

Event Accounts System – A Guide for Users

Introduction

The Event Accounts system has been designed to provide accounts to allow visitors to access the University's network for a specific and approved purpose. This user guide shows all the main details. Events and accounts can be created by any member of staff, the ENU Named Individual will be the person ultimately responsible for individual events and accounts that bear their name. Events and accounts will be authorised/rejected by Central Support.

Contents

Event Accounts System	2
Accounts Available	2
Landing Screen & Search Events	3
Search results	4
Create New Event	4
Account Types	5
Adding accounts to an event	6
Saved Events	7
Saved Event – Edit Screen	7
Submitted Events	8
Rejected Events	8
Rejected Events – Edit Screen	8
Scheduled Events	9
Accessing the sign-off sheet	9
Sign-off sheet example	10
Document Upload example	11

Event Accounts System

The site can be accessed directly on

[Event Accounts](#)

Or through the Staff Intranet site

[Edinburgh Napier Staff Intranet > Service Depts > IT > New Accounts > Temporary Accounts](#)

Accounts Available

Requested Account Type	Access (Panel that will display depending upon account type chosen)
<p>Event An account that provides short-term visitors and event/conference attendees access to the Edinburgh Napier University Network for a maximum period of 4 weeks</p>	<ul style="list-style-type: none"> • User gets H drive access (500MB) • Roaming profile <p>USER does NOT get an @napier.ac.uk email account</p>
<p>Extended Event Account</p> <ul style="list-style-type: none"> • A longer term account giving lecturers/tutors e.g. Open University access to a larger H drive. • Extended/reviewed at 6 months up to 1 year 	<ul style="list-style-type: none"> • User gets H drive access (1GB) for discussion • External email address MUST be supplied • Roaming profile <p>USER does NOT get an @napier.ac.uk email account</p>
<p>Contractor</p> <ul style="list-style-type: none"> • A restricted access account that is for contractors to monitor or carry out adjustments on equipment remotely. • Extended/reviewed at 6 months up to 1 year 	<ul style="list-style-type: none"> • User gets H drive access (500MB) • Access to network applications • Roaming profile • External email address MUST be supplied • Oath of confidentiality to be downloaded, completed, signed and attached to the event using the upload mechanism • VPN details MUST be completed • Bespoke access per contractor account <p>USER does NOT get an @napier.ac.uk email account</p>
<p>Immigration & Finance Checks</p> <ul style="list-style-type: none"> • A restricted access account that is solely for Immigration and Finance checks. 	<ul style="list-style-type: none"> • User gets H drive access (500MB) • Roaming profile <p>• USER does NOT get an @napier.ac.uk email account</p>
<p>Exam</p> <ul style="list-style-type: none"> • A restricted access account that is for use during exams. 	<ul style="list-style-type: none"> • User gets H drive access (500MB) • Roaming profile <p>• USER does NOT get an @napier.ac.uk email account</p>
<p>Clearing</p> <ul style="list-style-type: none"> • A restricted access account that is solely for use during the Clearing process. 	<ul style="list-style-type: none"> • User gets H drive access (500MB) • Roaming profile <p>• USER does NOT get an @napier.ac.uk email account</p>
<p>NORMAN Helpdesk</p> <ul style="list-style-type: none"> • A restricted access account that is for employees of the NORMAN helpdesk. 	<ul style="list-style-type: none"> • User gets H drive access (500MB) • Roaming profile <p>• USER does NOT get an @napier.ac.uk email account</p>

Landing Screen & Search Events


The site default screen is shown below, click 'Search' to view events

Welcome to the Edinburgh Napier University Event Accounts site

Event accounts are provided for the benefit of visitors giving them access to log in to the University's network for a specific and approved purpose.

Temporary access to WiFi on campus is provided either by Eduroam (for staff/students of participating institutions) or by "The Cloud" to which visitors should sign up/access directly (no requirement to request an account from the University).

