

Set up Your Account

If you are outside of the UVA system, contact Mandala (mandala@virginia.edu) to set up a Mandala account.

If you have a NetBadge account, Mandala sets up your account automatically when you log in for the first time. To do this:

1. Go to mandala.shanti.virginia.edu
 - You can also use a specific tool: learn more at [Access Tools](#)
2. Click the **Main Menu** icon the top right corner; the icon looks like [four stacked lines](#)
 - A drop-down menu will unfold
3. Click **Log In Via NetBadge**
 - The Shibboleth/NetBadge login page will load
 - If you are using a personal digital certificate, then you will not see the login page; Mandala will create your account automatically
4. Enter your NetBadge information
 - Mandala will set up your account automatically

If you're trying to add a UVA contributor to a group, they will have to go through this process before you can add them.