

# eduroam Visitor Access (eVA) Quick Guide

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## Access the eVA Portal

Browse to <https://eva.eduroam.ie/> and login using your local Edugate IDP credentials

## Terminology used in eVA and this Document

- Visitor:** Temporary eduroam account for a guest/visitor on campus.
- User:** Staff member with access to the eVA portal to create visitor accounts.
- Administrator:** Staff member with access to the admin functions on the portal.
- CERT User:** Staff member with access to the CERT functions on the portal (usually also an administrator but the privileges can be granted separately if required).

**Note:** if you are the first administrator logging in for your institution, you will have to also create a user profile for yourself before you can add any visitors – see the “Admin Tasks” section for details of how to add user profiles.



The eVA Portal main screen:

**eduroam**  
Visitor Access

Liam Kennedy ▾

Home My eVA ▾ My Teams ▾ Admin ▾ CERT ▾ Environment admin ▾ Settings ▾

### Home - Dashboard

#### MY VISITORS

[My visitors](#) [Create visitor](#)

You can have up to **10** visitors at the same time. Those visitors can use the eduroam Wi-Fi network for a maximum period of **14** day(s).

Currently **2** out of **10** visitor accounts are created.

**Last added visitor(s):**

- [John Smith,](#)
- [s@eva.edu.ie](#)

#### QUICK CREATE 1-DAY ACCOUNT

Mobile number or email \*

[Submit](#)

#### MANUAL & SUPPORT

1. [eduroam Visitor Access v. 2](#) (Regular use)
2. [eduroam Visitor Access v. 2](#) (Extra functionalities, power-users)
3. [eduroam Visitor Access v. 2 Admin](#) (Operation and configuration)

#### CREATED ACCOUNTS

Total accounts created this month: **2**  
Total accounts created previous month: **0**

Category	Count
Single accounts	2
Batch	0
Group	0
SMS	0

#### NUMBER OF SENT SMS MESSAGES

[More statistics](#)

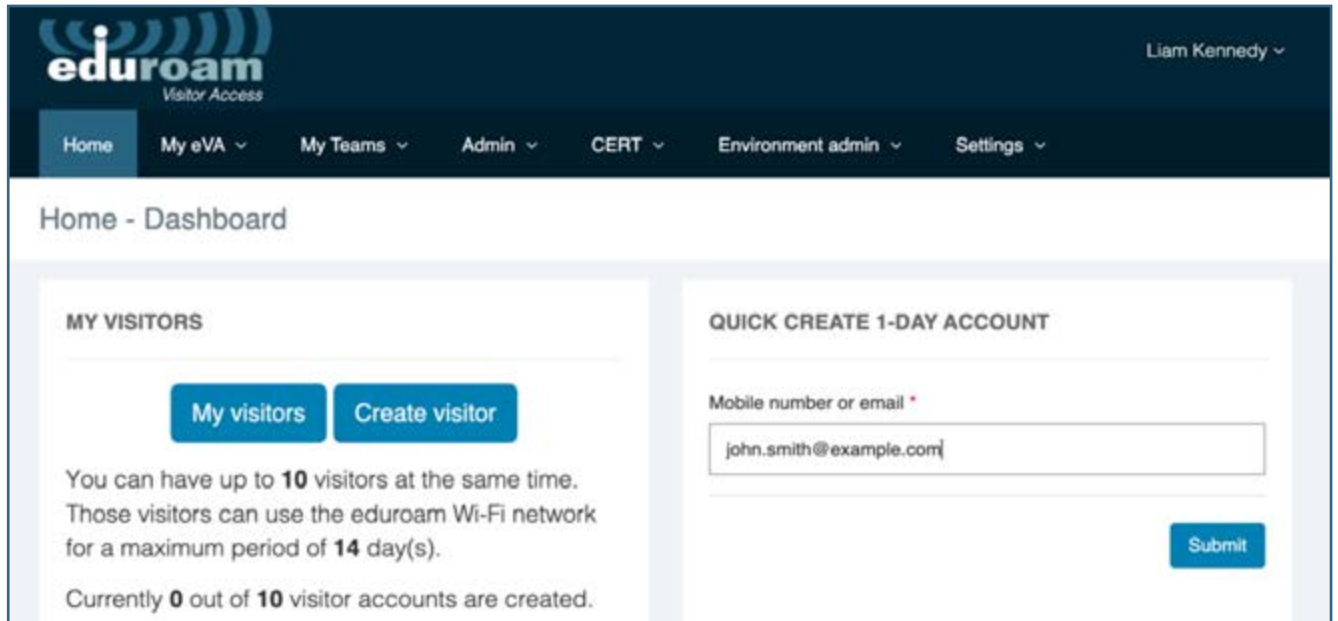
Category	Count
S...	30
A...	10

#### MY DETAILS

Name	Liam Kennedy
Email address	liam.kennedy@heanet.ie
Organization	HEAnet
Type	
ID	lkennedy@heanet.ie

