

AMAC Orders User Guide

Table of Contents

Signing into AMAC Orders 2

Adding a Student 3

Adding an Order 4

Searching the AMAC Repository 7

Downloading Books 8

Book Quotes and Reports 9

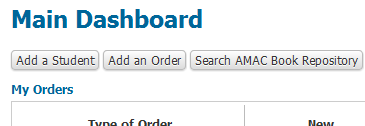
Updating Insitution Information 10

Training and Support……………………………………………..11

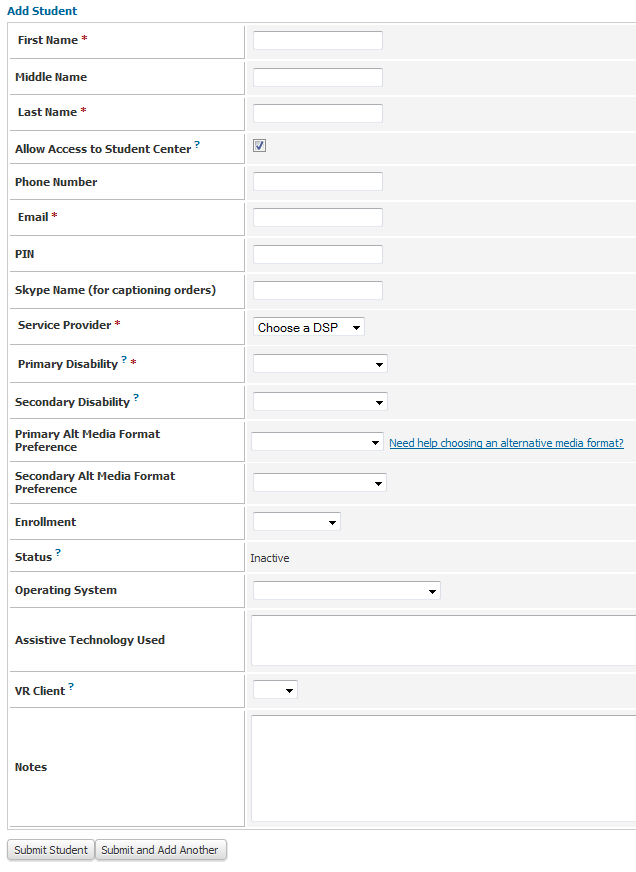
# Login drop-down menu on AMAC's homepage. The choices are: AMAC Orders, SAM, Student Download Center, and Which application do I use? There is a GO button to the right of the drop down menu.Signing into AMAC Orders

* Go to [www.amacusg.org](http://www.amacusg.org)
* Select **AMAC Orders** under Login section, then click **GO**
* Login with your email address and password

# Adding a Student



* Click the **Add Student** button
* Fill out student information
* Fields marked with a red asterisk (\*) are required

**Adding a Student (cont.)**

* By default **Allow Access Student Center** is checked
  + Uncheck if you do *not* want student to

access books and software themselves

* **Email** and **PIN** are used to give student access

to the Student Download Center

* While not required, specify student’s **Primary**

**Alternative Media Preference** to remind you

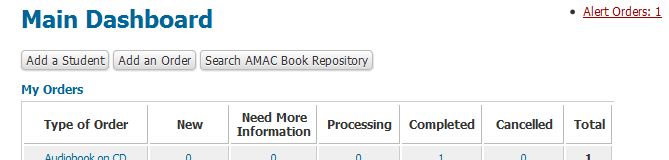
later what format each student prefers

* Click **Submit Student** or

**Submit and Add Another** to save

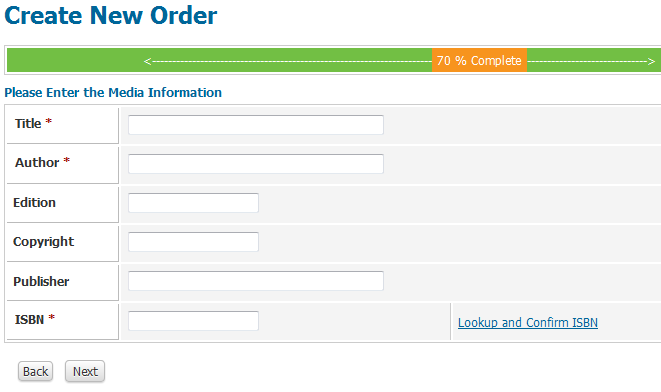
# Adding an Order

* Click on **Add Order** at the top of the screen
* Fill out order information
* Fields marked with a red asterisk (\*) are required
* Orders that require your attention are listed under **Alert Orders** in the top right corner of the screen



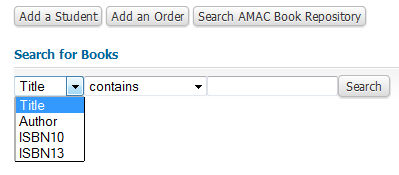
**Adding an Order (cont.)**

* Select **Student ID#**  and go through the next steps
  + Choose alternate media format, etc.
  + You can place orders for E-text, Captioning, and Braille
* Fill in required information (title, author, etc.)
* Input either 10 or 13 digit **ISBN** if ordering a Book
* Review your Order before clicking **Submit**



