AMAC
Alternative Media Access Center

NEON Training Guide

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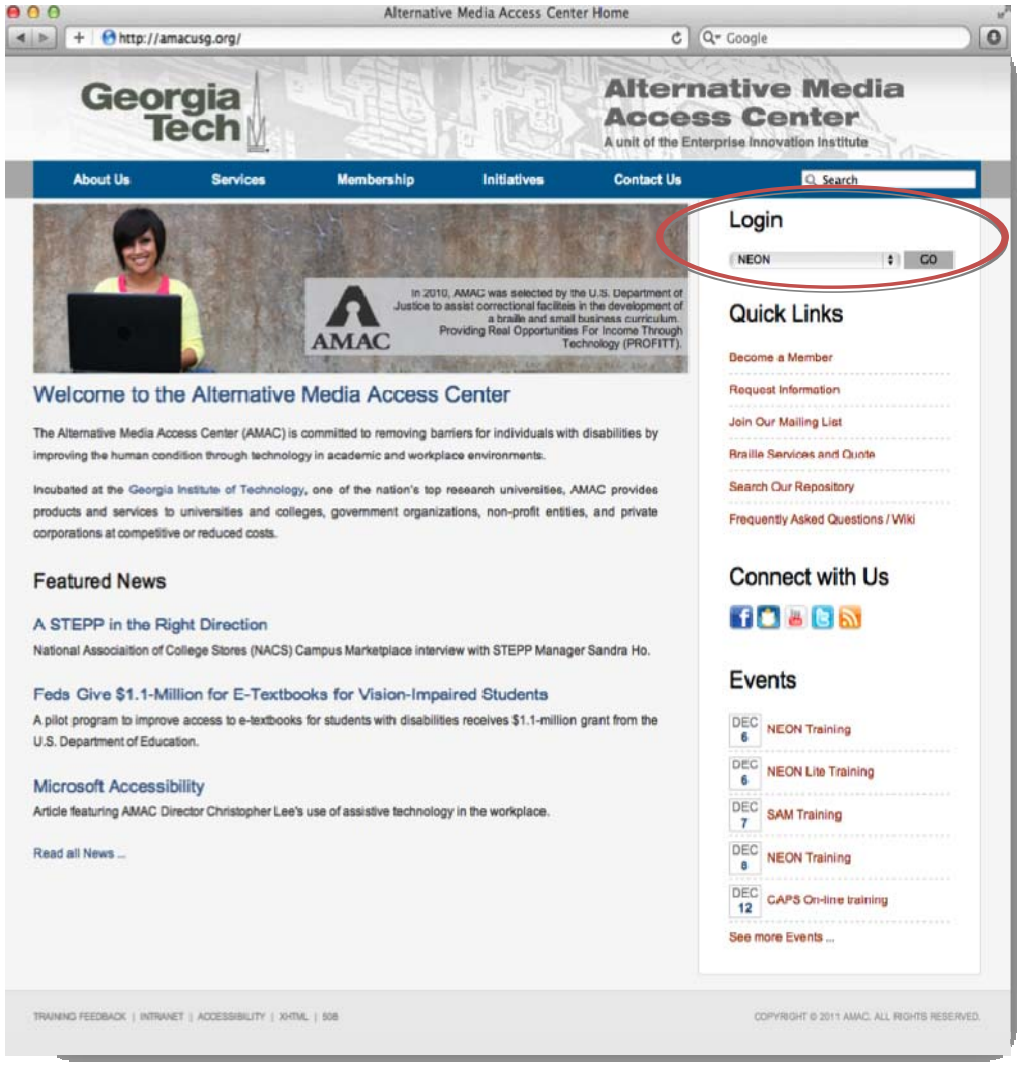
Signing into NEON

- Go to www.amacusg.org
- Select **NEON** under Login section, then press **GO**
- Login with unique email and password