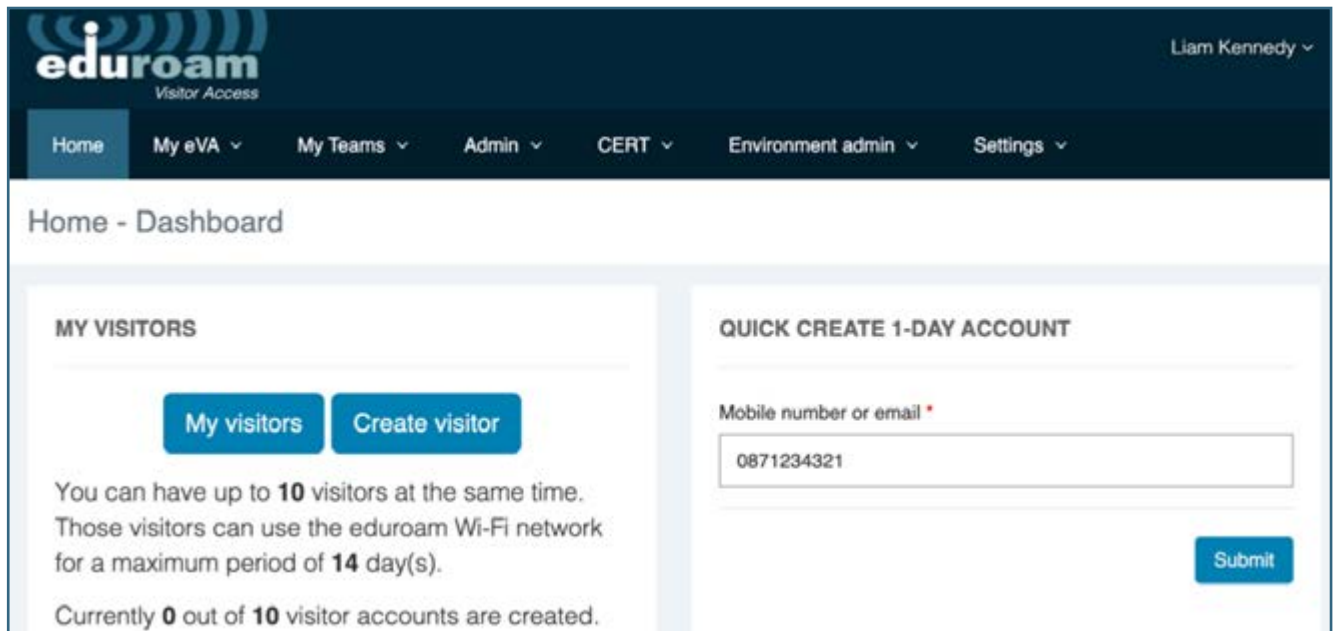
## Create Visitor Accounts

Quick create 1-day account using email address:



The screenshot shows the eduroam Visitor Access dashboard. The top navigation bar includes the eduroam logo, the user name 'Liam Kennedy', and menu items: Home, My eVA, My Teams, Admin, CERT, Environment admin, and Settings. The main content area is titled 'Home - Dashboard' and is divided into two columns. The left column, 'MY VISITORS', contains buttons for 'My visitors' and 'Create visitor', and text stating that up to 10 visitors can be active at once for a 14-day period, with currently 0 out of 10 accounts created. The right column, 'QUICK CREATE 1-DAY ACCOUNT', features a form with a label 'Mobile number or email \*' and a text input field containing 'john.smith@example.com'. A 'Submit' button is located at the bottom right of this form.

Quick create 1-day account using a phone number:



This screenshot is identical to the one above, showing the same dashboard layout. However, the 'QUICK CREATE 1-DAY ACCOUNT' form now has a phone number '0871234321' entered in the 'Mobile number or email \*' input field. The 'Submit' button remains at the bottom right.



