User Guide

eduroam Visitor Access (eVA) for Standard Users

Features Described in this Guide:

- Creation & Management of Individual eVA Accounts

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1. Introduction

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

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

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”.

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:

![Confirmation Page](image)

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

Hello Test Visitor,

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

The credentials you need to access eduroam are:

Username: at@eva.eduroam.ca
Password: svnk

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 (CANARII). 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](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.
4. Edit and Delete eVA Accounts

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.
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.