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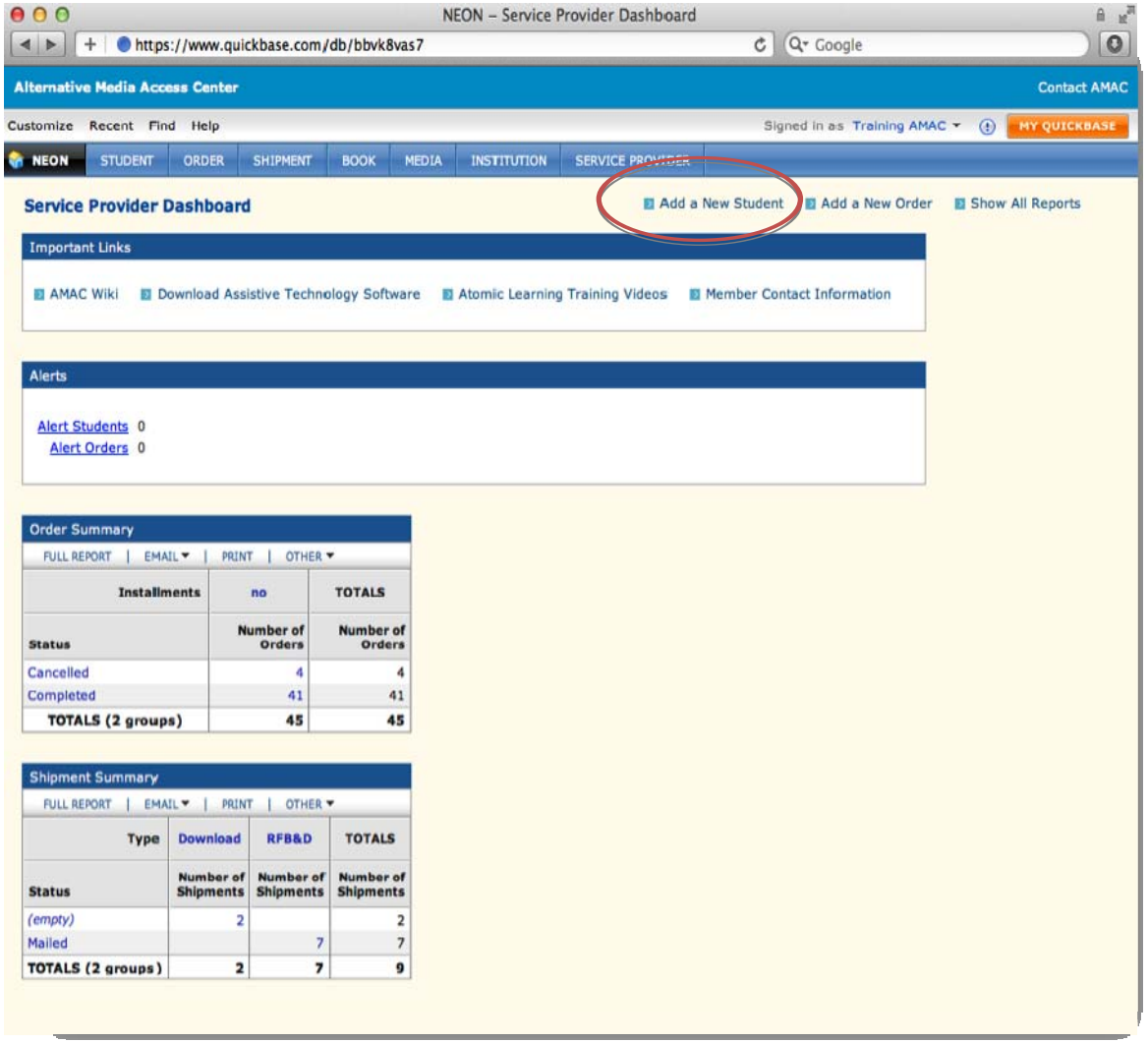
Adding a Student