You are currently logged in as Andrew Macfarlane from IP: 146.176.101.150



Manage Requests

- Create New Event/Accounts
- Saved Events - Not submitted
- Submitted Events
- Rejected Events
- Scheduled Events incl. Accounts
- Search Events

Please enter search parameters to display existing active events.

Event ID	Event Title	Start Date	End Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

Developed by IS Applications Systems Group (ASG-WSG), Edinburgh Napier University, Scotland (Version 1.00.00, 2015)

Search results

Clicking the 'Search' button will show all events created by yourself or your team. Individual events can be viewed by clicking the relevant link in the event row

Event ID	Event Title	Start Date	End Date	Sponsor	Request Date	Status	
3	OU Conference	28/05/2015	28/05/2015	A	25/05/2015	Event extend	View
4	Site meeting	29/05/2015	29/05/2015	A	26/05/2015	Event Closed	View
5	ACADEM meeting	30/05/2015	01/06/2015	F	26/05/2015	Event for account approval	View
7	Collaborative project between CEGEP Limoilou and Edinburgh Napier	29/06/2015	30/06/2015	C	28/05/2015	Event for account approval	View
9	Agency Staff	01/06/2015	05/06/2015	F	01/06/2015	Event create approved	View/Add Accounts
10	Agency Staff	02/06/2015	06/06/2015	F	02/06/2015	Event for account approval	View
11	JISC Conference	03/06/2015	04/06/2015	C	02/06/2015	Event create rejected	View/Edit and Resubmit
12	JISC Conference	03/06/2015	04/06/2015	C	02/06/2015	Event for account approval	View
13	ACADEM database install	04/06/2015	30/05/2016	A	02/06/2015	Event for account approval	View
14	CIS Political Science Group	08/06/2015	24/06/2015	C	02/06/2015	Event for account approval	View
15	CIS Kinesiology	08/06/2015	24/06/2015	C	02/06/2015	Event for account approval	View
16	API Abroad	08/06/2015	03/07/2015	C	02/06/2015	Event for account approval	View

Create New Event

Click 'Create New Event/Accounts' to enter details of an event.

Manage Requests

- Create New Event/Accounts
- Saved Events - Not submitted
- Submitted Events
- Rejected Events
- Scheduled Events incl. Accounts
- Search Events

Please enter search parameters to display existing active events.

Event ID	Event Title	Start Date	End Date				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>			

This will automatically detect the user that is using the system

Event Details

Account Type
 Pick Account Type

Event Title **Start Date** **End Date** 4 weeks maximum

Login - person recording the event
 4000 ENU named individual Same as logged in user

Reason For Request

External contact name/company name
 Enter full name of individual or company

Additional information in support of your request

Documents
 No documents have been uploaded for this event. Completed sign off sheets should be scanned and uploaded here after your event

 The document types that can be uploaded are: .doc, .docx and .pdf

No additional accounts were found for this event

New Accounts
 Please enter individual account details if they are known, otherwise leave blank at this stage. Individual account details should be entered no later than one week after the event end date
 Click on the plus icon to add a new account request, and the minus icon to remove an account request.
 External email is not required for this account type

No additional accounts for this event were found

Enter Staff ID here, press tab and the name will resolve into the adjacent field

Accounts must be added by clicking the '+' icon

Account Types

Most of the account creates follow the same process, however for Contractors who require VPN access, the process is slightly different

Event Details

Account Type: Contractor Please remember to complete the required documentation

Event Title: Start Date: End Date: 1 year maximum

Login - person recording the event: 40008458 (Andrew Macfarlane) Reason For Request: Login for a fixed classroo

ENU named individual: Same as logged in user External contact name/company name:

VPN Account Required? Decision required regarding VPN requirement

Additional information in support of your request:

Documents

No documents have been uploaded for this event. Completed sign off sheets should be scanned and uploaded here after your event

The document types that can be uploaded are: .doc, .docx and .pdf

No additional accounts were found for this event

New Accounts

Please enter individual account details if they are known, otherwise leave blank at this stage. Individual account details should be entered no later than one week after the event end date

Click on the plus icon to add a new account request, and the minus icon to remove an account request.

