

NEON Training Guide

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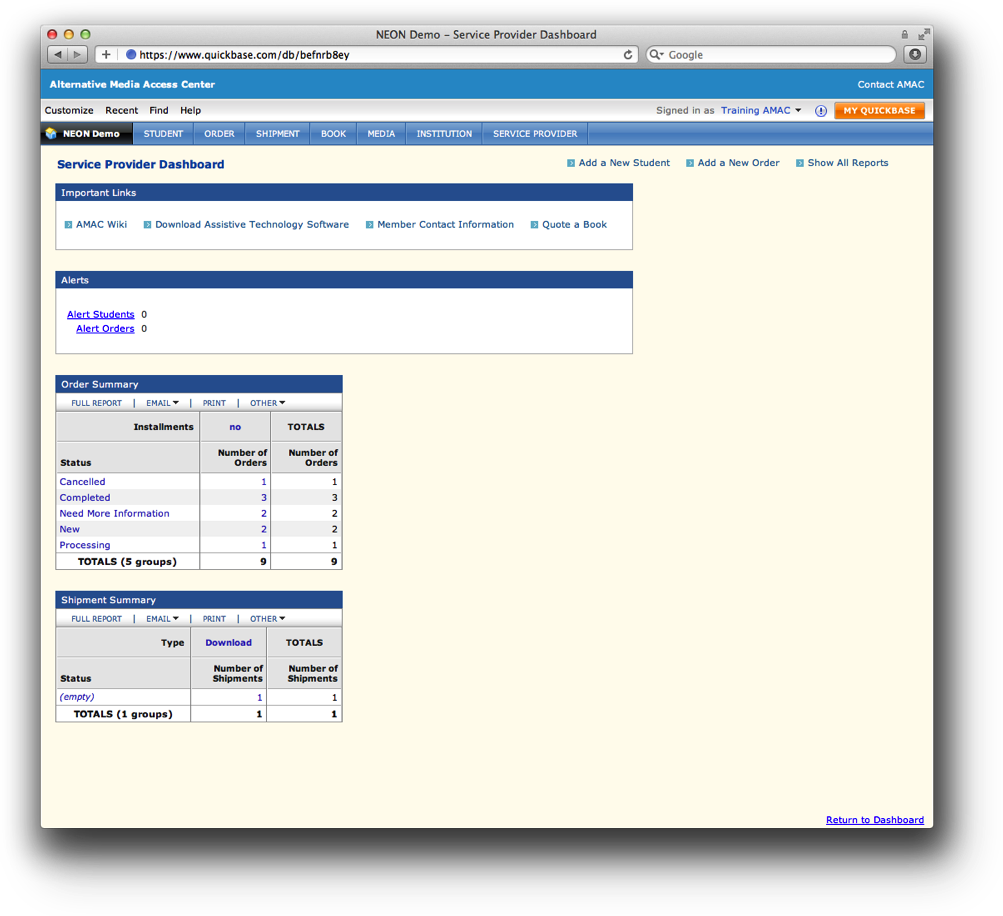
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# Signing into NEON



* Go to [www.amacusg.org](http://www.amacusg.org)
* Select **NEON** under Login section, then press **GO**
* Login with unique email and password