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



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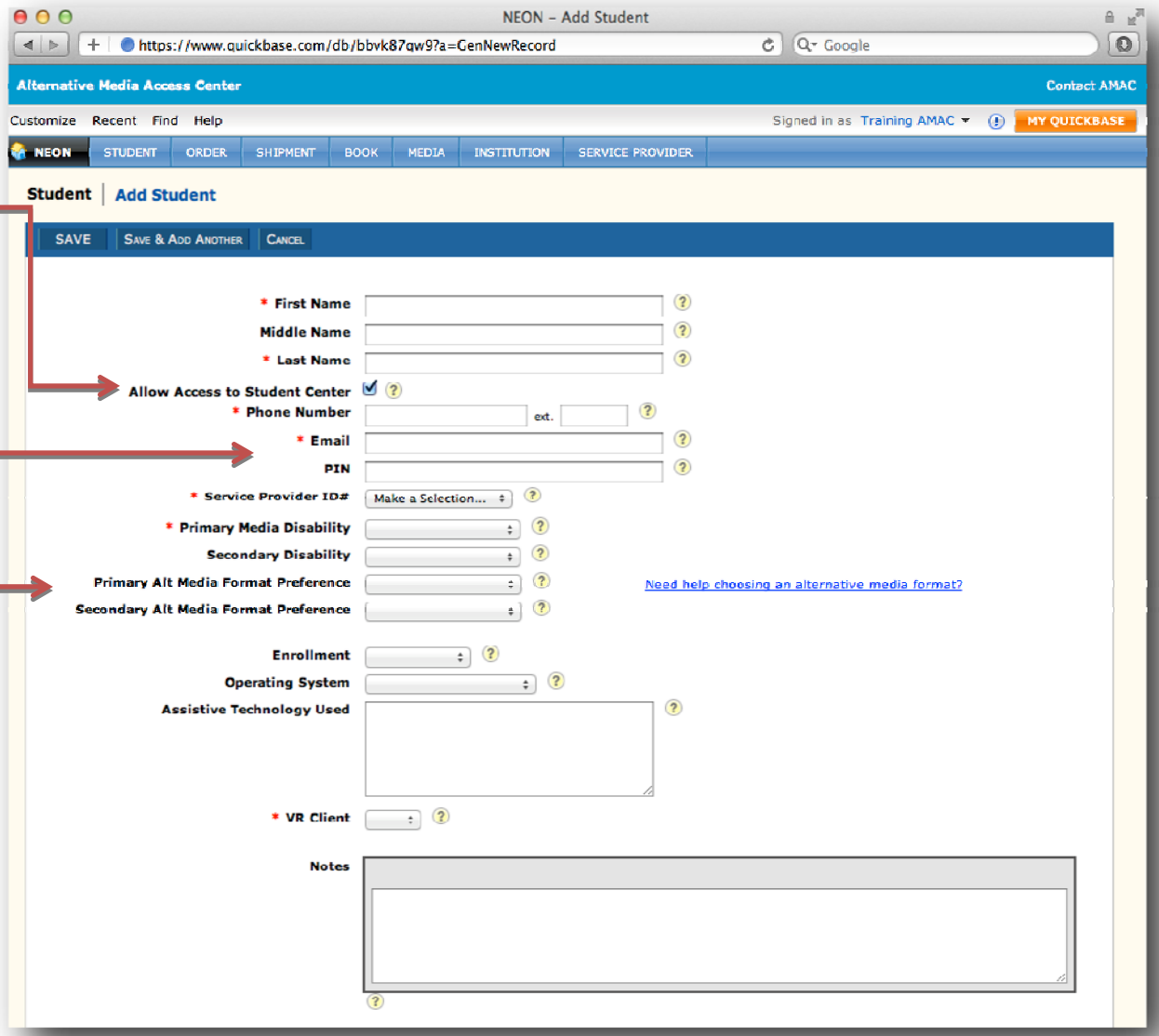
Adding a Student (cont.)