## Create Visitor:

My eVA->My Visitors->Create Visitor

**eduroam**  
Visitor Access

Liam Kennedy ▾

Home My eVA ▾ My Teams ▾ Admin ▾ CERT ▾ Environment admin ▾ Settings ▾

### Create visitor

**CREATE VISITOR**

Visitor

Name \*

Mail

Mobile number

Communication language \*

**Notifications**

Notification by Email

Notification by SMS

Send me a confirmation by Email

**Date**

Please select the period the visitor needs access to the Wi-Fi network. Starting from the first day of access until (and including) the end date.

From (00:00) \*

Till (23:59) \*

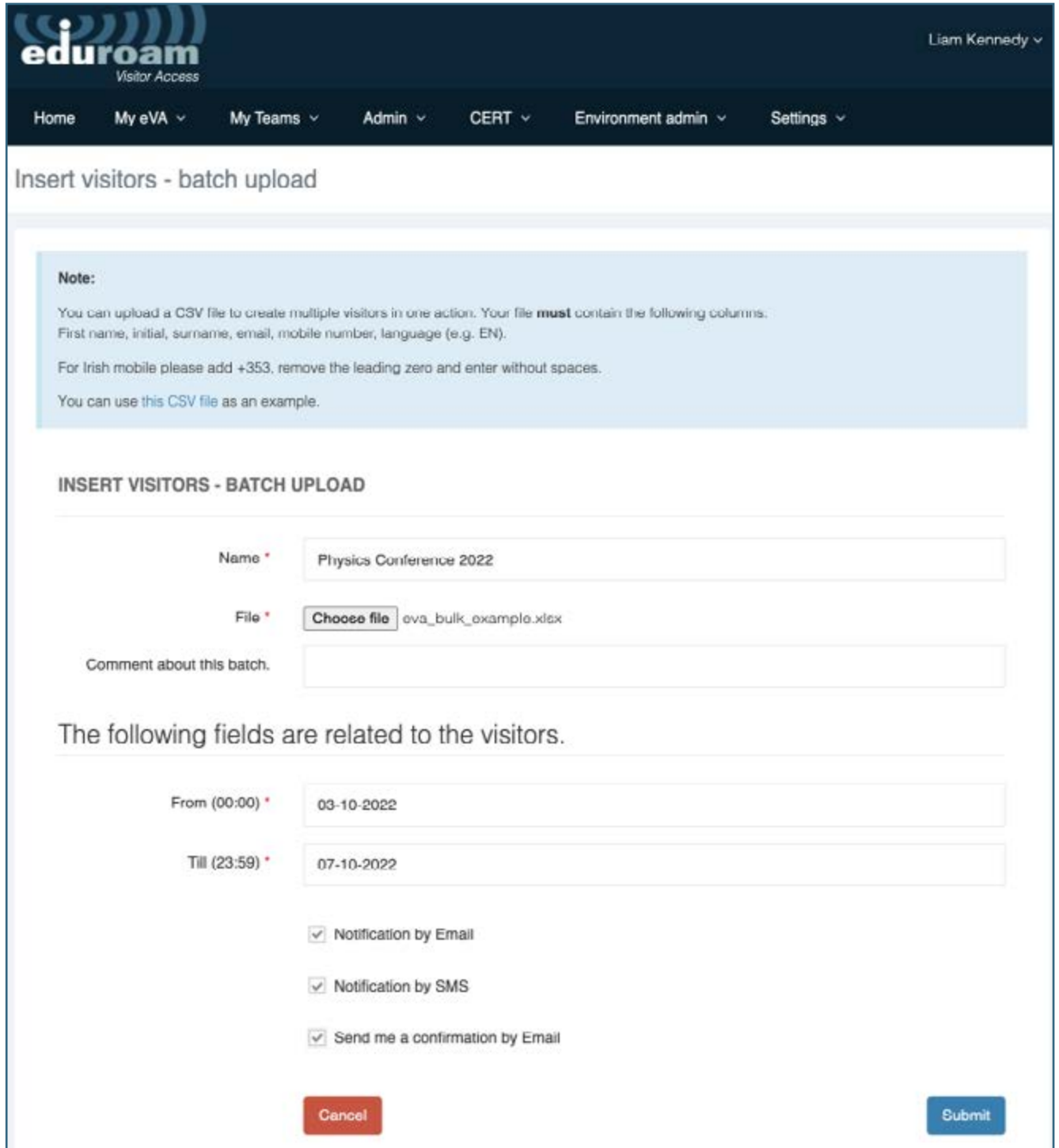
**Comments about this author**

Comments about this visitor

## Bulk Upload a Group of Temporary Eduroam Users:

My eVA->My Batch Uploads->Create Batch

Sample Batch File: See the example spreadsheet in the portal



The screenshot shows the Eduroam Visitor Access (eVA) portal interface. At the top, there is a dark blue header with the Eduroam logo on the left and the user name 'Liam Kennedy' on the right. Below the header is a navigation menu with items: Home, My eVA, My Teams, Admin, CERT, Environment admin, and Settings. The main content area is titled 'Insert visitors - batch upload'. A light blue note box contains instructions: 'Note: You can upload a CSV file to create multiple visitors in one action. Your file **must** contain the following columns: First name, initial, surname, email, mobile number, language (e.g. EN). For Irish mobile please add +353, remove the leading zero and enter without spaces. You can use [this CSV file](#) as an example.' Below the note is a section titled 'INSERT VISITORS - BATCH UPLOAD'. It contains a form with the following fields: 'Name' (text input with value 'Physics Conference 2022'), 'File' (file selection button with value 'ova\_bulk\_example.xlsx'), and 'Comment about this batch.' (text input). Below this is a section