

Quick Start Guide

Making the most of AMCIS Connect

What is AMCIS Connect?

AMCIS Connect is our secure, digital platform where you can:

- Connect with members, take part in community discussions, and download the latest resources
- Book events and training
- Manage your organisation's membership details
- Access invoices and subscriptions

Getting Started

1. Login

Access AMCIS Connect by selecting **Login** from the top right of the AMCIS homepage. Enter your registered email and password to access the system.

2. Your Welcome Page

Once logged in, you will land on your welcome page, which includes:

- How-to-Guides – step-by-step support
- My Account – manage your personal profile, event and training bookings/
- My Organisation – access organisational settings and membership tools
- Communities (*members-only*) – connect with other members through online discussions
- Resource Library (*members-only*) – access key documents, templates, and guidance

Tip: Use this page as your central navigation point to quickly access the most important areas of AMCIS Connect.

3. Updating Organisation and Personal Details

MY ORGANISATION

The *Edit* and *Update your Organisation* sections to manage your organisation's information, and how your organisation will be profiled.

Importantly edit User Access to:

- Control who can access your organisation's membership
- Add new users using the "Add User" button
- Ensure the right people have appropriate access levels
- View your organisation invoices and manage subscriptions

Tip: Keep this up to date to ensure smooth communication and access for your team

MY ACCOUNT

Here you can personalise how you can make the most of AMCIS Connect.

- Tell us what you are interested in and receive updates relevant to you
- Choose how you would like us to communicate with you
- Upload your photo and update your bio in your Public Profile
- Manage your own event and training bookings

In Summary

- Save AMCIS Connect to your bookmarks
- Keep organisation details up to date
- Regularly review invoices and subscriptions
- Manage user access to avoid disruption
- Use the home page navigation links to quickly find key areas
- Login frequently to stay informed

If you need support:

- Use the help or support section within the portal
- Contact the AMCIS team on enquiries@amcis.co.uk