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**



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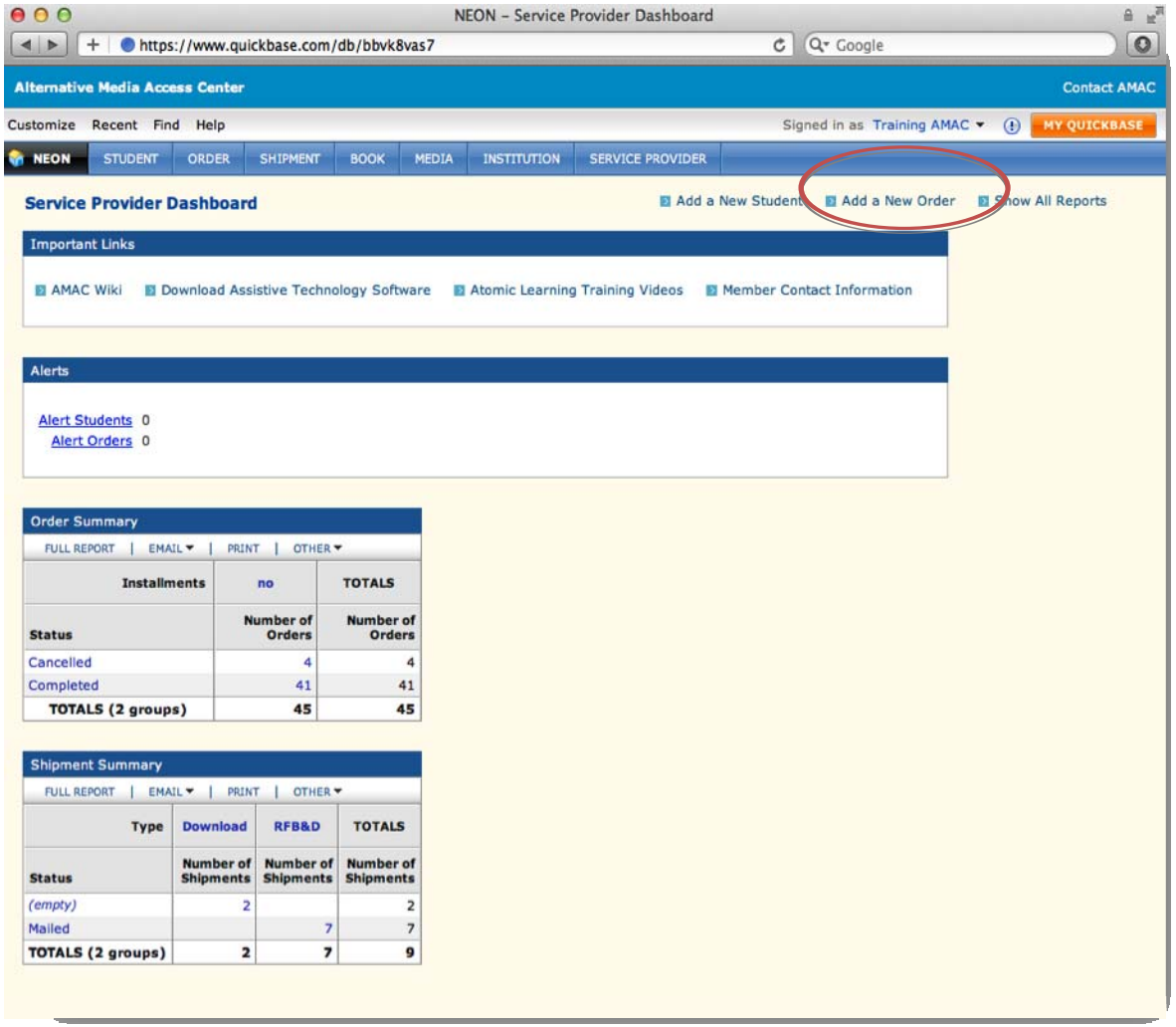
Adding an Order

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



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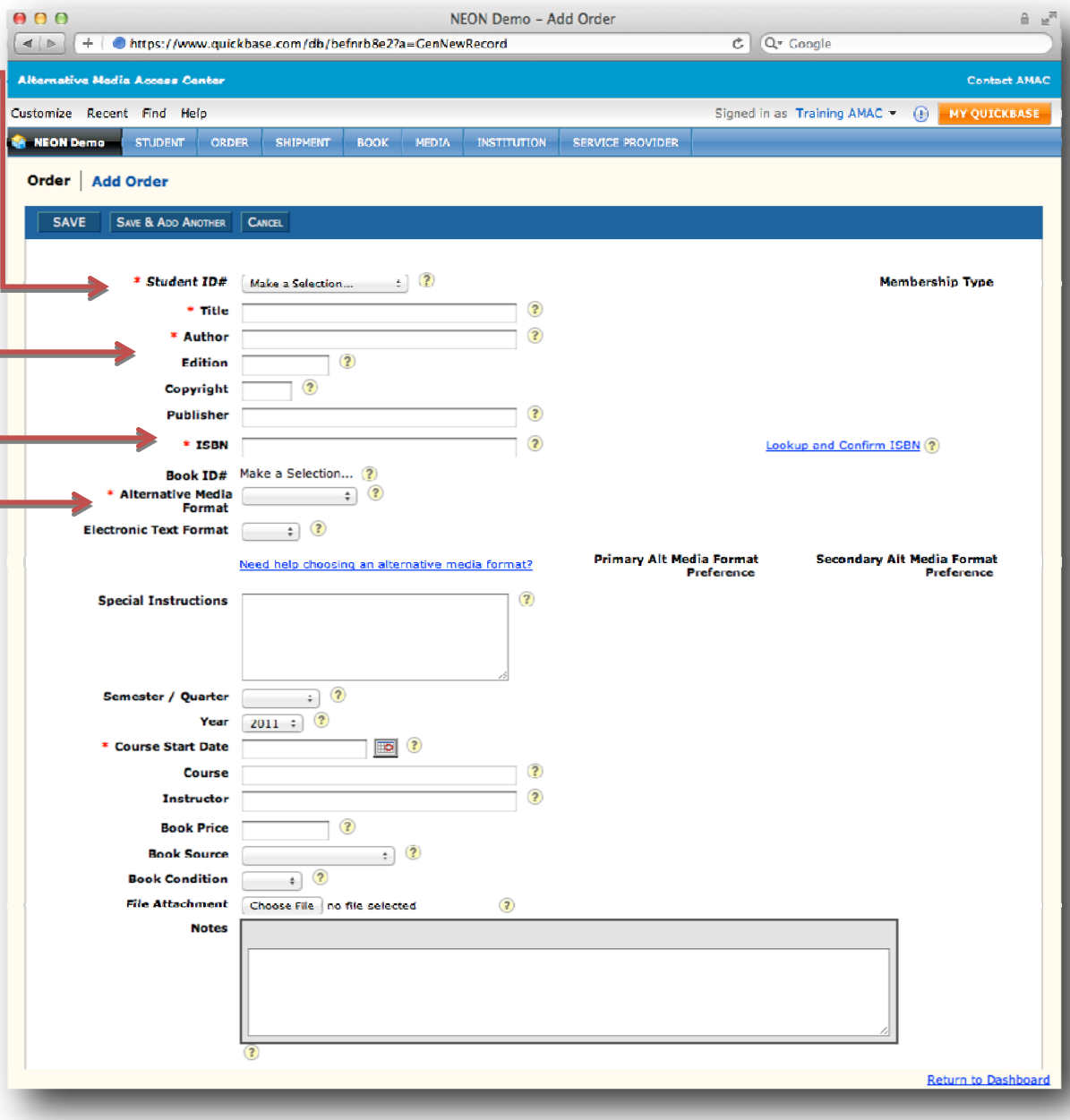
Adding an Order (cont.)