titled 'The following fields are related to the visitors.' with 'From (00:00)' (text input with value '03-10-2022') and 'Till (23:59)' (text input with value '07-10-2022'). There are three checkboxes: 'Notification by Email' (checked), 'Notification by SMS' (checked), and 'Send me a confirmation by Email' (checked). At the bottom, there are 'Cancel' and 'Submit' buttons.

**Note:**

You can upload a CSV file to create multiple visitors in one action. Your file **must** contain the following columns: First name, initial, surname, email, mobile number, language (e.g. EN).

For Irish mobile please add +353, remove the leading zero and enter without spaces.

You can use [this CSV file](#) as an example.

### INSERT VISITORS - BATCH UPLOAD

Name \*

File \*  ova\_bulk\_example.xlsx

Comment about this batch.

The following fields are related to the visitors.

From (00:00) \*

Till (23:59) \*

Notification by Email

Notification by SMS

Send me a confirmation by Email

## 1-Day SMS

This is a self-service feature whereby visitors can request a temporary 1-day account by texting a code to the **self-service number +353-86-3876076**

### View the 1-day Codes:

Admin->1-day SMS

The screenshot shows the eduroam Visitor Access Admin interface. The top navigation bar includes the eduroam logo, the user name 'Liam Kennedy', and menu items: Home, My eVA, My Teams, Admin, CERT, Environment admin, and Settings. The main content area is titled '1-day SMS' and contains the following text:

You can use the following SMS codes (keywords). When visitors text the correct code to the eVA phone number (+353 86 3876076), they'll receive their eduroam credentials by text message for the current day.

Remember to add +353 for international visitors.

Only the Admin of eduroam Visitor Access can view this page with keywords and/or distribute it within the organisation to the right people.