+

No additional accounts for this event were found

- User gets H drive access (500GB)
- Access to network applications
- Roaming profile
- External email address MUST be supplied
- Bespoke access per contractor account
- [Oath of confidentiality](#) to be signed and uploaded

USER does NOT get a @napier.ac.uk email account

By registering for this service I agree that access is only for the named person (Individual Account as listed under New Accounts). I agree to report any changes in access requirements and will submit a new registration form for this.

Use of the VPN service is subject to the terms of Edinburgh Napier University's Information Security Policy, which can be found [here](#). Please check the VPN Confirm box to confirm you have read this disclaimer and agree to the IT Security Policy.

The named person (Individual Account as listed under New Accounts) must also complete the Oath of Confidentiality which can be found [here](#). This must be uploaded to this account prior to submission.

When the 'VPN Account Required' box is ticked, other fields appear and these have to be completed for the account request to be submitted successfully. It is important at this stage to read the disclaimer statement on the right hand side of the screen. Please provide as much detail as possible in these fields. Please note the end user will also have to complete and sign an 'Oath of Confidentiality'

VPN Account Required?

Requestor Phone:

IP Address (External device): Server IP (University device):

Port VPN (port required to be open for VPN access):

VPN Confirm: VPN Oath Confirmation:

VPN Details

Adding accounts to an event

To add accounts to an event, click the '+' as shown below for the quantity of accounts needed. Accounts can be removed at this stage by clicking the '-' icon.



New Accounts

Please enter individual account details if they are known, otherwise leave blank at this stage. Individual account details should be entered no later than one week after the event end date

Click on the plus icon to add a new account request, and the minus icon to remove an account request.

+ - External email is not required for this account type

This message will appear/disappear dependent on the type of account required

	Title	First Name	Surname	External email address	
1					 



If names are known at this point, click the pencil icon and type in the names of the individuals. Names entered here will automatically populate through to the sign-off sheet

New Accounts

Please enter individual account details if they are known, otherwise leave blank at this stage. Individual account details should be entered no later than one week after the event end date

Click on the plus icon to add a new account request, and the minus icon to remove an account request.

+ -

	Title	First Name	Surname	External email address	
1	<input type="text" value="Mr"/>	<input type="text" value="Joe"/>	<input type="text" value="Bloggs"/>	<input type="text" value="j.bloggs@mail.com"/>	 



When complete, click the tick icon to store the name. These can be edited by clicking the pencil icon again, or deleted by clicking the trash icon.

New Accounts

Please enter individual account details if they are known, otherwise leave blank at this stage. Individual account details should be entered no later than one week after the event end date

Click on the plus icon to add a new account request, and the minus icon to remove an account request.

+ -

	Title	First Name	Surname	External email address	
1	Mr	Joe	Bloggs	j.bloggs@mail.com	 

Saved Events

Events that have been created and saved, but not submitted to Customer Services, will appear in this list. To edit an event click 'Continue Creation'

Manage Requests

- Create New Event/Accounts
- Saved Events - Not submitted**
- Submitted Events
- Rejected Events
- Scheduled Events incl. Accounts
- Search Events

Event ID	Event Title	Start Date	End Date	Sponsor	Request Date	
42	College transition	30/08/2015	04/09/2015	#####	18/08/2015	Continue Creation
75	Test - 3 Aug	05/08/2016	23/12/2016	#####	03/08/2016	Continue Creation

Saved Event – Edit Screen

The event can be edited on this screen. If you wish to save the event again without submitting then click 'Save', otherwise the event can be submitted to Customer Services by clicking 'Submit'

Event Details

Event ID: 75

Account Type: Extended Event Account

Event Title: Start Date: End Date: 1 year maximum

Login - person recording the event: Reason For Request: Login for a fixed classroo

ENU named individual: External contact/Company name:

Additional information in support of your request:

Documents

No documents have been uploaded for this event

Existing Accounts

ID	Title	First Name	Surname	Status	External Email	
nap75338	Mr	Joe	Bloggs	Account create	j.bloggs@mail.com	

New Accounts

Please enter individual account details if they are known, otherwise leave blank at this stage. Individual account details should be entered no later than one week after the event end date

Click on the plus icon to add a new account request, and the minus icon to remove an account request.

