



AMEB CONNECT (Victoria)

A quick guide to purchasing AMEB products and resources

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. Log in

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

3. Confirm your details

Confirm your contact details prior to making a purchase. Select **My Contact Details** on the homepage to confirm your email address and telephone numbers. Then click the **Addresses** tab to confirm your postal address. The correct address is required to ensure that you receive book orders and important correspondence (eg exam certificates if enrolling examination candidates.)

4. Select products

Select **Buy Products** on the homepage. Find products by selecting from the list of categories or use the **Search for products** box to bring up a list of related products. For instance, searching for *Piano* will show a list of publications and resources for that instrument.

Select each product for purchase by clicking **+Add to basket**. By clicking the up arrow next to each product you may increase the quantity of each product before clicking **+Add to basket**.

Continue to search for new products and add them to the transaction by clicking **+Add to basket**. Products will remain in the basket until you proceed to the final payment screen.

5. Confirm details

Click the green **Basket** button in the top right of the screen. A list of your products will be displayed. Check that all the information is correct. You can edit the details by clicking **Update quantity**, or delete the product entirely by clicking **Remove item**.

You may choose to enroll candidates for AMEB exams before making a payment. Click **Home** at the top of the page then **Enrol candidates**. All product details will remain in the basket until you have finished enrolling candidates.

6. Payment

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.

After payment has been made you will be taken back to *AMEB Connect*.

AMEB Victoria

259 Auburn Rd, Hawthorn, Victoria 3122

T 03 9035 8888

www.ameb.unimelb.edu.au

ameb-vic@unimelb.edu.au