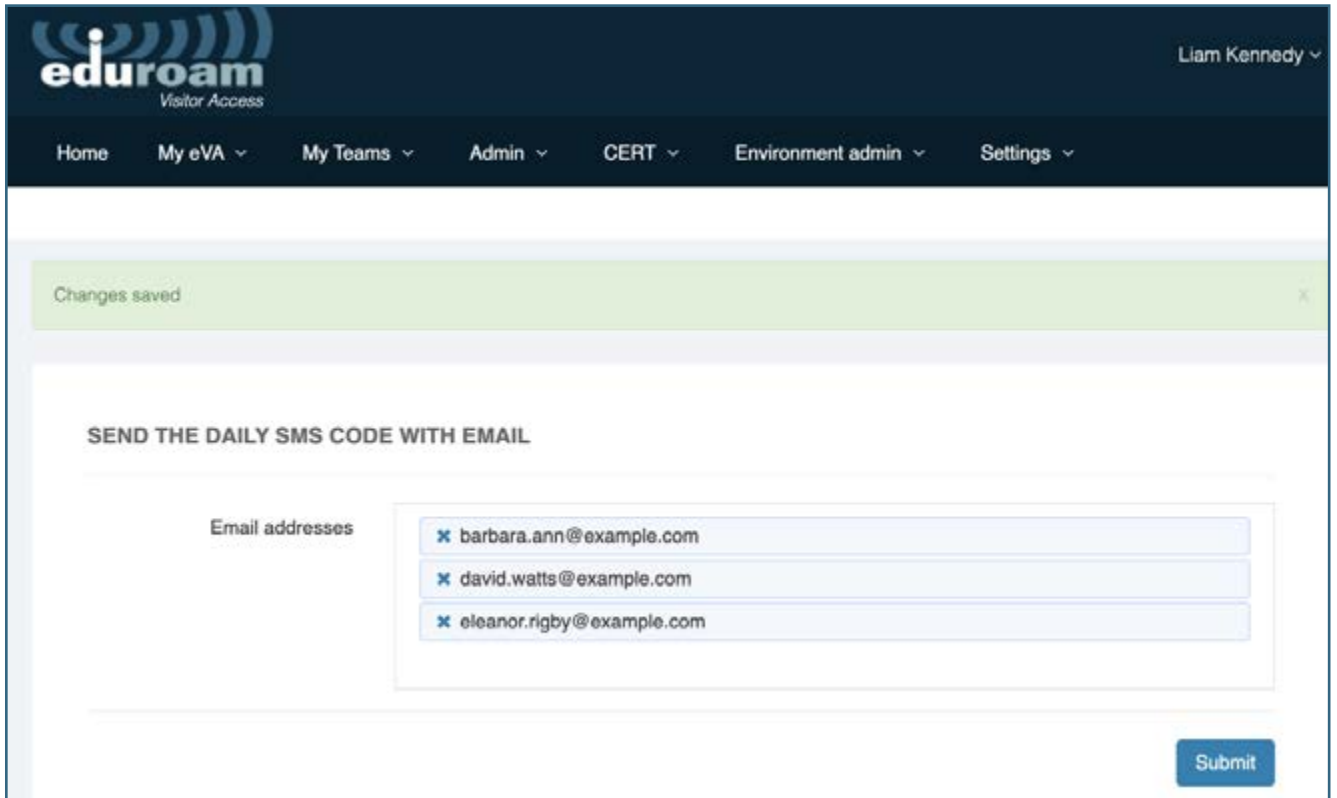
There are two buttons: 'Send daily SMS code with email' and 'View 1-day SMS events from the past'.

Valid at	Keyword	Limit	Current usage	
30 September 2022	18heanet	100	0	
1 October 2022	heanet49	100	0	
2 October 2022	99heanet	100	0	
3 October 2022	heanet99	100	0	



### Automatically Distribute the 1-Day Code by Email:

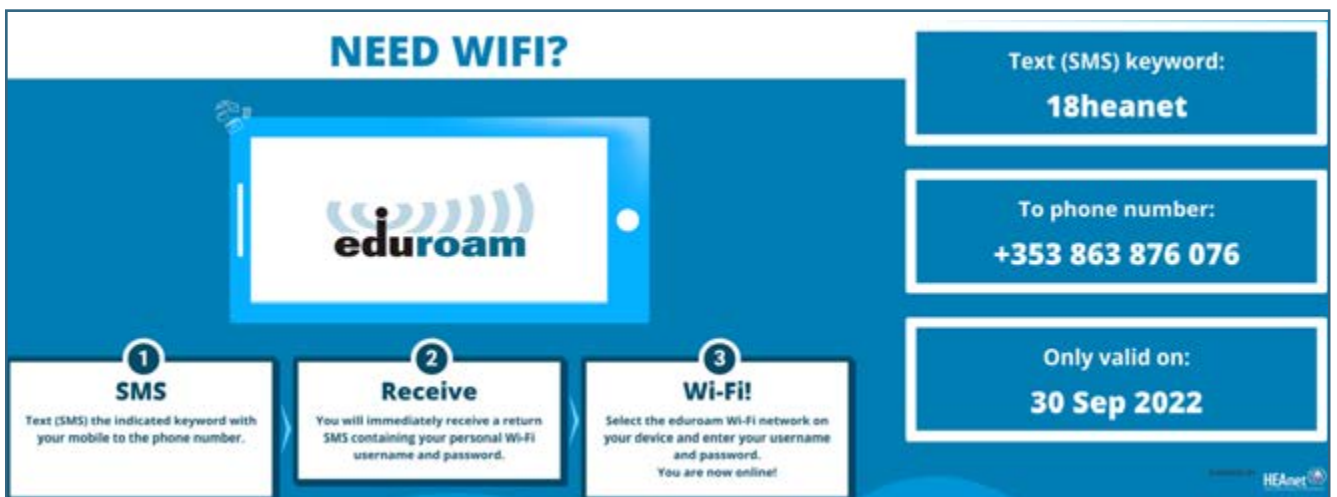
Admin->1-day SMS->Send Daily SMS Code



### Display the 1-Day Code on Screen:

(e.g., in the lobby of a conference or meeting)