+

No additional accounts for this event were found

- User gets H drive access (1GB)
- External email address MUST be supplied
- Roaming profile

USER does NOT get a @napier.ac.uk email account

Submitted Events

Submitted events that have still to be approved will show under this menu item. They can be viewed/edited by clicking the 'View/Edit' link

Manage Requests

- Create New Event/Accounts
- Saved Events - Not submitted
- Submitted Events**
- Rejected Events
- Scheduled Events incl. Accounts
- Search Events

Event ID	Event Title	Start Date	End Date	Sponsor	Request Date	Status	
36	ACADEM temp	24/06/2015	02/07/2015	#####	23/06/2015	Event create	View/Edit

Developed by IS Applications Systems Group (ASG-WSG), Edinburgh Napier University, Scotland (Version 1.00.00, 2015)

Rejected Events

Any events that have been rejected will appear under this menu item. To view the reason for rejection, click the 'View/Edit' link.

Manage Requests

- Create New Event/Accounts
- Saved Events - Not submitted
- Submitted Events
- Rejected Events**
- Scheduled Events incl. Accounts
- Search Events

Event ID	Event Title	Start Date	End Date	Sponsor	Request Date	
36	ACADEM temp	24/06/2015	02/07/2015	#####	23/06/2015	View/Edit

Developed by IS Applications Systems Group (ASG-WSG), Edinburgh Napier University, Scotland (Version 1.00.00, 2015)

Rejected Events – Edit Screen

Clicking the 'View/Edit' link will open the edit screen. Reasons for rejection will show under the Customer Services Notes as shown below. At this stage, the event may be edited and resubmitted by clicking the 'Resubmit' button.

Event Details

Event ID: 75

Account Type
Extended Event Account

Event Title: Test - 3 Aug Start Date: 05/08/2016 End Date 1 year maximum: 02/09/2016

Login - person recording the event: 4000#####

ENU named individual: 4000#####

Reason For Request: Login for a fixed classroc

External contact name/company name: Open University

- User gets H drive access (1GB)
- External email address MUST be supplied
- Roaming profile

USER does NOT get a @napier.ac.uk email account

Additional information in support of your request

Customer Services Notes

Documents

No documents have been uploaded for this event

No additional accounts were found for this event

New Accounts

Please enter individual account details if they are known, otherwise leave blank at this stage. Individual account details should be entered no later than one week after the event end date

Click on the plus icon to add a new account request, and the minus icon to remove an account request.

+

No additional accounts for this event were found

Please note reasons for rejection will appear here


Scheduled Events

All scheduled events created by yourself or your team will appear under this menu item. Click the link at the end of the row to view event details for an individual event.

Event ID	Event Title	Start Date	End Date	Sponsor	Request Date	
5	ACADEM meeting	30/05/2015	01/06/2015	Rc	26/05/2015	Add Accounts
7	Collaborative project between CEGEP Limoilou and Edinburgh Napier	29/06/2015	30/06/2015	Gr	28/05/2015	Add Accounts
10	Agency Staff	02/06/2015	06/06/2015	Pe	02/06/2015	Add Accounts
12	JISC Conference	03/06/2015	04/06/2015	Cl	02/06/2015	Add Accounts
13	ACADEM database install	04/06/2015	30/05/2016	Ar	02/06/2015	Add Accounts
14	CIS Political Science Group	08/06/2015	24/06/2015	Cl	02/06/2015	Add Accounts
15	CIS Kinesiology	08/06/2015	24/06/2015	Cl	02/06/2015	Add Accounts
16	API Abroad	08/06/2015	03/07/2015	Cl	02/06/2015	Add Accounts
17	City Cabs AGM	09/06/2015	10/06/2015	Ar	05/06/2015	Add Accounts
18	Combat Stress Annual Lecture	16/06/2015	16/06/2015	Ar	06/06/2015	Add Accounts
20	CNM	13/06/2015	10/07/2015	Cl	10/06/2015	Add Accounts
22	CNM	13/06/2015	10/07/2015	Cl	11/06/2015	Add Accounts
23	ACCENT London Study Center	16/06/2015	26/06/2015	Cl	11/06/2015	Add Accounts
25	Sue Bloxham	19/06/2015	20/06/2015	Re	12/06/2015	Add Accounts
28	Optimus Training	22/06/2015	24/06/2015	Av	19/06/2015	Add Accounts
29	Optimus Training	22/06/2015	24/06/2015	Av	19/06/2015	Add Accounts
30	StreamTec AV Fournment Installers	22/06/2015	20/07/2015	Jo	20/06/2015	Add Accounts

