NEON User Guide

AMAC

Accessibility for All

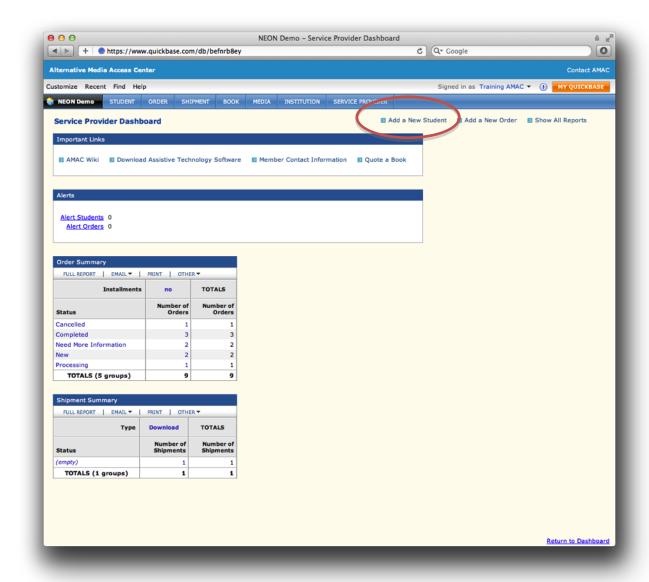## Table of Contents

Signing into NEON

- Go to www.amacusg.org

- Select **NEON** under Login section, then press **GO**
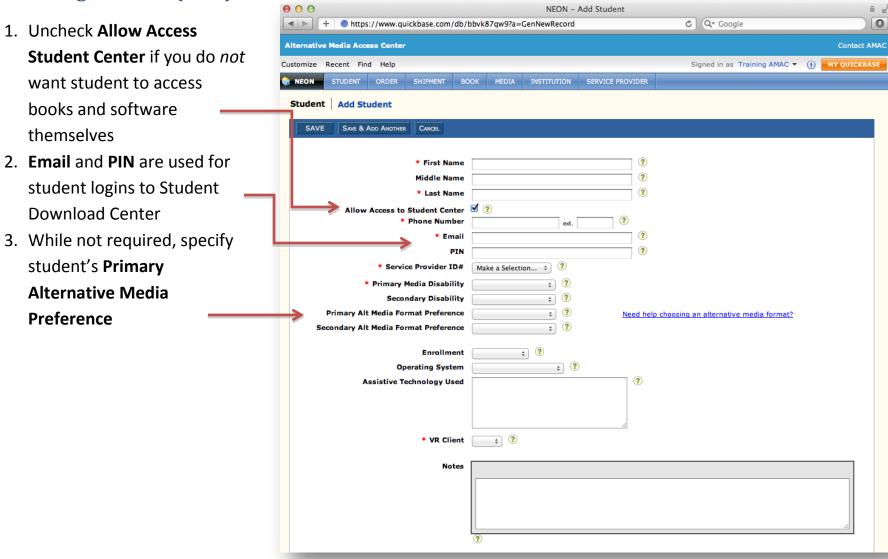
- Login with unique email and password

Adding a Student

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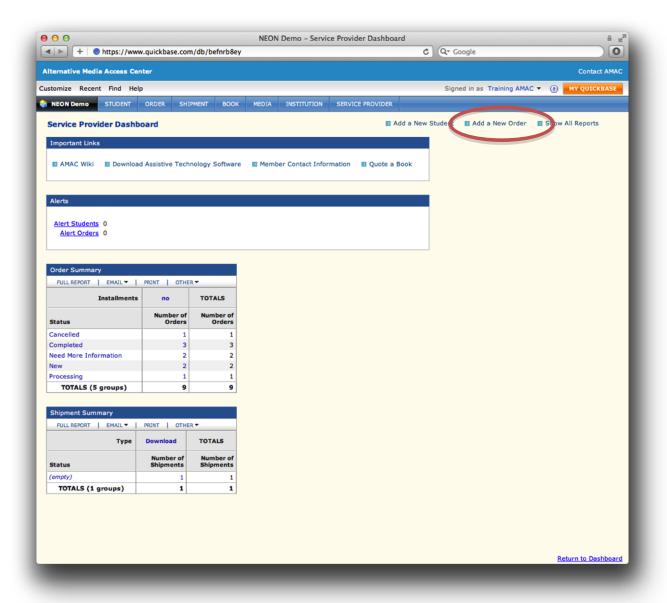- Fields marked with asterisk (*) are required