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)



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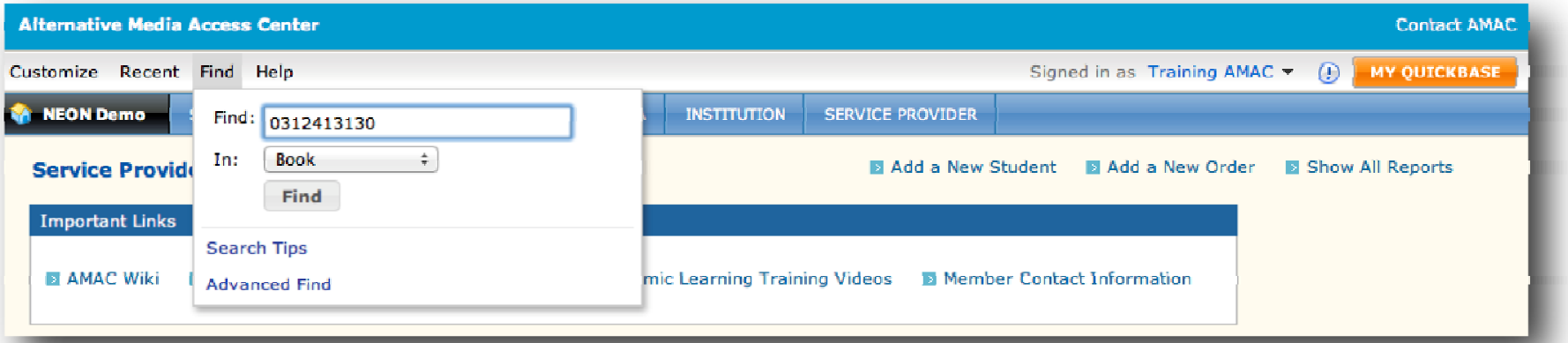
Searching the AMAC Repository

- 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

1



2

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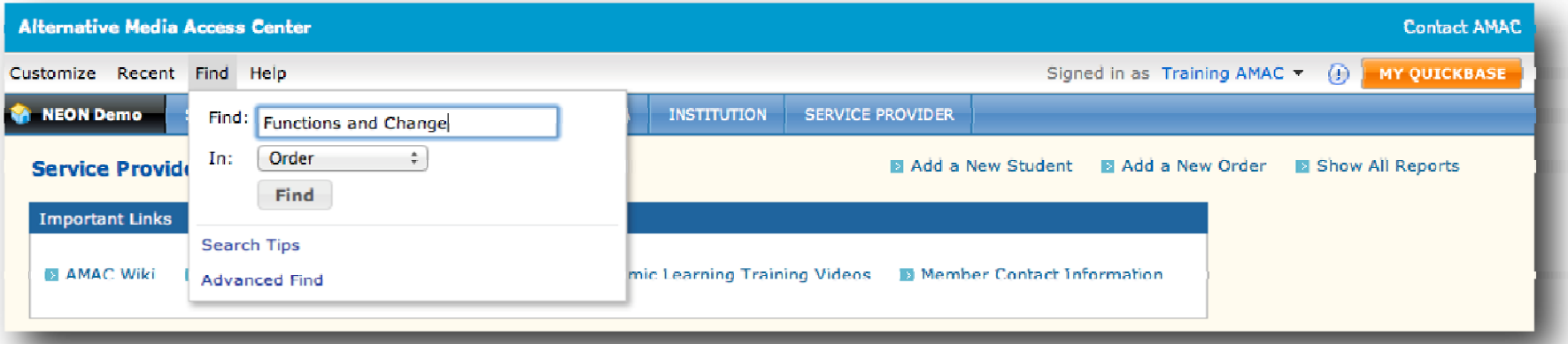
Downloading Books

