Enrolling in EMMA and Creating Your Account

Version 1.0—April 22, 2024

EMMA has been designed for use by disability services offices (DSOs) and librarians at colleges and universities. EMMA user accounts are therefore grouped by "Organization," allowing the staff within the organization (college or university) to share the work of creating uploads and editing metadata.

Your organization should be enrolled for EMMA membership by someone who can act as the local manager for EMMA accounts. In most cases, this would be a permanent staff member working in disability services at your organization. After the organization's enrollment is confirmed by EMMA staff, your local manager will be able to add other EMMA user accounts within the same organization.

How to Enroll Your Organization for EMMA Membership

To enroll your organization for EMMA Membership, either follow the enrollment link from the EMMA home page or go to https://emma.lib.virginia.edu/enrollment/new and fill out the enrollment form. The required fields are Organization Name and Abbreviation (such as "UVA" for the University of Virginia), plus the first name, last name and email address of one primary contact person at your organization.

The person who fills out the form will be made the local manager by default, although this role can be re-assigned later. Please use a personal email address, not a shared address or group list. You should also use your literal network ID/email address, such as you would use to sign in to online services on your campus, not an email alias.

Send	CANCEL

○ All fields   ○ Incomplete fields   ○ Completed fields

Organization Name ✔ University of Virginia

Abbreviation ✔ UVA

Internet Domain virginia.edu

Email ✔ khj5c@virginia.edu

First Name ✔ Kristin

Last Name ✔ Jensen

Comments

There is an optional field for "Internet Domain." This should be the root domain for your organization, such as virginia.edu for the University of Virginia, not a full web address.

Once you submit the enrollment form, your enrollment request will be reviewed by EMMA staff. We will try to approve new enrollments promptly, but please allow at least one business day for turnaround. If enrollment is approved, you should receive a welcome email containing EMMA's appropriate use guidelines. If you encounter problems in the enrollment process or do not receive the welcome email after one business day has passed, please email us at emmahelp@virginia.edu.

You will not be able to log into EMMA until your organization's enrollment has been approved. At that point, a user account will be created for you.

Logging into EMMA

To log into EMMA, click the "sign in" link from the home page or go to https://emma.lib.virginia.edu/users/sign_in. You will see two options: "Sign in with Shibboleth" and "EMMA local sign-in."
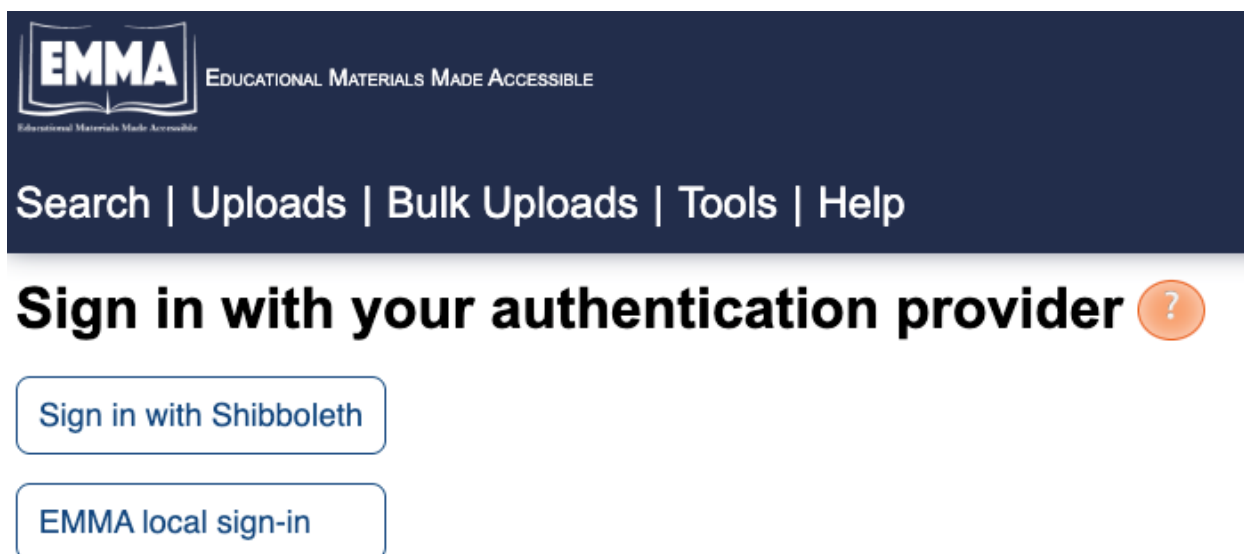
Try the Shibboleth login first. You will be directed to choose the name of your organization from a list managed by InCommon. If your organization is on the list, you should be able to sign into EMMA by authenticating your account with your own organization. You will not need a separate password for EMMA.

If your organization is not on the InCommon list or if the Shibboleth sign-in fails for some reason, return to the EMMA sign-in page and choose "EMMA local sign-in." The first time you sign in by this method, you will need to create a password. Click the "Forgot your password?" link and follow the instructions to get a password reset link sent to your email address.

Adding EMMA Users at Your Organization

As the local manager for your organization, you are able to create EMMA accounts for other users within your organization.

As a reminder, EMMA is meant for use by disability services professionals, their support staff, and librarians who can help with bulk upload. EMMA is not intended for self-service by students needing accessible educational materials. Appropriate users to add at your organization might include:

- Full-time and part-time staff of the disability services office

- Student workers or temp workers with responsibilities in disability services

- Staff of the library who are helping with metadata and the bulk upload process

User accounts should be created for named individuals with their individual email addresses. Users at your organization will be able to share work within EMMA. Please do not create an account using a shared email address.

To add a user at your organization, log into EMMA and click on the Organization section. In the list of Org Actions, click on Add User.

In the Add User form:

- Use the new user's literal account ID/email address (not an email alias) for both the "Account ID" and the "Email" field.

- Set the user's role according to their responsibilities:
  —A "Member" can use EMMA to download and upload educational materials. Someone whose work involves providing accessible materials for qualified end users would be designated as a "Member."
  —A "Staff" user can only use EMMA for uploads, not downloads. Someone who is assisting with uploading materials remediated at your organization could be designated as "Staff," if they have no need to download materials for qualified end users.

- Choose your organization's name from the dropdown list.

- Set the user's status to "Active."

You have the option to create a password for the new user, but this is rarely necessary. If you were able to sign in using Shibboleth, your colleague at the same organization should be able to do so, too. If you were not able to sign in using Shibboleth and had to use the "EMMA local sign-in" option, your colleague will probably have to do the same. In the latter case, your colleague can use the "forgot password" routine to set their own password before signing in for the first time.

When you create the new user account, a welcome email will be sent to the new EMMA user with EMMA's appropriate use guidelines.

Managing and Removing Users

As the local manager of EMMA accounts for your organization, you may add as many user accounts as needed. You are also responsible for removing an account when the user leaves your organization or no longer has job responsibilities in disability services.

To remove an EMMA user from your organization, sign in to EMMA and go to the Organization section, then in the Org Actions menu, click on the "Remove User" button. Choose the account ID (email address) of the user to remove from the drop-down menu.

If the role of local manager for your organization needs to be reassigned, anyone at your organization can send an email to the EMMA team at emmahelp@virginia.edu and we can change the role assignment.