Admin->Narrowcast



## SMS Events

SMS events allow Visitors to request access using an SMS that remains valid for a set number of days (up to 28 days)

### Create an SMS Event:

MyEVA->MySMSEvents->Add

**CREATE SMS EVENT**

---

**Event**

Name \*

Keyword \*

Max visitors \*

From (00:00) \*

Till (23:59) \*

**Comment**

## Display the SMS Event Code:

Click on the name of the SMS Event to view the instructions splash-screen. This can be displayed on screens at the event, printed out etc.



**NEED WIFI?**

Text (SMS) keyword:  
**RC2024**

To phone number:  
**+353 863 876 076**

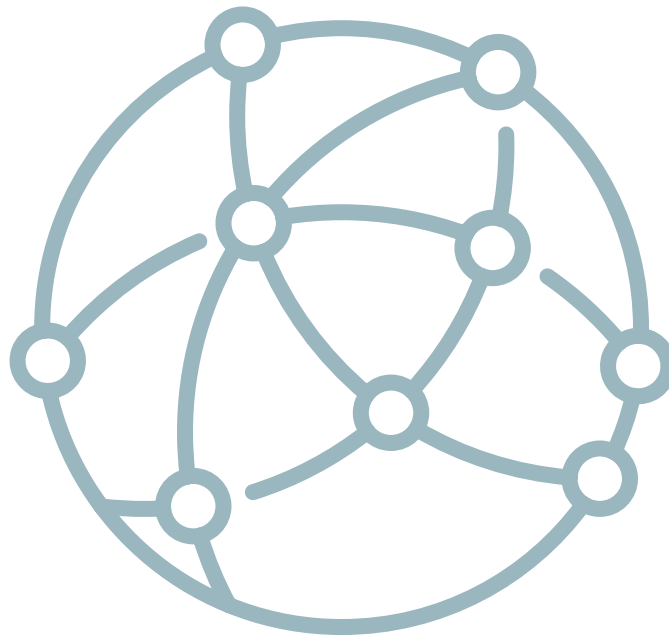
Only valid on:  
**05 Aug - 09 Aug 2024**

**1 SMS**  
Text (SMS) the indicated keyword with your mobile to the phone number.

**2 Receive**  
You will immediately receive a return SMS containing your personal Wi-Fi username and password.

**3 Wi-Fi!**  
Select the "eduroam" Wi-Fi network on your device and enter your username and password. You are now online!

