HSI/Vivid Admin Dashboard
Admin Help Feature

• The Admin help feature is very helpful, if you don’t know how to do something, you can always select the blue ? in the lower left of any page.

• You can start typing in the search for help that pops up and then select the topic.

• You can then click “show me how” and it will walk you through it.
Adding New Members

1. First click “Users” then “Members” then “List”
2. I search by their last name initially in case they are already in the system.
3. If they are in the system click their name in blue to start editing them.
4. If they are not already in the system click “Create New Member”.

[Diagram showing the steps with screenshots and labels]
Adding New Members

There are 4 required fields on the first section (Active and Language will already be filled in, edit language if you need to)

1. First Name
2. Last Name
3. Login ID – **USE their K-State eid for this. Your eID is your K-State username (everything before the @ sign on your KSU email)**
4. Federation ID – **This step is now here it used to be an added step after saving the member in the manage member section. This new location will save a step. Very important – make sure the Federation ID Login matches the new user’s K-state eid. (This allows them to be able to login with KSU Single Sign On to access their member account.)**
Select Home Assignment

1 Required field on Select Home Assignment
1. Select your home assignment name, usually matches the group name.
Adding New Members

1 Required field on contact information
1. Email Address – Use their KSU Email Address
1. Assign to their group by hitting the plus icon. Then select continue and then finish.
Sending Login Instructions to new Members

• New members automatically get an email from “info@hsi.com”, but I send an email from my email, so it is coming directly from a KSU email for my added users. It may be best to do the same for you too, so it doesn’t go to their junk mail.

• Example email:
You can login to the Vivid site with your K-State eid and password at https://otis.osmanager4.com/KSU, to bookmark this link, you must go into manage or edit bookmarks and copy the direct link into the url spot on the bookmark manager.

Additional training courses may be needed, please double check with your supervisor or department/unit safety representative.

Please let me know if you have any questions or have any issues.