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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
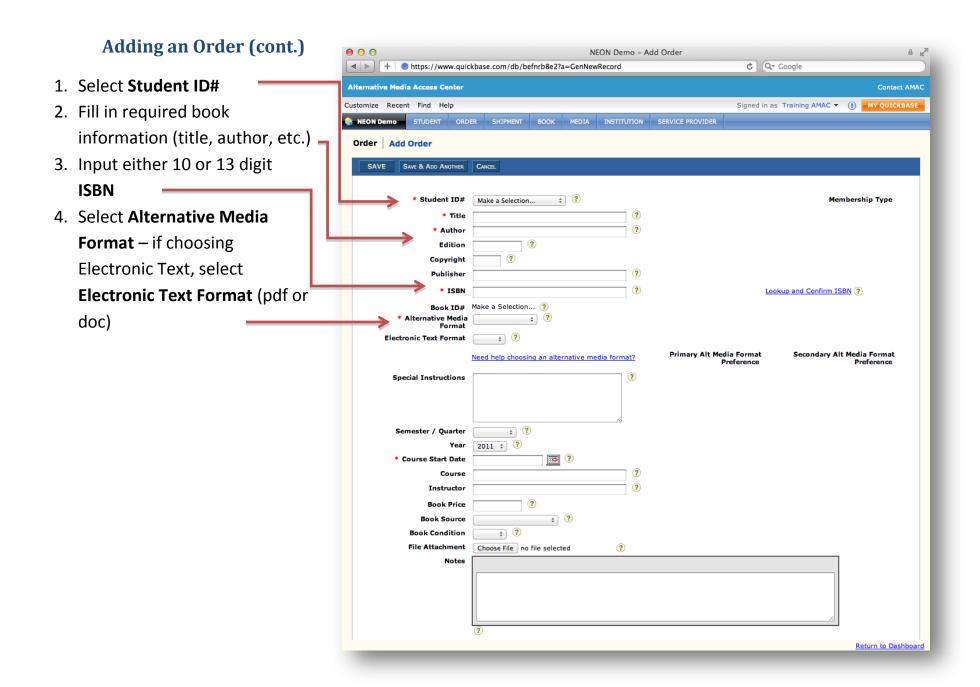3. While not required, specify student's **Primary Alternative Media Preference**

Adding an Order

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

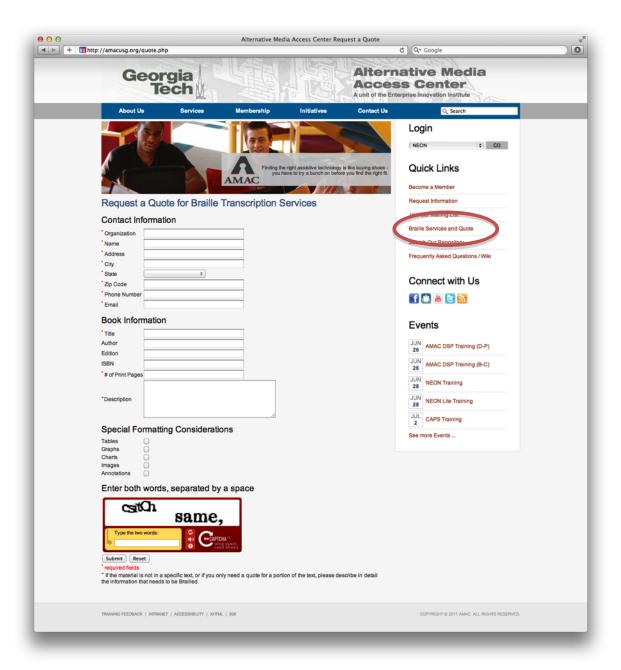All information included in this document is proprietary to the Alternative Media Access Center and is not to be released without prior approval

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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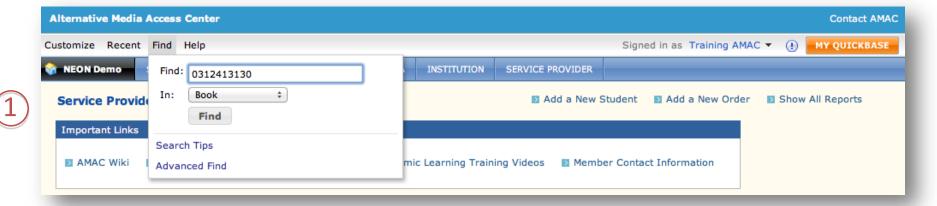
Ordering Braille