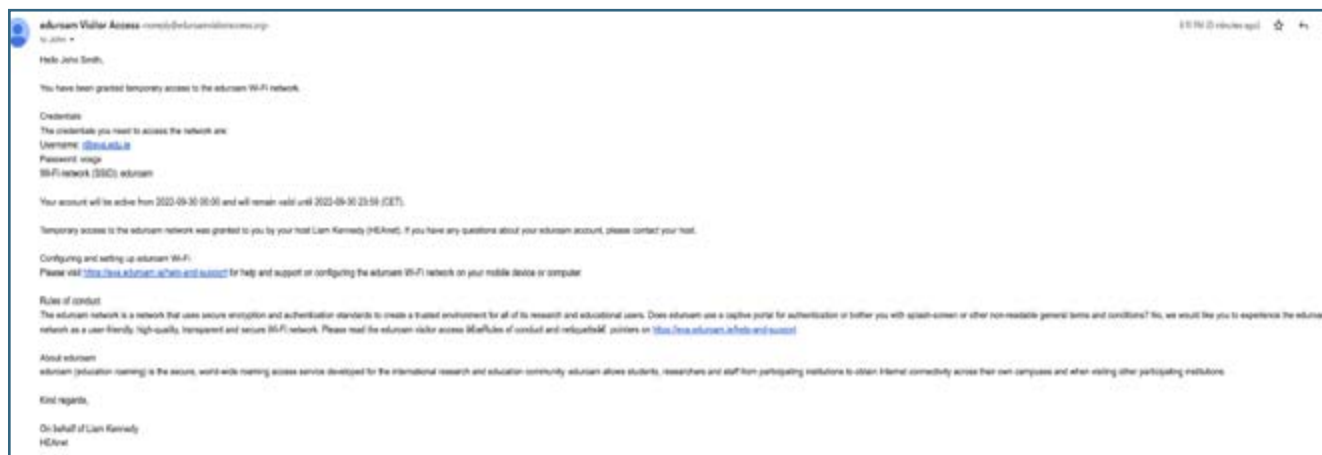
powered by HEAnet



## Notifications

These are the standard notifications received by the temporary guest users:

### Email Notification:



### SMS Notification:

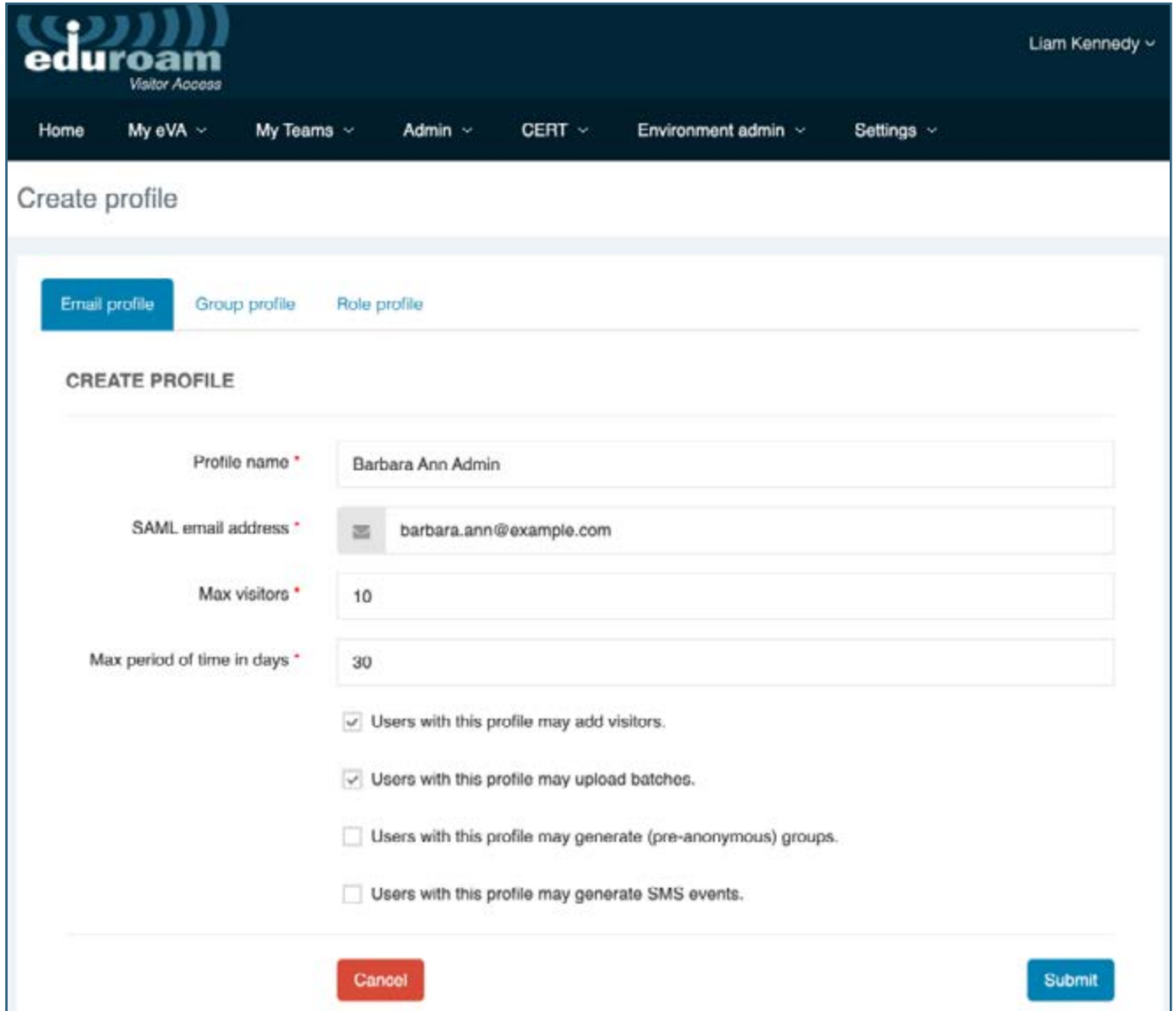


Please note, if testing eVA on your own devices, you will need to delete any existing Eduroam profiles and certificates you may have installed.

