

canarie



# User Guide

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## eduroam Visitor Access (eVA) for Standard Users

### Features Described in this Guide:

- Creation & Management of Individual eVA Accounts

Version 1.2 (February 2020)

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# 1. Introduction

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This document will guide you through the steps required to provision guest accounts on eduroam, the international Wi-Fi roaming service for research and education. As a host, you can create temporary eduroam accounts for your visitors, without the need for IT support. These accounts will give visitors temporary and immediate access to your organization's eduroam Wi-Fi network.

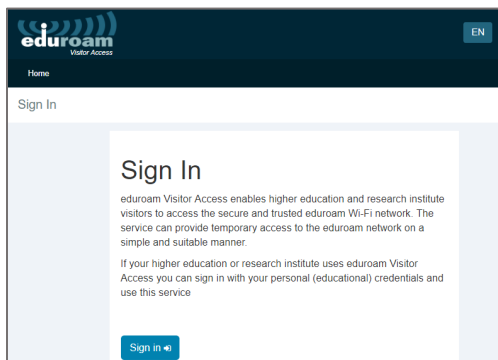
Specific details on how to sign into the portal to create and manage eduroam Visitor Access (eVA) accounts are below:

## 2. eduroam Visitor Access Portal Sign-in

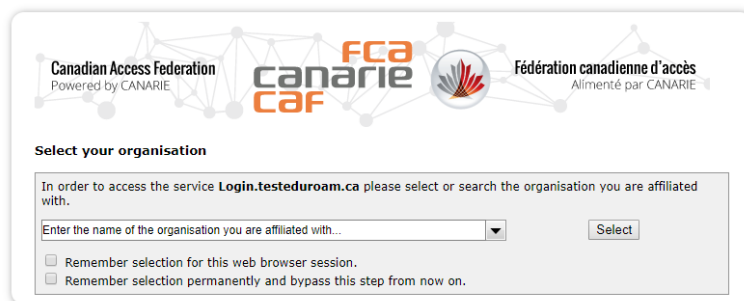
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Follow the steps outlined below to sign-in to the eVA Portal:

**Step 1:** Go to: <https://eva.eduroam.ca> and click "Sign in".



**Step 2:** Select (or search for) your organization (Identity Provider) and sign in with the username and password you use for your organization. If your organization is not shown, contact your IT help desk.

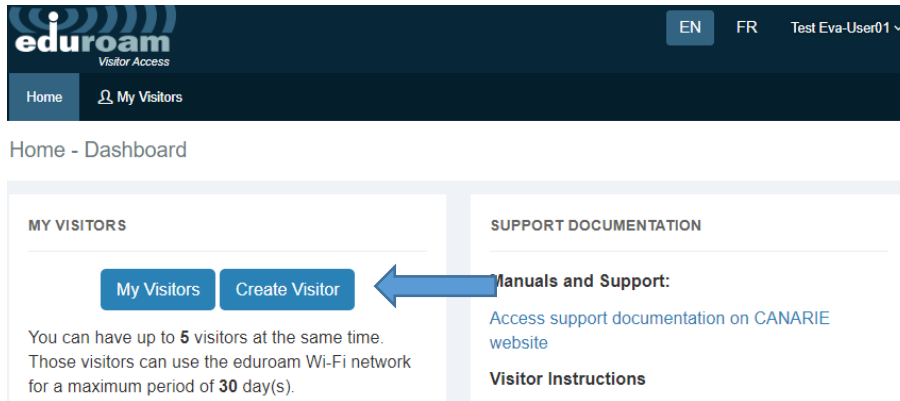


### 3. Create an eduroam Visitor Access Account

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Follow the steps outlined below to sign-in to the eVA Portal:

**Step 1:** From the Home - Dashboard, click on the “Create Visitor” button.



**Step 2:** Fill out the form and click “Submit”.

Visitor Details

First Name \*

Middle Initial

Last Name \*

E-mail

Mobile Number

Communication Language \*

Visitor Notification

Notification by E-mail

Notification by Text Message

Send me a confirmation by Email

Access Period

Please select the date(s) on which the visitor requires eduroam access, starting from the first day of access until (and including) the last day.

From (00:00) PT \*

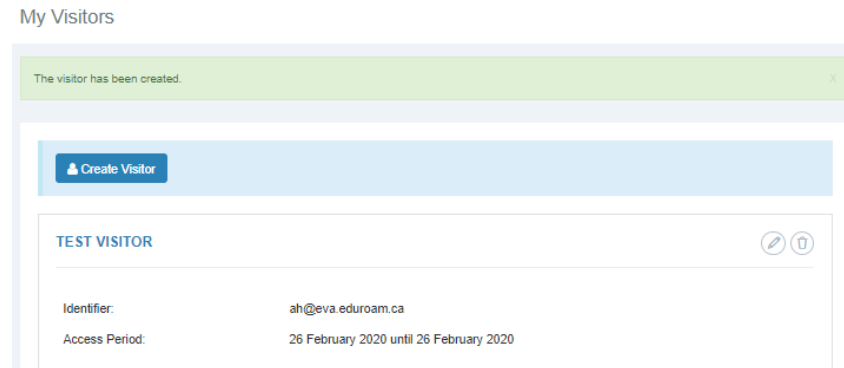
Until (23:59) PT \*

Account Creator Notes:

