**EASE Friend process for wiki access**

**How can external users contribute to my wiki?**

In order to grant external people access to your wiki, you can **follow these steps**:

1) **Send a Friend invitation**, listing the email addresses of users you want to grant access to.

   EASE Friend Invitation Form: https://www.ease.ed.ac.uk/friend/invite/

   OR,

   **Send individual users the direct link for them to sign up for a Friend account.**

   Sign up for an EASE Friend Account: https://www.ease.ed.ac.uk/friend/

   EASE HELP page: https://www.ease.ed.ac.uk/userdocs/friend.html

   Note that signing up for an EASE Friend account is a light weight registration process, unlike the full Visitor Registration process. The Friend system allows guests to self-register a username based on their email address together with a password.

2) **Request users to be added to the wiki**

   When external users have registered, you will need to email us with their details used to register, so that we can manually add them to the EASE Friends group within the Confluence wiki. Email details to is.helpline@ed.ac.uk

   External users can then access the wiki and can also change their contact details to include their full names etc under the Preferences link at top right of screen. https://www.wiki.ed.ac.uk/display/CONF25/Editing+User+Profile

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**Wiki Support staff do not add requested users to specific Wiki spaces**

Given permissions are controlled by Space Owners and we do not know what level of access to a space is required. **We Do Not** add users to individual spaces as part of this process. Space owners can add users themselves using the registered email address as the username.