## Admin Tasks

Create an Individual Profile for an eVA User:

Admin->Profiles->Create Profile->Email profile



The screenshot shows the 'Create profile' page in the Eduroam Visitor Access (eVA) Admin interface. The page has a dark blue header with the 'eduroam Visitor Access' logo on the left and the user name 'Liam Kennedy' on the right. Below the header is a navigation menu with links for Home, My eVA, My Teams, Admin, CERT, Environment admin, and Settings. The main content area is titled 'Create profile' and features three tabs: 'Email profile' (selected), 'Group profile', and 'Role profile'. Under the 'Email profile' tab, there is a 'CREATE PROFILE' section with the following fields and options:

- Profile name \***: Barbara Ann Admin
- SAML email address \***: barbara.ann@example.com
- Max visitors \***: 10
- Max period of time in days \***: 30
- Users with this profile may add visitors.
- Users with this profile may upload batches.
- Users with this profile may generate (pre-anonymous) groups.
- Users with this profile may generate SMS events.

At the bottom of the form, there are two buttons: a red 'Cancel' button on the left and a blue 'Submit' button on the right.

## Create a Group of eVA User Profiles:

Admin->Profiles->Create Profile->Group Profile

The screenshot shows the 'Create profile' interface in the eduroam Visitor Access system. The 'Group profile' tab is active. The form contains the following fields and options:

- Profile name \***: University eVA Admins
- SAML email addresses \***: A list of three email addresses:
  - barbara.ann@example.com
  - david.watts@example.com
  - eleanor.rigby@example.com
- Max visitors \***: 50
- Max period of time in days \***: 30
- Permissions (all checked):**
  - Users with this profile may add visitors.
  - Users with this profile may upload batches.
  - Users with this profile may generate (pre-anonymous) groups.
  - Users with this profile may generate SMG events.
  - This is a team.

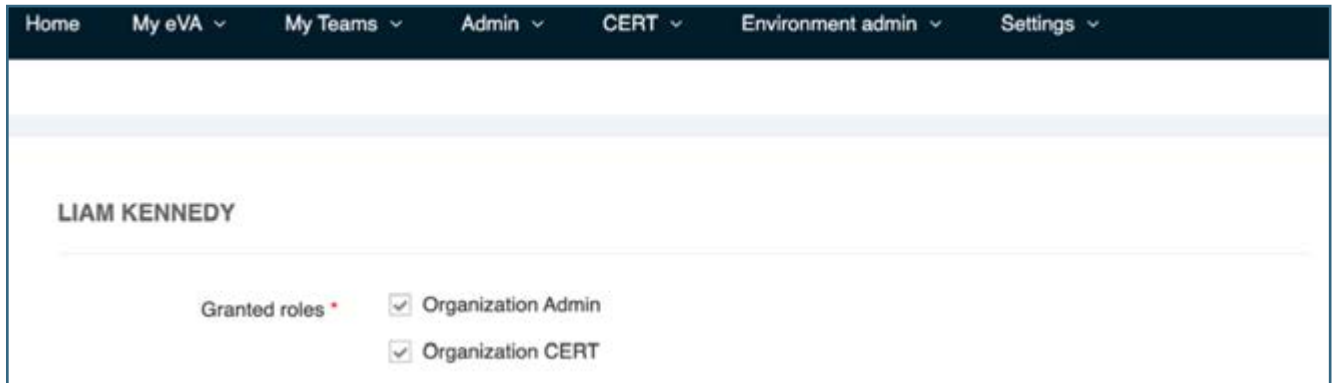
At the bottom of the form, there are 'Cancel' and 'Submit' buttons.



### Create an Additional eVA Administrator:

Settings->Accounts

Select the user you want to grant admin rights to, and tick the Organisation Admin box (and optionally the Organization CERT box which will give the user access to the CERT menu in the portal)





For more functionality, please see the  
documentation on the eVA portal