

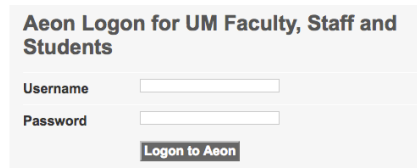
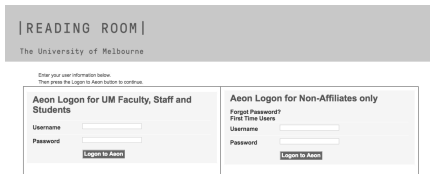
# READING | AEON | ROOM

Welcome to Aeon, the Reading Room's new request management system. In order to place requests to view material in the Reading Room, you will need to create an Aeon account.

Follow the instructions below to register with Aeon and start placing your requests.

Please speak with staff if you have any questions. We will be happy to assist you.

## REGISTERING AS A RESEARCHER IN AEON



### NAVIGATE TO THE AEON WEBPAGE

Open your web browser.  
Enter the URL **aeon.unimelb.edu.au** into the address bar and press Enter on your keyboard.

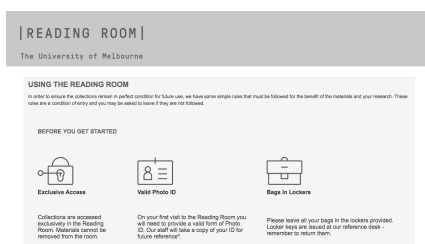
### SIGN IN WITH YOUR UOM CREDENTIALS

If you are a University of Melbourne Student, Staff or Faculty Member, you can login to Aeon using your University of Melbourne username and password. **Enter your UoM username and password into the login box on the left and click on the *Logon to Aeon* button.**

### SIGN IN AS A NON-UOM AFFILIATE

If you do not have a University of Melbourne username and password, you can still create an Aeon account. **Select the *First Time Users* option from the logon box on the right.**

## ACCEPTING THE USER AGREEMENT



### USER AGREEMENT

Before you can create your account, you will need to read and acknowledge the User Agreement. **Please ensure you have read and understood the User Agreement before continuing.**

### USER AGREEMENT

To acknowledge that you have read and understood the User Agreement, **select the tick box at the bottom of the screen under the User Agreement heading.** By selecting this tick box, you acknowledge that you have read, understood and agree to abide by the terms and conditions outlined on this page.

### SUBMIT THE AGREEMENT

Once you have ticked the acknowledgement box, **click on the *First Time Users Click Here* button at the bottom of the page** to submit your agreement.

PLEASE TURN THIS CARD OVER TO COMPLETE YOUR REGISTRATION.

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## CREATING YOUR RESEARCHER ACCOUNT

The screenshot shows a registration form with the following fields and labels:

- Title
- \*Family Name
- \*First Name
- \*Contact Number
- \*Email Address
- \*Primary Address Line 1
- \*Primary Address Line 2
- \*Primary Address City/Suburb
- \*Primary Address State
- \*Primary Address Post Code
- \*Primary Address Country
- Organisation
- \*Type of Researcher
- \*Choose a Username
- \*Choose a Password
- \*Re-enter Password

At the bottom of the form, there are three buttons: "Submit Information", "Clear Form", and "Cancel - Exit Aeon System".

### ENTER YOUR DETAILS

Complete the User registration form. **You will need to complete all fields marked with \* before you can submit the form.**

### CHOOSE A USERNAME AND PASSWORD

If you are not using University of Melbourne credentials, you will need to choose a username and password. **Enter the username you would like to use for Aeon in the *Choose a Username* field. Choose a password and enter it into the *Choose a Password* field.** Your password must be a minimum of 8 characters long and contain a lowercase letter, uppercase letter and a number with no spaces. **Confirm your password by retyping it in the *Re-enter Password* field.**

This close-up shows the "Choose a Username" and "Choose a Password" fields. Below the "Choose a Password" field, there is a note: "Passwords must be at least eight characters long".



### SUBMIT YOUR ACCOUNT DETAILS

**Select the *Submit Information* button at the bottom of the form.** You will now be directed to the Aeon main menu. You can update your details at any time by selecting *Change User Information* from the Menu on the left of the screen.

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**WELCOME! YOU ARE NOW REGISTERED IN AEON AND ARE READY TO SUBMIT REQUESTS.**

**YOU CAN SUBMIT REQUESTS BY COMPLETING THE RELEVANT FORM UNDER THE NEW REQUEST HEADING IN THE MENU ON THE LEFT OF YOUR SCREEN.**