

Setting up a Federated User in EMIS Web

To use **Vision360**, you must complete the following three steps:

- **Step 1** - Create a new user in **EMIS Web**.
- **Step 2** - Activate **Vision360** using **EMAS Manager**.
- **Step 3** - Add the Federated user to **Vision360**.

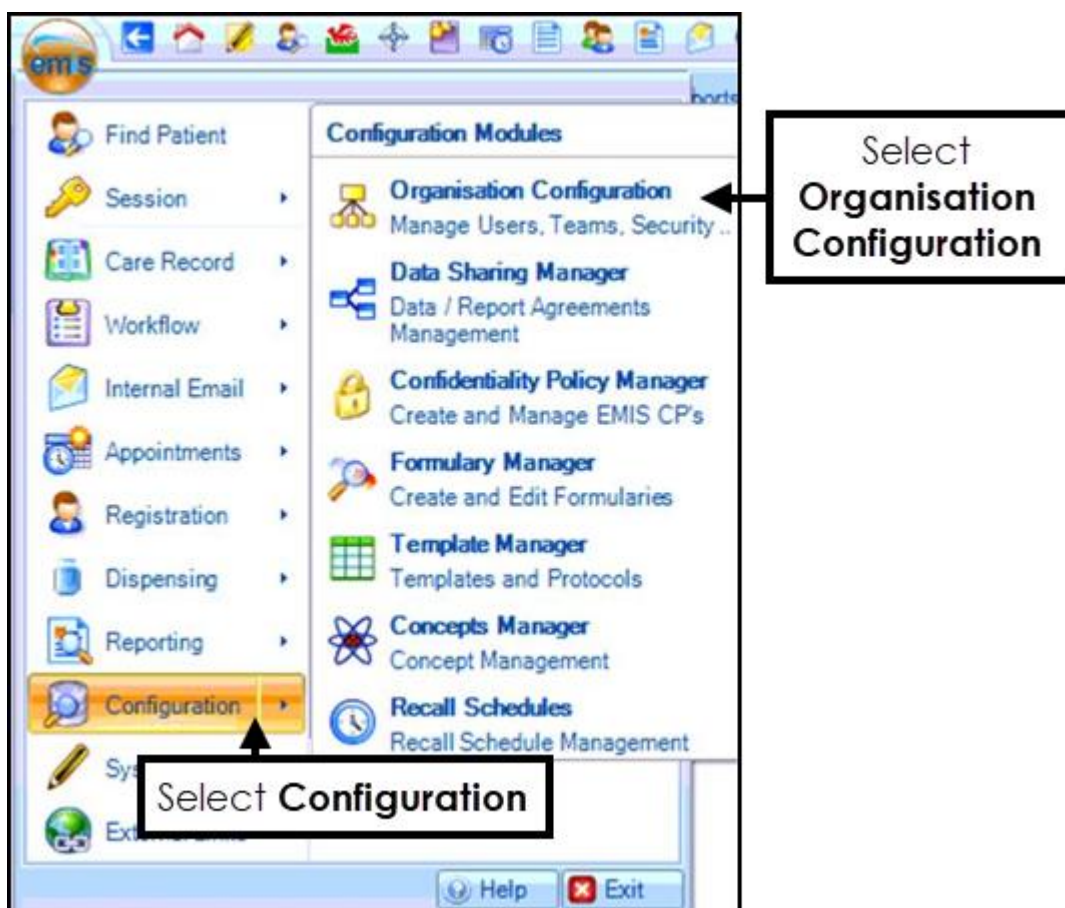
Step 1 - Create a new user in EMIS Web

To create a new user in **EMIS Web**:

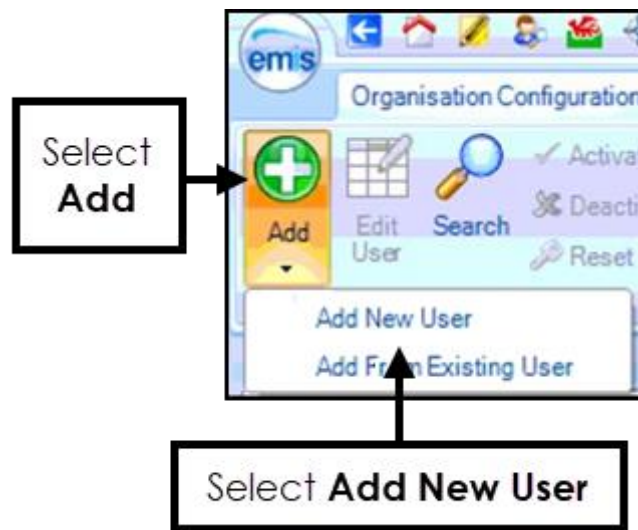
1. Login to **EMIS Web**.



