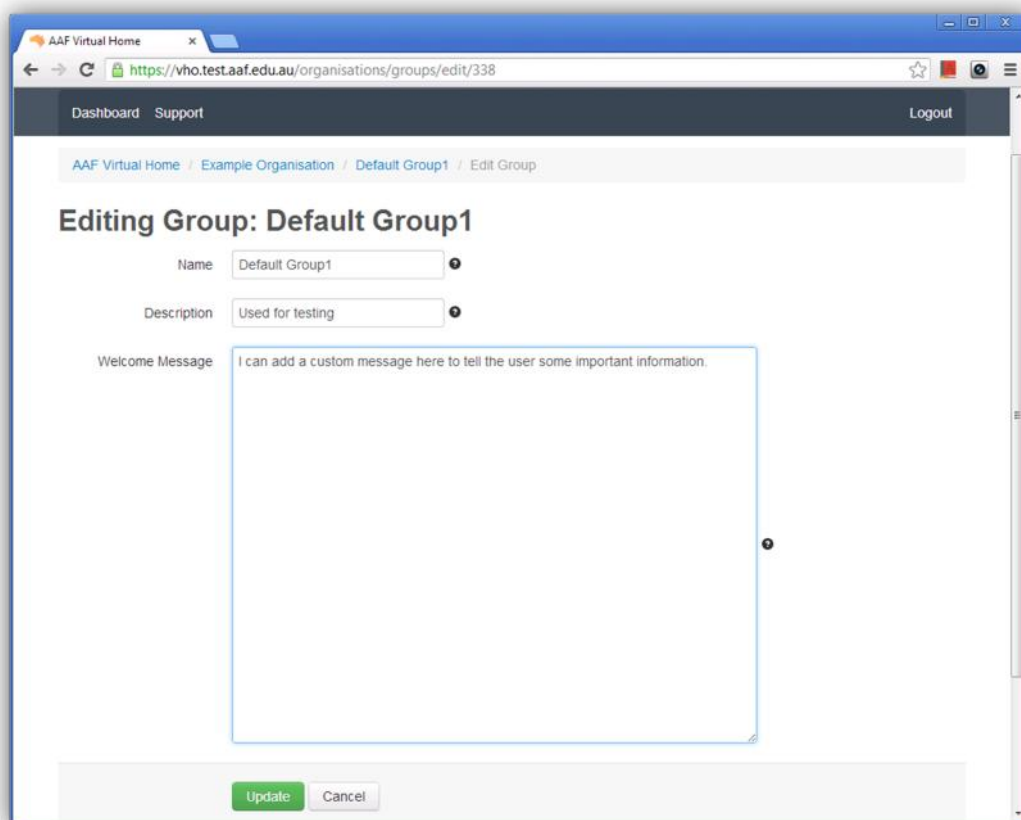


How do I customise the invitation/welcome email for users?

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: <http://i.imgur.com/IVcZ1KE.png>).

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



The screenshot shows a web browser window with the URL <https://vho.test.aaf.edu.au/organisations/groups/edit/338>. The page title is "Editing Group: Default Group1". The form contains the following fields:

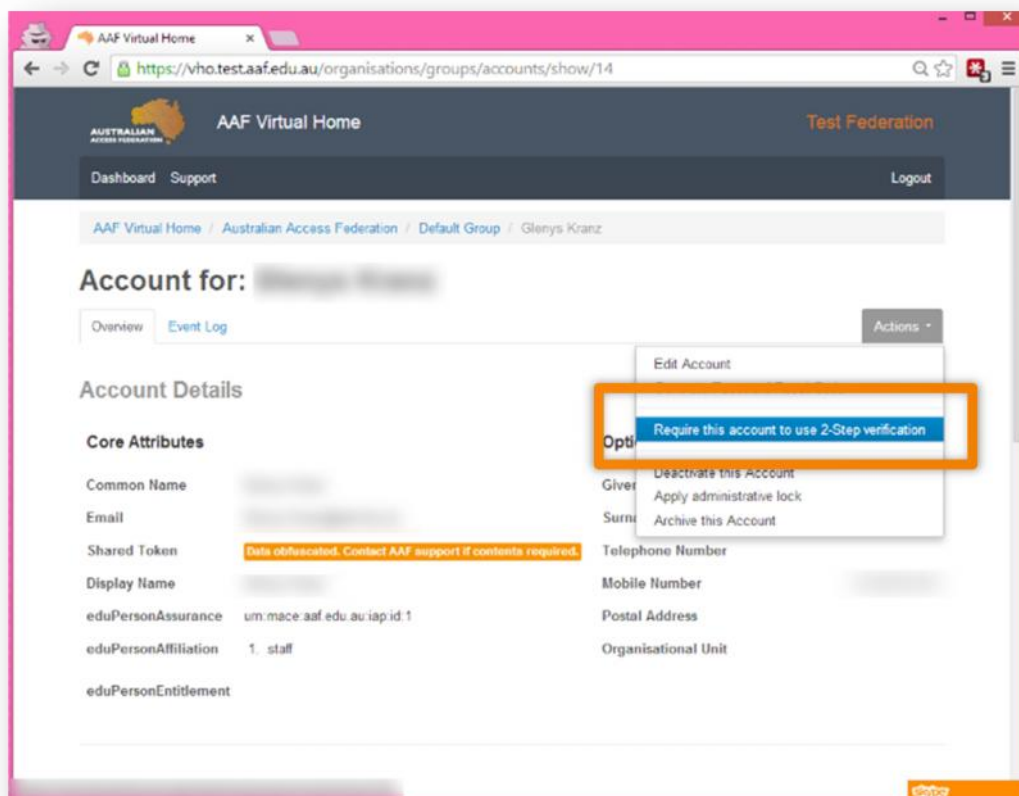
- Name:** Default Group1
- Description:** Used for testing
- Welcome Message:** A large text area containing the placeholder text: "I can add a custom message here to tell the user some important information."

At the bottom of the form, there are two buttons: "Update" (green) and "Cancel" (grey).

How do I set up 2-step verification for my users?

2-Step verification is an additional security measure you may apply to user accounts. In addition to being prompted for your username and password, once every 90 days the user will also be asked for a secure number that will be generated on your smart phone or tablet device (it works similar to one-time-use tokens or SMS alerts that you may have with your bank account).

To enable 2-Step verification for an account, find the account and select “Require this account to use 2-Step verification” from the Actions menu.



The process of configuring an account for 2-Step verification is displayed in the End User Guide.

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>