Accessing the sign-off sheet

An automated email will be sent to you 4 days prior to an event, this will contain a link to access the sign off sheet. If your event is due to start within the 4 day period then Customer Services will generate the email manually. Click the 'Generate PDF' link and follow the prompts to save the PDF for printing.



Event Accounts - Event Master List

Click an event title to view the sign-off sheet for that event or click 'Generate PDF' to save as a PDF


Event Date	Event ID	Event Title	Event Start	Event End	Request Date	Login	Sponsor	Requestor	
29/06/2015	40	Test for reporting	29/06/2015	03/07/2015	29/06/2015	#####	#####	Joe Bloggs	Generate PDF

Do you want to open or save **Event Accounts.pdf** from **repprd.napier.ac.uk**? Open Save Cancel x

The PDF can either be emailed to the Requestor or printed off and handed to them.

Sign-off sheet example

The sign off sheet will be in the format below. Individuals being issued with accounts & passwords should enter their


Edinburgh Napier
UNIVERSITY

Event Accounts Sign-off Form

This form MUST be returned to the IT Service Desk, Room C31, Merchiston Campus at the end of the event.

Edinburgh Napier University Event Network Access - Terms of Use

You have been provided with a User ID and password to access the Edinburgh Napier University network. By using this account and logging into the network you are agreeing to the Terms of Use below.

- 1. Your event user ID and password have been allocated to you as an individual and must not be shared with or passed onto any other person.*
- 2. You must use your event account solely for its intended purpose i.e. to carry out your visitor's role with the University.*
- 3. You should be aware that the University's network accounts, including Internet access, are subject to routine, lawful monitoring by the University. Further information is in the University's Information Security Monitoring and Logging policy.*
- 4. You must use your event account strictly in accordance with Edinburgh Napier University's Information Security Policy.*
- 5. A breach of these terms of use may result in immediate suspension or withdrawal of your account. The University may also refer any suspected criminal activity to the police.*

Each account must be allocated to the named individual for their exclusive use ONLY. Record their name (if not already shown) and ask them to sign out the account as agreement to the terms of use.

EVENT ID:	40	EVENT TITLE:	Test for reporting		
EVENT DATE:	From: 29/06/2015		To (accounts expiry date): 03/07/2015		

Please ensure names are printed clearly and each individual signs in the signature box

Issue the account details and password to the named individual ONLY

LOGIN ID	TITLE	FORENAME	SURNAME	SIGNATURE		
nap75203	Mr	B	Smith		nap75203	nap75203

Tip: When issuing large numbers of accounts cut along the dotted lines in advance & tear off the details strip as the accounts are signed for

1 of 1

After an event, individual user details should be entered manually against each account. The final document containing all the signatures should be scanned and uploaded against the event it pertains to using the document upload facility.

Document Upload example

For security and audit purposes, and as described on the previous page, the final signed master document should be uploaded to the database. This is an important step in the process and should not be forgotten. A reminder email will be sent out to the requestor one week after the event.