2. From the EMIS home screen , select **Configuration** then select **Organisation Configuration**:



3. Select **Add** and choose **Add New User**:



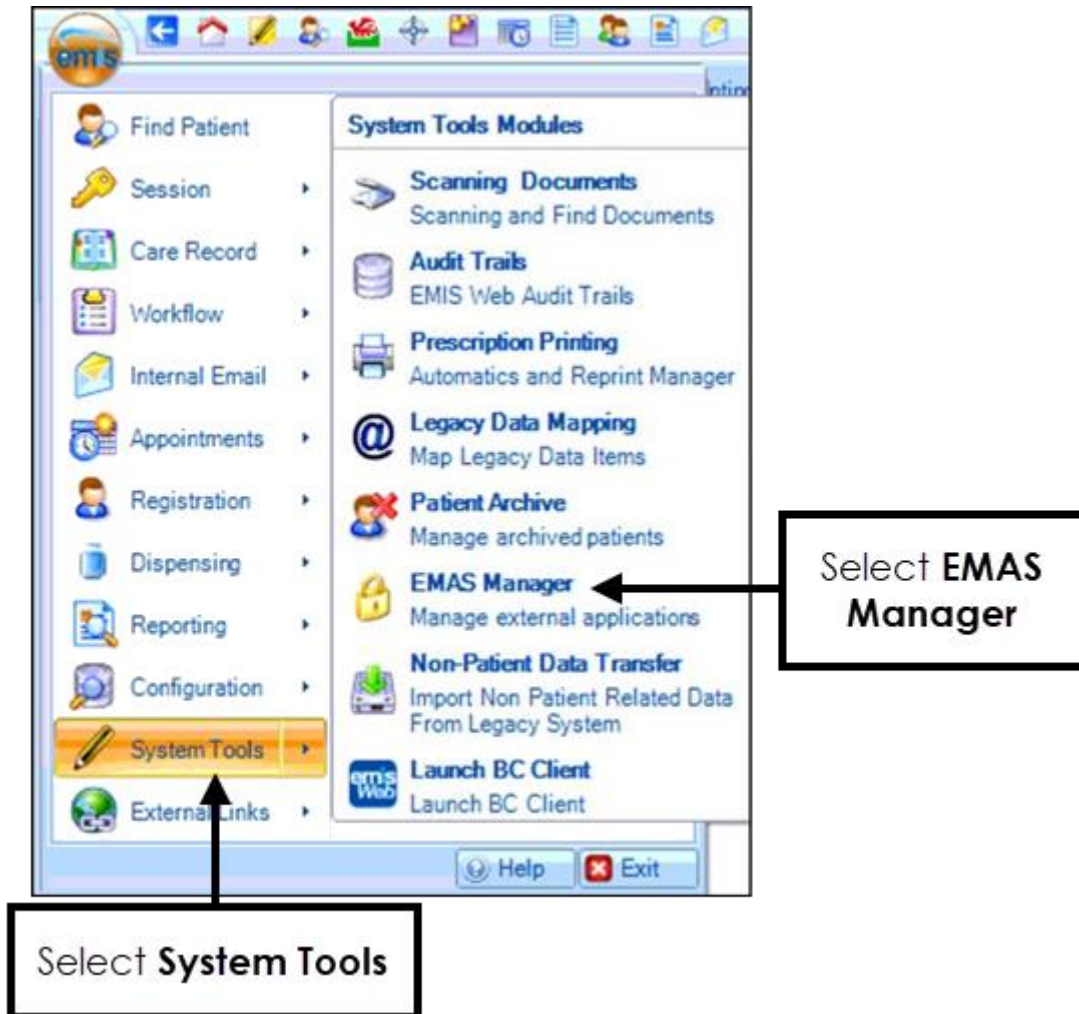
4. Create the user as per your installation guide.

Step 2 - Activate Vision360 using EMAS Manager

To activate **Vision360** using **EMAS Manager**:



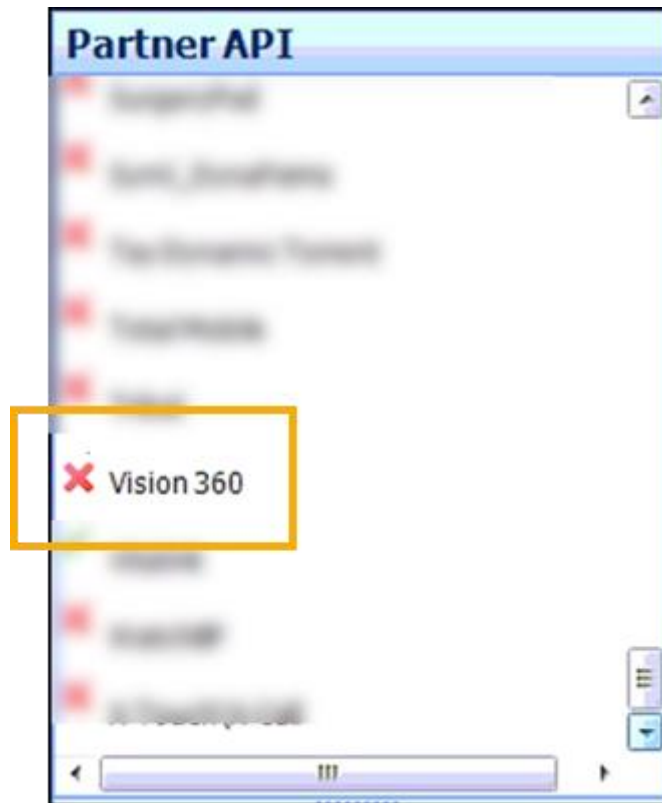
1. From the **EMIS** home screen, select **System Tools** and **EMAS Manager**:



