

# Become member of the right SURFconext Team

To be able to see your service(s) in the SP Dashboard, you need to be a member of the team that is assigned to the service. This page will show you how to do that and how to add others to the team by yourself.



- If you haven't read the [SURFconext Teams](#) documentation please do so first. This will help in understanding the part below.
- We assume that you have an identity with an institution or eduID. If you haven't, [please register an eduID first](#).

## Become member

### Invitation by mail

The SURFconext support team will create a team for your service and send an invite by mail to join this team. Being a member of this team will enable you to add and edit entities of the service connected to that team. You can request an invitation via [support@surfconext.nl](mailto:support@surfconext.nl).

#### Invitation for SURFnet team 1

Teun Fransen invited you to join team **SURFnet team 1**. Please read below what steps you must take to accept this invitation.

**Accept invitation:**

To accept this invitation, please click 'Login to accept this invitation'. After logging in with your institutional account you are a member of the team.

If you do not want to accept this invitation, please click 'Decline this invitation' or simply ignore this email. The invitation automatically expires after 14 days.

[Login to accept this invitation](#)

[Decline this invitation](#)

**Need help?**

Teun Fransen invited you to join this team. Please contact [Teun Fransen](#) if you have any questions about this invitation.

For any other questions, consult the [manual for specific information on SURFconext Teams](#) or contact SURFconext Teams support at [help@surfconext.nl](mailto:help@surfconext.nl).

SURFconext Teams is powered by [SURFconext](#) - brought to you by SURFnet.

## Login to SURFconext Teams

In order to join the team, press 'Login to accept this invitation' in the invitation mail. In the IdP-selection screen, you can start typing your IdP-name.



Select de eduID IdP if you're not member of one of the member institutions. Read the section 'preparation' on this page for more information [SP Dashboard](#)

## Login via SURFconext

Selecteer een instelling om in te loggen bij  
SURFconext SPDashboard

edu



STC-Group - Edu



Driestar Educatief



eduID



IHE Delft Institute for Water Education



Stichting Landstede (LandstedeMBO, Menso  
Alting, Thomas a Kempis, JenaXL,  
Talentstad, Centre for Sports & Education en  
Startcollege)

## Accept the invitation

When logged in, review the invite and accept the invitation by pressing 'Accept'.

Teun Fransen

Help

Logout

EN

NL

My Teams

Institutional Teams

Invitation received for Team 'SURFnet team 1'

TEAM NAME

SURFnet team 1

DESCRIPTION

SURFnet team 1 testteam

ADMINISTRATORS

Iris Bekker <iris.bekker@surfnet.nl>

Teun Fransen <teun.fransen@surfnet.nl>

YOUR FUTURE ROLE

Member

☒ SHARE THIS INFORMATION WITH THE APPLICATIONS USED BY THIS TEAM.

CANCEL

DECLINE

ACCEPT

You have been invited by Teun Fransen to join team SURFnet team 1.

This invitation will expire in 14 days .

## Invite your colleagues

You can consider adding a colleague to the team and make them a manager. In that way, when you're unable to take action or when you leave the company (for a holiday), your colleague can take over. Invite them via SURFconext Teams (managers only) and ask us to upgrade their rights from member to manager at [support@surfconext.nl](mailto:support@surfconext.nl). If you are a 'member', as shown in the example above, you cannot add others to the team. On request we can change your privileges from Member to Manager.

1. Go to [teams.surfconext.nl](https://teams.surfconext.nl)
2. Login by choosing your Identity Provider
3. Go to the team and press 'invite'.
4. Fill in the required fields and press 'invite members'

**Now that you are teamed up, learn how to use the Service Provider Dashboard.**

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