# Adding a Student

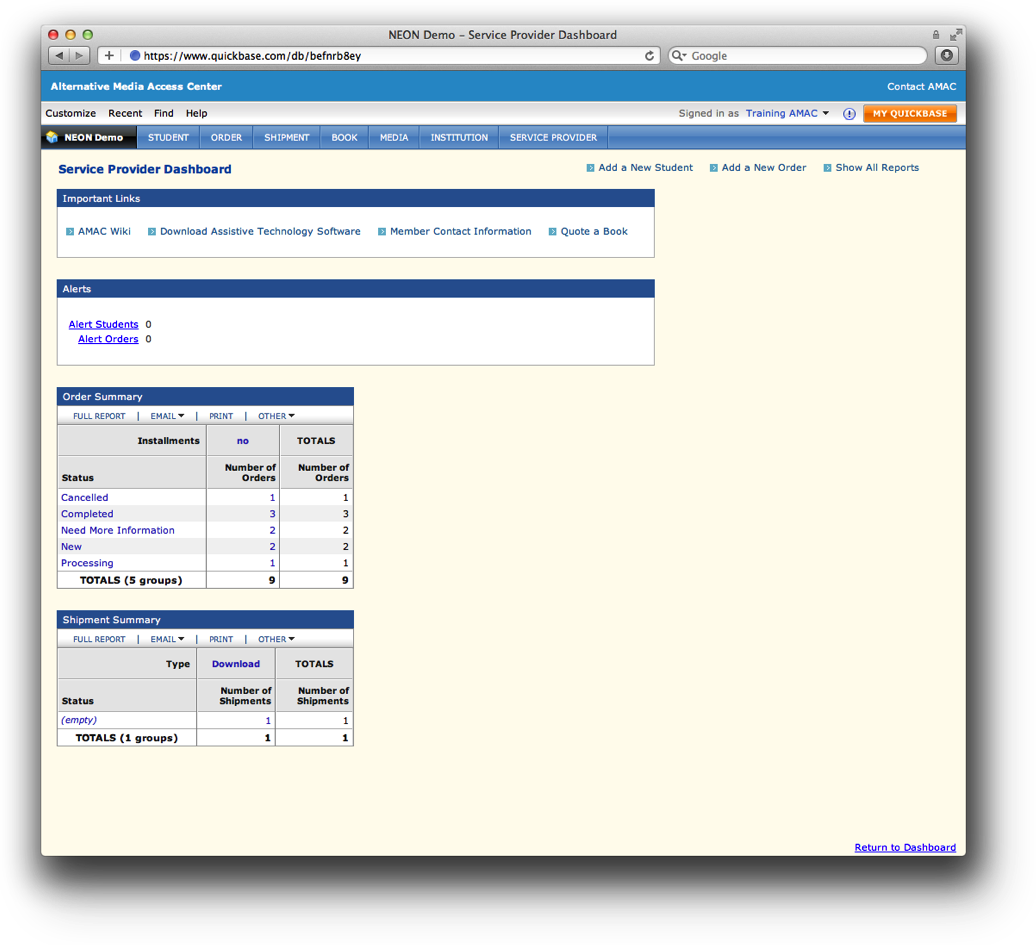


* Click on **Add a New Student**
* Fill out student information
* Fields marked with asterisk (\*) are required

 **Adding a Student (cont.)**

1. Uncheck **Allow Access Student Center** if you do *not* want student to access books and software themselves
2. **Email** and **PIN** are used for student logins to Student Download Center
3. While not required, specify student’s **Primary Alternative Media Preference**

# Adding an Order



* Click on **Add a New Order**
* Fill out order information
* Fields marked with asterisk (\*) are required

 **Adding an Order (cont.)**

1. Select **Student ID#**
2. Fill in required book information (title, author, etc.)
3. Input either 10 or 13 digit **ISBN**
4. Select **Alternative Media Format** – if choosing Electronic Text, select **Electronic Text Format** (pdf or doc)

# Searching the AMAC Repository

* Click on the grey **Find** button
* Type in your book’s ISBN, title, or author
* Select **In: Book**
* If correct book is found, click on the **Add Order** button



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# Downloading Books

* Search for the book order you wish to download (similar to above)
* Click on the grey **View** button
* Scroll down to the **Fulfillment** section of the order record
* Click on the **Download Media File** button