**Searching the AMAC Repository**

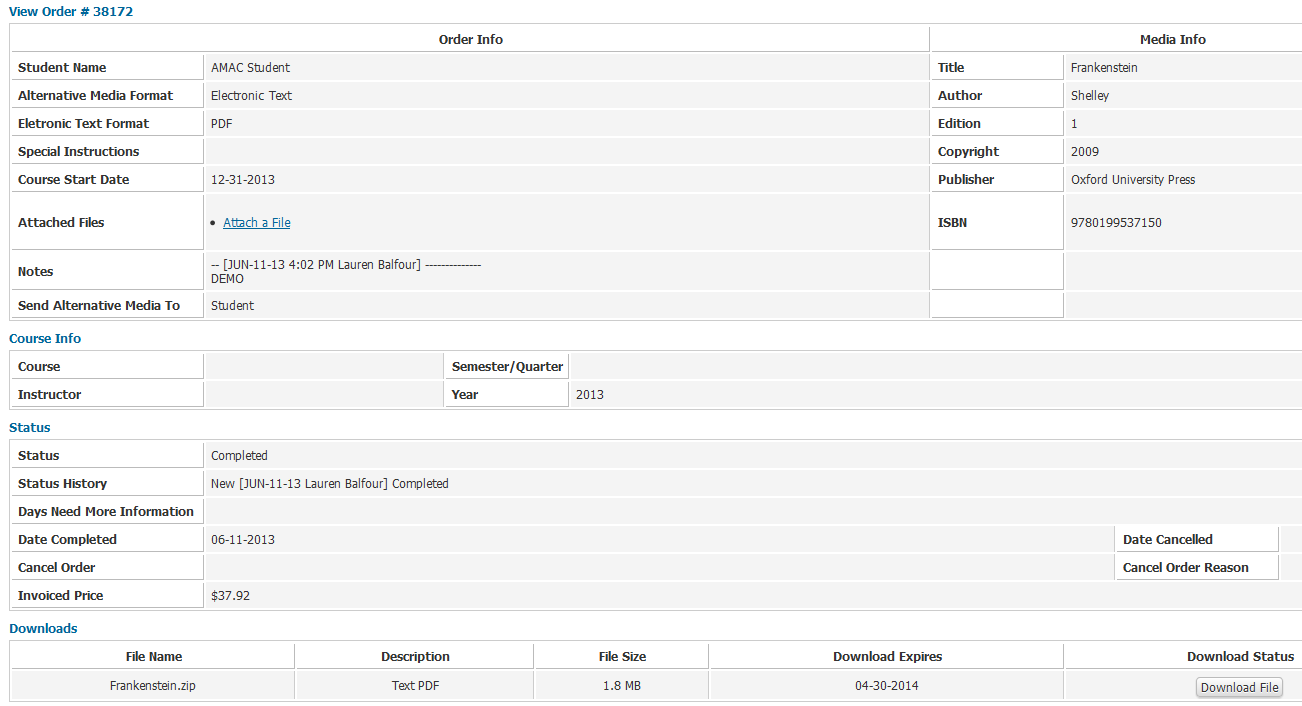
* Click on the **Search AMAC Book Respository** button
* Search by the book’s ISBN, title, or author
* If correct book is found, click on the **Add Order** link to the right of the order information
  + If not found, click on Add an Order button at the top of the screen





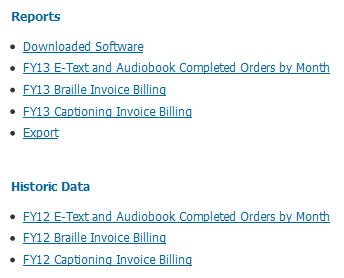
**Downloading Books**

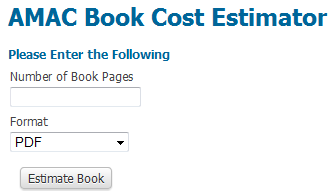
* Search for the order using the quick link located on the **Main Dashboard** or click **My Orders** on left side menu
* Click on the **View** button
* Scroll down to the **Downloads** section of the order record
* Click on the **Download File** button in the bottom right of the screen



# Book Quotes and Reports

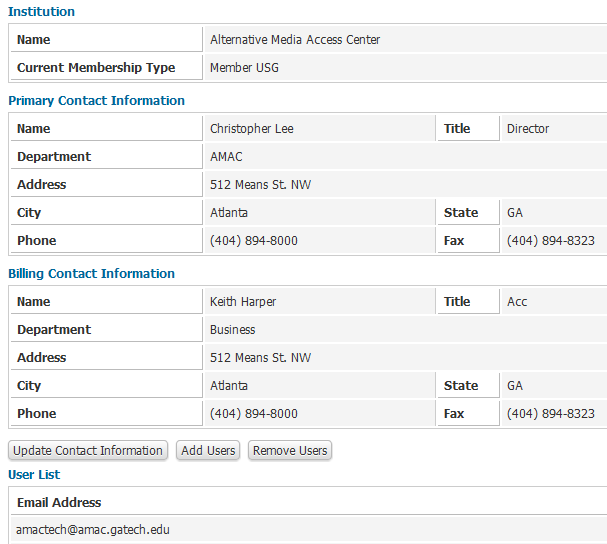
* Click on **Estimate Book Cost** under Important Links to estimate a book price based off page count and alternative media format
* Click on **My Reports** under Main Menu to access a list of commonly requested reports





# Updating Institution Information

* Click on **My Institution** on Main Dashboard
* Click Update Contact Information, Add Users, or Remove Users button



# Training and Support

* If you would like additional training, sign up for an AMAC Orders training on the AMAC Events webpage ([www.amacusg.org/events.php](file:///C:\Users\mrust8\Documents\AMAC%20Wiki\www.amacusg.org\events.php))
* Email or call AMAC Technical Support at [amactech@amac.gatech.edu](mailto:amactech@amac.gatech.edu); 1-866-418-2750 (M-F 8:30-4:30 EST)