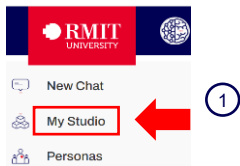# Val – Sharing a Private Persona

**Overview**
Sharing private personas in Val allows you to share with your colleagues and students customised persona experiences, helping them discover more efficient and powerful ways to innovate and streamline their work/processes.

**Before you begin**
- Access Val **here** (https://val.rmit.edu.au/)
- See Create a Private Persona Quick Reference Guide (QRG) on how to create a private persona.
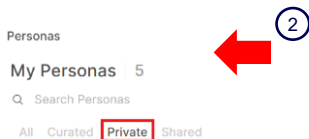
**Navigation**

**Step 1:** Select 'My Studio' from the left Side Bar.
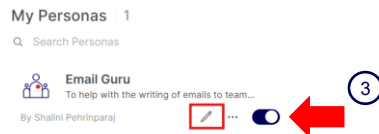
ⓘ **Tip!** 'My Studio' section houses all the Personas that you have created and/or shared.

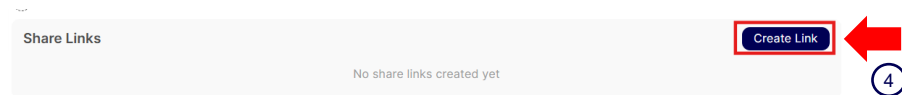**Step 2:** Select 'Private' tab to access the personas you have created.

Note: The 'Shared' tab refers to the personas that you have shared with others These are read-only and cannot be edited. The term 'Curated' refers to personas that have been created or reviewed by the Val team and are available to all. However, this tab will be blank for now.

**Step 3:** Select the edit icon to make changes.

My Personas  1

**Step 4:** Click 'Create Link' to create a link to share your persona.

Share Links     Create Link

No share links created yet

**Step 5:** Read through the 'Risks, Terms and Conditions of Persona Sharing' and acknowledge and agree to them if you wish to proceed.

**Step 6:** Enter a Link Name.

Note: What you enter here will be added to the personas name as seen by those you share it with.

**Step 7:** Review General Terms and Conditions for the Link Users and click 'default' to toggle Additional Guidelines to 'custom' and add additional guidelines if needed..

Note: Additional Guidelines could refer to how you advise the persona be used e.g. Advising users not to use the Persona when writing assignments.

**Step 8:** Select 'Create Link' to finalise the details and create a sharable link.



**Step 9:** Select 'Save & Update' to finalise the details and create a sharable link.



Note: The Share Links will appear as Pending until this has been saved.

**Step 10:** Click on the copy icon to copy a sharable link. This pop-up appears once you select 'Save & Update'.

# Val – Sharing a personal persona

## Tips!

**Share Links**    Create Link

for Change Team    Created on 08/10/2025 at 16:...    Updated on 08/10/2025 at 1...    ⓘ ⟳ 👁 📋 🗑

The **information icon** shows the link, Terms and Conditions for the users and Additional Guidelines.

If you make changes to your persona, remember to select the **sync icon** to embed the changes to the versions that have been shared.

Select **eye icon** to view the shared version of your persona.

The **copy icon** copies the share link of that persona.

Using the **delete icon**, deletes the Persona that you have shared with others in their Val view.
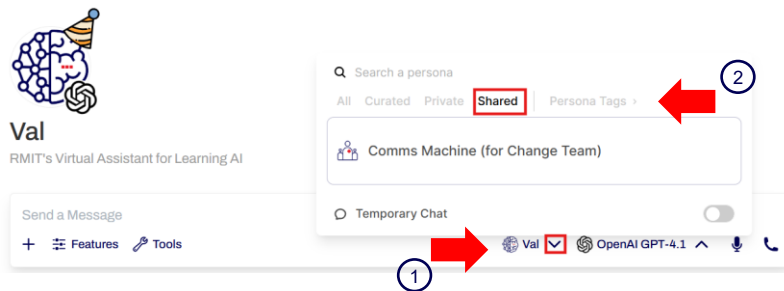
Note: You can only create 2 share links. If you need to create a new one, you can delete a link to do so.

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**If a Persona is shared with you, you can select it from the list of Personas in your main chat box.**

### Navigation

**Step 1:** Select the drop-down arrow to open list of Personas available.

**Step 2:** Navigate to the Shared tab, to reveal all Personas shared with you.

**Val**
RMIT's Virtual Assistant for Learning AI

🔍 Search a persona
All  Curated  Private  Shared  Persona Tags ›

👥 Comms Machine (for Change Team)

Send a Message
💬 Temporary Chat

+  ⚙ Features  ✏ Tools    🌐 Val ⌄  ⑯ OpenAI GPT-4.1 ⌃  🎤 📞

**Step 3:** Select the Personas you wish to use.