The mandatory fields are as follows:

- First Name
- Last Name
- E-mail Address *or* Mobile phone number
- Access Period (start and end date for eduroam access)


The following confirmation page will appear once the account has been successfully created and the notification has been sent:



Your visitors will receive a notification of their eVA account creation either by email, SMS or both (depending on the option you selected). Below is an example of each type of message:

## Sample Email

Temporary access to the eduroam Wi-Fi network/eduroam pour les visiteurs (eVA) - Activation de compte

 eduroam Visitor Access <noreply@eduroam.ca>  
To: Test Eva-User03  
(i) We removed extra line breaks from this message.

 Reply  Reply All  Forward 

Wed 02/26/2020 11:01 AM

Hello Test Visitor,

You have been granted temporary access to the eduroam Wi-Fi network.

The credentials you need to access eduroam are:

Username: [aj@eva.eduroam.ca](mailto:aj@eva.eduroam.ca)  
Password: sivzt  
Wi-Fi network (SSID): eduroam

Your account will be active from 2020-02-26 00:00 and will remain valid until 2020-02-26 23:59 (PT).

Temporary access to the eduroam network was granted to you by your host, Test Eva-User01 (CANARIE). If you have any questions about your eduroam account, please contact your host.

Technical Support for Configuring and Setting up eduroam It is important to install eduroam security settings on your device(s). Please visit <https://www.canarie.ca/identity/support/eva-instructions-for-visitors> for help and support on installing the eduroam Wi-Fi network on your mobile device or computer.

About eduroam

eduroam (education roaming) is the secure, world-wide roaming access service developed for the international research and education community. eduroam allows students, researchers and staff from participating institutions to obtain Internet connectivity across their own campuses and when visiting other participating institutions.

# Sample Text Message

Your eduroam Visitor Access account provided by [redacted] is now active!

Wi-Fi: eduroam

Username: [ah@eva.eduroam.ca](mailto:ah@eva.eduroam.ca)

Password: agbxz

Valid to: 2020-02-26 23:59 (PT)

We strongly encourage you to use download the eduroam security profile to configure your device.

Instructions can be found here:

<https://www.canarie.ca/identity/support/eva-instructions-for-visitors>



## 4. Edit and Delete eVA Accounts

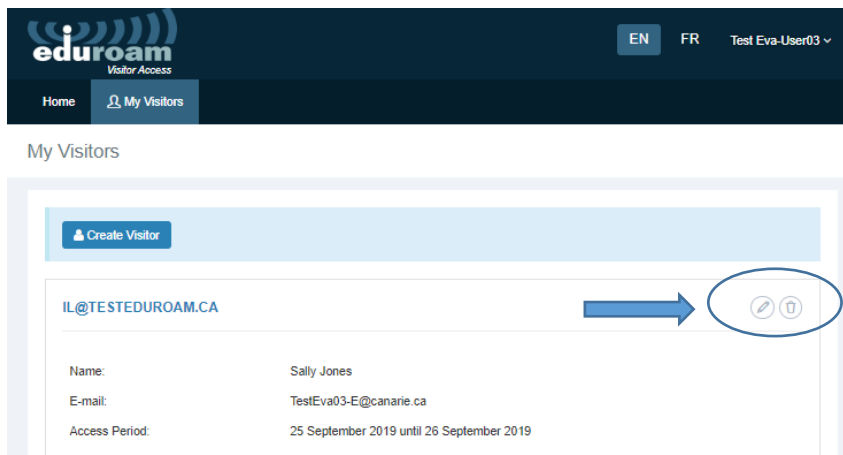
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Accounts expire after their end date. They will be automatically de-provisioned and will no longer be usable. You can, however, edit or prematurely terminate accounts or batch uploads. Termination can be useful if one or more visitors are leaving sooner than expected.

### Manually Editing or Deleting an Account

**Step 1:** From the Dashboard, click on “My Visitors”. The visitor accounts you have created will be displayed.

**Step 2:** Select the visitor account and click the Edit  or Delete  button.



The screenshot shows the eduroam Visitor Access dashboard. The top navigation bar includes the eduroam logo, language options (EN, FR), and a user profile (Test Eva-User03). The main content area is titled "My Visitors" and features a "Create Visitor" button. Below this, a table displays a visitor account for "IL@TESTEDUROAM.CA". The account details are as follows:

Name:	Sally Jones
E-mail:	TestEva03-E@canarie.ca
Access Period:	25 September 2019 until 26 September 2019

At the end of the account row, there are two icons: a pencil (Edit) and a trash can (Delete). A blue arrow points from the account name to these icons, which are circled in red.



Please note that you will not be able to modify the email address, mobile number or notification method on a previously created visitor account. If you have entered an incorrect information, please delete the original visitor account and create a new one.