AMEB Victoria

Australian
Music
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Board

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AMEB CONNECT (Victoria)

A quick guide to enrolling for exams

AMEB Victoria's new online service centre will allow registered users to:
- Enrol candidates for examinations and evaluations
- See provisional examination dates
- View and print Notices of Examination, and email them to candidates
- View and print examination reports, and email them to candidates
- Purchase AMEB publications and other resources
- Update personal details (such as change of email address, postal address, or phone number)

Registered users of *AMEB Connect* must be over the age of eighteen. It is common practice for teachers or schools to submit entries as agents for their students. A private user should be a parent or guardian of candidates aged under eighteen.

1. Register
AMEB Connect can be found by going to www.ameb.unimelb.edu.au and following the link to 'AMEB Connect'. Click **Get Access** and follow the prompts. Users who were previously registered on the 'old' system do not need to re-register.

2. Collate Candidate information
(a) Check the session dates and closing dates for enrolments.
(b) Consult with candidates/parents and take note of any dates to be avoided.
(c) Take note of candidate names and dates of birth as these will be required during the enrolment process. Each candidate's full name will be required as on their birth certificate/passport.

3. Log in
Registered users log in to *AMEB Connect* using an email address and password.

4. Confirm details
Confirm your contact details prior to enrolling candidates. Click **My Contact Details** to confirm your email address and telephone numbers. Then click the **Addresses** tab to confirm your postal address.

5. Add candidates to the basket
Select **Enrol a Candidate** on the *AMEB Connect* homepage.
Add your candidates in one of three ways by choosing from the tabs at the top of the page; **Find a previous candidate, Select a previous candidate** and **+New candidate**. **Find a previous** candidate is the default selection when the page opens.

Find a previous candidate
Candidates can be found by using candidate number and name or name and date of birth. The search is not case sensitive. Any candidates who have previously sat an AMEB exam in Victoria may be found using this search, even if they were enrolled under a different teacher number. If you have enrolled the candidate in previous sessions it may be easier to use **Select a previous candidate.**

Select a previous candidate
Use the dropdown filter to show candidates from this year, last year etc. Select candidates for enrolment by checking the boxes on the left of the screen. Then click the button **+Enrol selected candidate(s)** at

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the top of the screen to proceed to the next step. This tab will not be visible if you have never enrolled a candidate in the past.

Candidates may also be filtered by series (examination session) or completed/upcoming examinations. The **Find keyword** search box works in real time for information displayed on screen.

+New candidate
Select this tab to enter candidates who have not previously entered for an AMEB exam in Victoria. Enter all details as requested.

To amend details of a previously enrolled candidate or to make a correction to past enrolment details please email us ameb-vic@unimelb.edu.au

If you are enrolling multiple candidates *AMEB Connect* will ask you to add exam details for each candidate in turn.

6. Confirm details
Click the green **Basket** button in the top right of the screen. A list of your enrolments will be displayed. Check that all the information is correct. You can edit the details by clicking **Edit enrolment,** or delete the enrolment entirely by clicking **Remove enrolment.**

You may choose to buy AMEB publications or resources before making a payment. Click **Home** at the top of the page then **Buy products.** All candidate details will remain in the basket until you have finished shopping.

7. Payment
Tick the box under **Agreement** which notes your acceptance of the exam requirements and regulations.

Click the **Pay** button at the bottom of the screen. You will be taken to a secure payment page where payment can be made by Mastercard or Visa credit, debit or pre-paid cards. No card information is retained by the payment system.

If you choose to enter an email address in the box provided (optional) a Tax Invoice providing a brief summary of the transaction will be emailed to you from the National Australia Bank. AMEB Victoria will also email a Tax Invoice which lists full details of enrolment and purchases.

Please confirm that all details are correct (including spelling of candidate names) and advise any corrections by email within 5 business days. After payment has been made you will be taken back to *AMEB Connect.*

8. After enrolment
IMPORTANT – Your enrolment is not complete until your payment has been submitted. Please contact AMEB Victoria if you have any questions or would like to make an amendment or correction to an exam enrolment.

You will receive an email when Notices of Examination are available on *AMEB Connect.*

After the exam you will receive an email when reports and results are available on *AMEB Connect.*

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