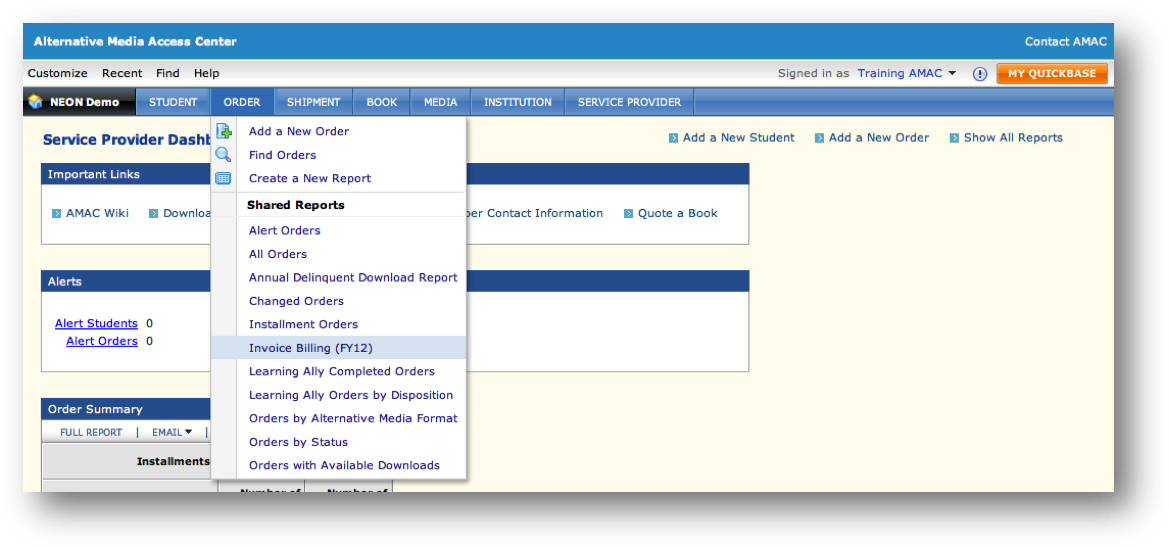
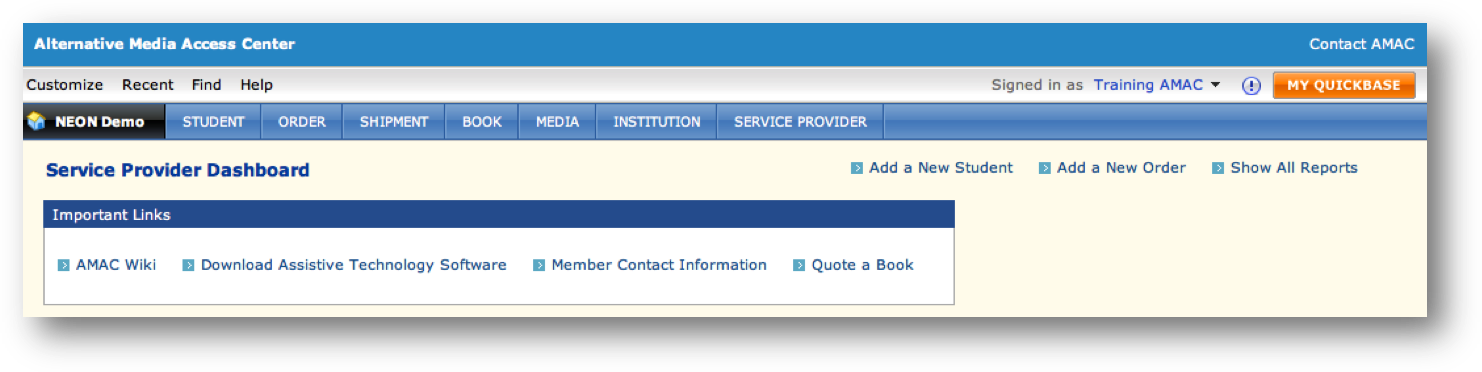
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# Book Quote Calculator & Monthly Invoice Report

* Click on **Quote a Book** to estimate a book price based off page count and alternative media format
* Under the **Order** tab, click on Invoice Billing (FY12) to view the past months’ invoices *(Deluxe Members Only)*



# Training & Support

* Click on the grey **Help** button in NEON, then select **NEON Help Center**
* Sign up for weekly NEON **Trainings** on the AMAC Events Webpage ([www.amacusg.org/events.php](http://www.amacusg.org/events.php))
* **Email** AMAC Technical Support at [amactech@amac.gatech.edu](mailto:amactech@amac.gatech.edu)
* **Call** AMAC Technical Support at 1-866-418-2750 (M-F 8:30-4:30 EST)