2. At the bottom of the Navigation pane, select **Partner API**.



3. All the Partner APIs display. Scroll down and select **Vision360**:



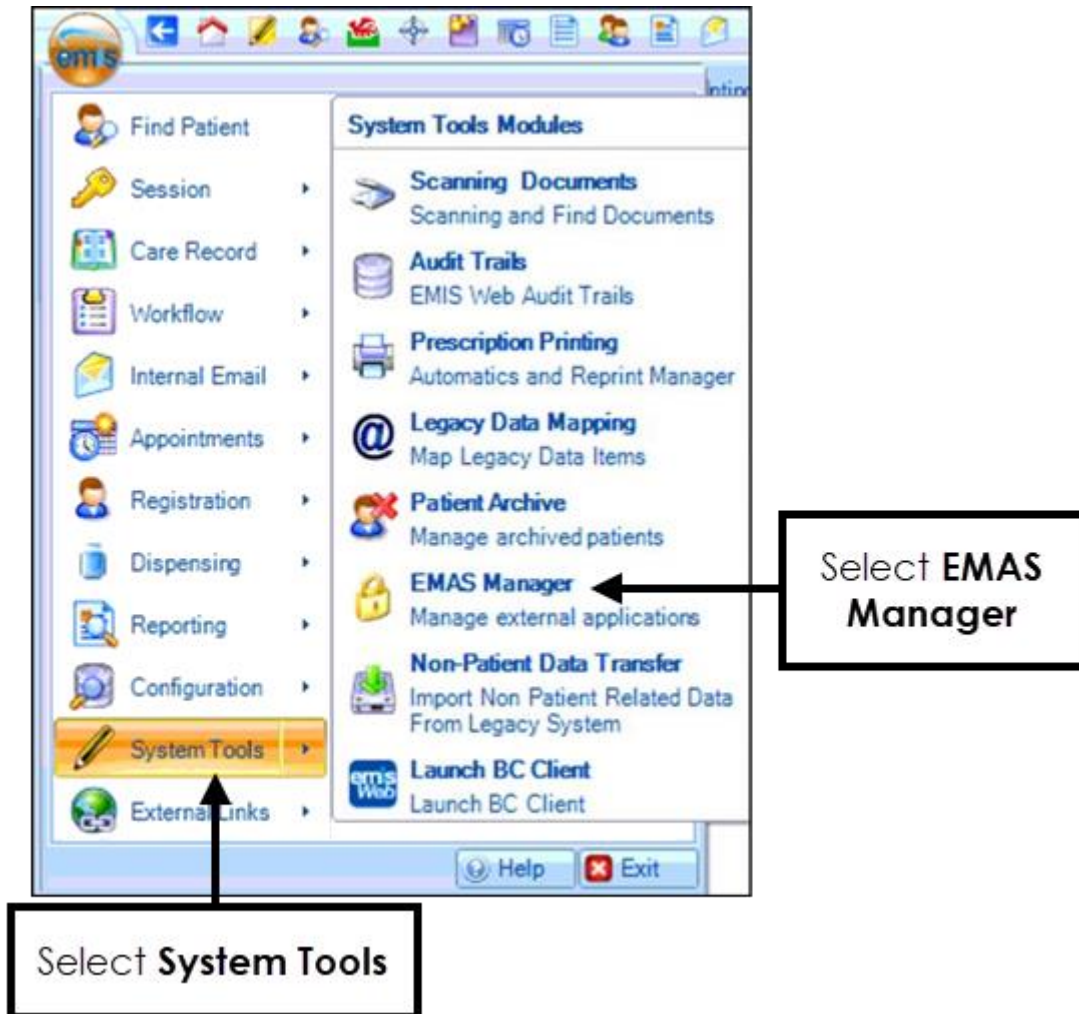
4. From the toolbar, select **Activate Application**. **Vision360** activates and a green tick displays  **Vision 360**.

Step 3 - Adding the Federated User to Vision360

To add the federated user to **Vision360**:



1. From the **EMIS** home screen, select **System Tools** and **EMAS Manager**:



2. At the bottom of the navigation pane, select **Partner API**:



3. All the Partner APIs display. Scroll down and select **Vision360**:



4. Select **Edit Users**