- 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

1



2

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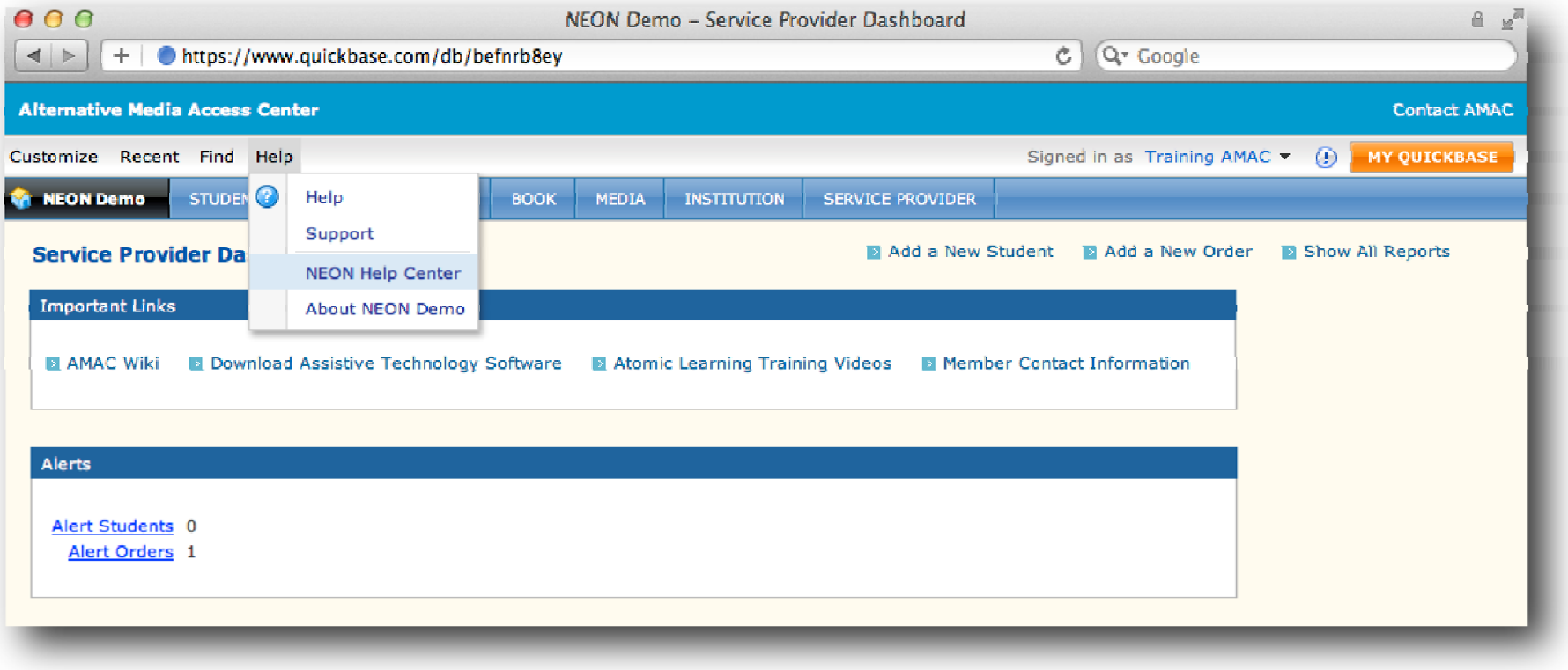
Training & Support

- 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)
- **Email** AMAC Technical Support at amactech@amac.gatech.edu
- **Call** AMAC Technical Support at 1-866-418-2750 (M-F 8:30-4:30 EST)



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