

# How to create and manage FANs in AccessNow 2.0

### How to create a FAN

Create FANs for external users in your division or college.

Create a Sponsored Account   First Name *   Last Name *   Date of Birth *   First Name *   Last Name *   Date of Birth *   First Name *   Last Name *   Date of Birth *   First Name *   Last Name *   Date of Birth *   First Name *   Last Name *   Date of Birth *   First Name *   Last Name *   Date of Birth *   Start Date *   Select one				Create
Seret a Sponsored Account		S		
Create a Sponsored Account  First Name * Date of Birth *  First Name * Date of Birth *  Fin Smith 30/11/1982 Search  User Account  First Name * Last Name * Date of Birth  Fin Smith 30/11/1982 Search  User Account  First Name  Fin Smith 30/11/1982  Search  Select one  Preferred First Name  Middle Name Select one  Personal Email *  Mobile Phone  Select one  Vext Phone Number Position Title External ID  Select one  Vext Phone Number Position Title External ID  Select one  Vext Phone Number Position Title External ID  Select one  Vext Phone Number Position Title External ID  Create Account  Select one  Vext Phone Number Position Title External ID  Create Account  Select one  Create Academic  Select one  Create Account  Create Academic  Create Account  Create Accoun	> Create	_		
First Name*       Last Name*       Date of Birth*       Search         Create a Sponsored Account       First Name*       Last Name *       Date of Birth *         Flin       Smith       30/11/1982       Search         User Account       First Name       Last Name *       Date of Birth *         Flin       Smith       30/11/1982       Search         User Account       First Name       Last Name       Date of Birth         Flin       Smith       30/11/1982       Search         Salution/Title       Preferred First Name       Middle Name       Sponsored Role *         Select one       Personal Email *       Mobile Phone       Select One         Select one       Personal Email *       Mobile Phone       Select One         Select one       Personal Email *       Mobile Phone       Select One         Vork Phone Number       Position Title       External ID       Titlate         Vork Phone Number       Position Title       End Date *       Seponsored Role *         Select one       24/09/2020       dd/mm/yyyy       Create Account         Sponsor Details       Sponsor's Name       Sponsor's FAN       Create Account	reate a Sponsored Account	<b>&gt;</b>		
Create a Sponsored Account         First Name *       Last Name *         Date of Birth *         Flin       Smith         30/11/1982       Search         User Account         First Name       Last Name         Flin       Smith         30/11/1982       Search         User Account         First Name       Last Name         Salution/Title       Preferred First Name         Select One       Select One         Gender       Personal Email*         Select one       Outractor Staff         Voit Phone Number       Position Title         External ID       Addminut         Select one       24/09/2020         Genors Details       Start Date *         Select one       24/09/2020         Genors's Name       Sponsor's Name         Sponsor's Name       Sponsor's FAN	Create a Sponsored Acco	unt		
First Name *       Last Name *       Date of Birth *         Fin       Smith       30/11/1982       Search         User Account         Fin       Smith       30/11/1982       User Roles         Salution/Title       Preferred First Name       Middle Name       Sponsored Role *         Select one                    Solect One	First Name *	Last Name *		search Search
First Name *       Last Name *       Date of Birth *         Fin       Smith       30/11/1982       Search         User Account         Fin       Smith       30/11/1982       User Roles         Salution/Title       Preferred First Name       Middle Name       Sponsored Role *         Select one                    Solect One				
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First Name     Last Name     Date of Birth       Flin     Smith     30/11/1982       Salution/Title     Preferred First Name     Middle Name       Select one     Image: Select One				Search
Salution/Title Preferred First Name Middle Name Sponsored Role * Select one Solect One	First Name			
Select one Select One				User Roles
Gender Personal Email * Mobile Phone Contractor Staff Select one Work Phone Number Position Title External ID User Roles Sponsored Role * Start Date * End Date * Select one 24/09/2020 dd/mm/yyyy Create Acco			ame Middle Name	
Select one Contractor Staff Visiting Academic Armate Visiting Academic Armate Sponsored Role * Start Date * End Date * Select one 24/09/2020 dd/mm/yyyy Sponsor Details Sponsor's Name Sponsor's FAN				Select One
Work Phone Number Position Title External ID User Roles Sponsored Role * Start Date * End Date * Select one			Mobile Phone	Contractor Staff
Sponsored Role * Start Date * End Date * Select one  24/09/2020 dd/mm/yyyy  Sponsor Details  Sponsor's Name Sponsor's FAN		Position Title	External ID	Visiting Academic Affiliate
Sponsored Role * Start Date * End Date * Select one  24/09/2020 dd/mm/yyyy  Sponsor Details Sponsor's Name Sponsor's FAN				
Select one 24/09/2020 dd/mm/yyyy Sponsor Details Sponsor's Name Sponsor's FAN	ì	Start Date *	End Date *	
Sponsor's Name Sponsor's FAN				ry
Sponsor's Name Sponsor's FAN				
Sponsor's FAN	Sponsor Details			Create Acco

earch Criteria	Account ID	First Name	Last Name	FAN	Date of Birth	Sponsor
	692	John	Smith	smit1813	01/01/1981	OG Sponsor
First Name John Last Name Smith	700	John	Smith	smit1818	01/03/2018	OG Sponsor
	702	John	Smith	smit1819	01/01/1982	OG Sponsor
	501108	Teeth	Smith	smit2035	01/01/1980	OG Sponsor
Flinders						
UNIVERSITY						

- 1. Go to **Create**.
- 2. Enter First Name, Last Name and Date of Birth then click on **Search**.

\*If the user already exists in the system, the user details will be listed. If the member is a new user, enter the required information in the fields.

- 3. Enter user details such as middle name, mobile number and personal email address.
- 4. Select a role from the **Sponsored Role** dropdown list.
- 5. Select the start and end date to define the duration of access, then click on **Create Account**.
- 6. The details of the newly created account with a FAN and the role will display to confirm that the process was successful.

\*An email notification that includes the FAN and the activation link will be sent to you and the user.



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## How to modify a FAN

Update user information such as contact information or duration of access to FAN accounts.

- 1. Go to **Search** and search for the user account you need to make a modification.
- 2. Enter any combination of First Name, Last name, Date of Birth or FAN, and then click on **Search**.
- 3. Click on the **Account ID** you want to modify from the results.
- 4. To start editing, click on **Edit Account** in the top right corner.
- 5. You can see changes made to the account from the **Active History** menu under the user name.



### How to add delegates

You can delegate authority to other users with the Manage feature.

- 1. Go to Manage.
- 2. Click on **Delegate Authority to Users**.
- 3. Enter the delegate's FAN in the field and then click on **Search for Delegate**.
- 4. Click on **Add Delegate** to complete.



For any questions or issues, please submit a ticket on Service One.