1. Fill out a **Quote** request at
   amacusg.org/quote.php
2. **Sign** and **return** (fax, email) quote to
   AMAC
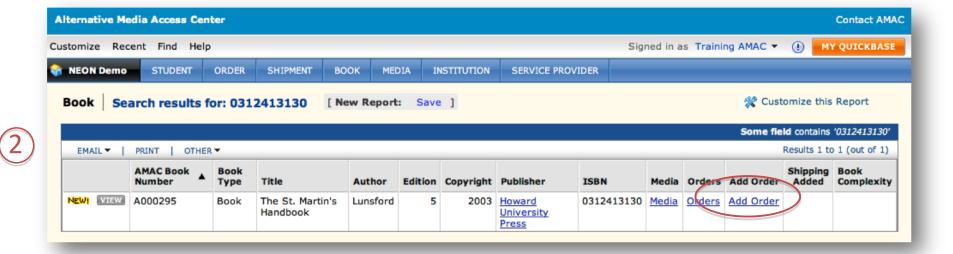3. Add your order in NEON as seen in
   the pages above

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
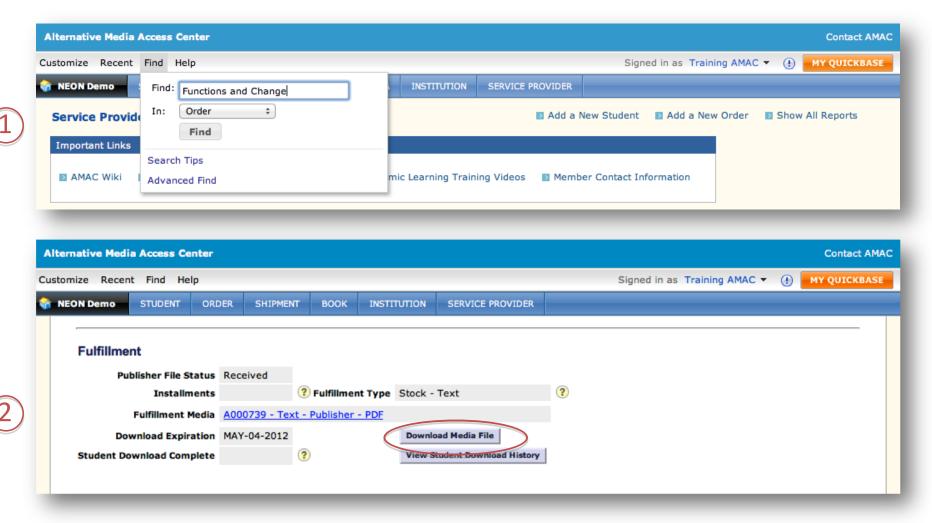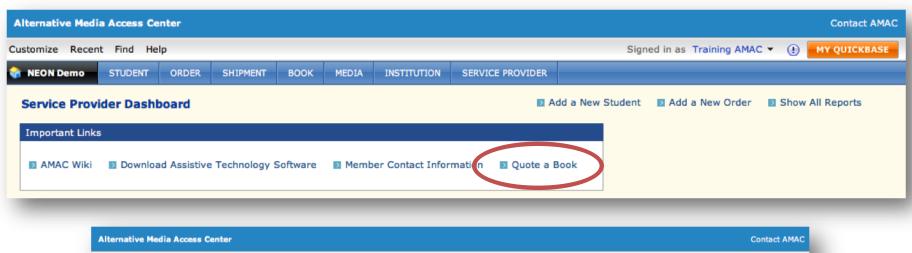
Downloading Books

- 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
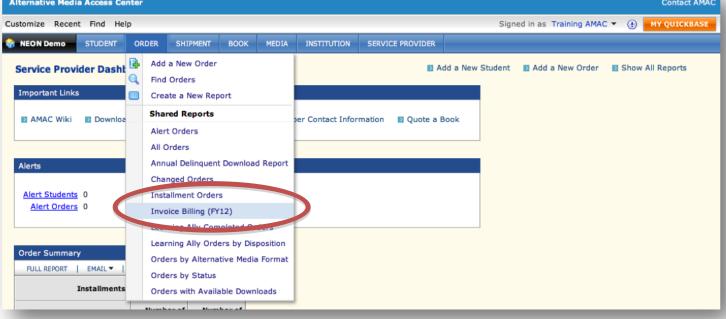- Click on the **Download Media File** button

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)
- **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)