Event ID: 40

Event Title	Start Date	End Date
Test for reporting	29/06/2015	03/07/2015

Login - person recording the event Reason For Request

zz2078 - ##### Login for a fixed classroom/meeting room PC (provides access to locally installed software & Internet access)

ENU Named Individual External contact name/company name

zz2078 - ##### Joe Bloggs

Additional information in support of your request

Customer Services Notes

Documents

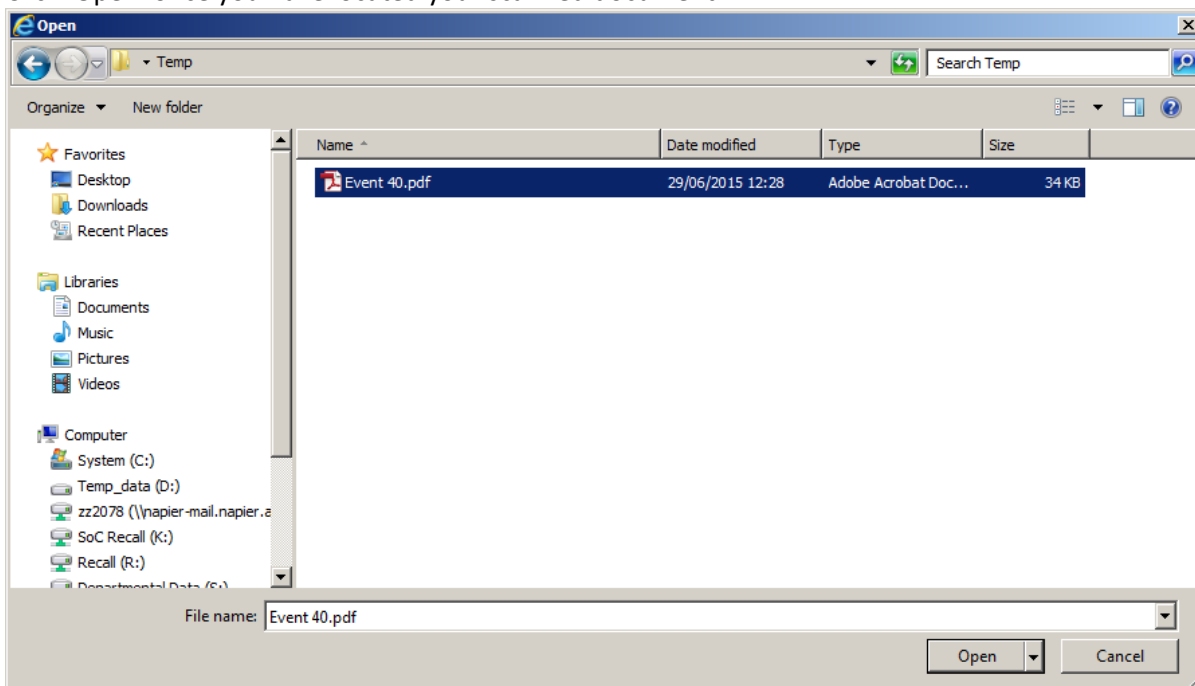
No documents have been uploaded for this event

Existing Accounts

ID	Title	First Name	Surname	Status
nap75203	Mr	B	Smith	Account create approved

Click 'Select' and navigate to your scanned document

Click 'Open' once you have located your scanned document.



The document will appear in the 'Documents' area with a green marker. As the message states, click 'Save' to physically upload the document. If you have accidentally selected the incorrect document, click 'Remove' and follow the process to pick the correct document.

Documents

Please click 'Save' below to upload your document to your event

● Event 40.pdf x Remove

Existing Accounts

ID	Title	First Name	Surname	Status
nap75203	Mr	B	Smith	Account create approved

New Accounts

Please enter individual account details if they are known, otherwise leave blank at this stage. Individual account details should be entered no later than one week after the event end date

Click on the plus icon to add a new account request, and the minus icon to remove an account request.

+

No additional accounts for this event were found

Once you have clicked 'Save' the displayed parameters will change and a link will appear so that the document can be viewed.

Documents

Event 40.pdf [View](#)