

First steps for Admin user - create a Profile

Page created 24/07/2025

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1. From the Admin drop down menu, select Profiles
2. Click on the [Add a profile button]
3. Be sure to select 'Group profile'; enter a name for the profile; enter e-mail addresses of staff you wish to include in the Profile – hint, include yourself if this is the first Profile; set the max number of guest accounts the staff may create; set the max period of validity of such accounts; select the means by which these users may create guest accounts; click the [Submit] button
4. You will see the Profile you have just created. If you included yourself in the Profile you will now see that you have 'My eVA' on your menu bar. The drop down list includes all the options for creating guest accounts that you added to the Profile

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Links

[1]

https://jisc365.sharepoint.com/:b:/s/PublicDocumentLinks/EU28KVYeZZ9NiLcoGgS3PgwBeCfzeeNipbe7yBN_T1YN