

Registering as a Public User

The purpose of this How *To*guide is to assist researchers register as a public user. Once you have registered as a user you will be able to order records for viewing in the PROV Reading Rooms.

Step 1: Log in to PROV's online catalogue at www.access.prov.vic.gov.au.

Step 2: Click on Register a Public User account as shown below:

Access the Collection

You are in PROV's online catalogue. Use it to **find** information about records held by PROV and the Victorian government agencies that created them, to **order** physical records for viewing in our reading rooms, and to **view** digital records online.

I'm interested in:

- [Starting my research at PROV](#)
- [Family and local history](#)
- [Wills and Probate records](#)
- [Coroner's records](#)
- [PROV's digitised records and online indexes](#)
- [Finding records at PROV, when](#)

Searching for records and Ordering:

- [Simple Search](#) Feeling lucky?
- [Advanced Search](#) allows you to narrow and broaden your search. Recommended for most searching.
- [Find by Number](#) navigates to catalogue pages that you already have a reference for (eg. VPRS 30, VA 511).
- [Register a Public User account](#) (you must do this to order records).

Step 3: Fill in your details in the fields with the red asterisk as shown below including your email address to enable PROV to contact you in the future with information relating to your research:

Public User Registration

*Required Information

Title	<input type="text" value="Mr"/>		
First Name	<input type="text" value="* Sam"/>	Phone	<input type="text"/>
Family Name	<input type="text" value="* Smith"/>	Fax	<input type="text"/>
Postal Address	<input type="text" value="* 1 Archives Drive"/>		
Suburb or Town	<input type="text" value="* North Melbourne"/>	DX	<input type="text"/>
Postcode	<input type="text" value="* 3051"/>	Email	<input type="text"/>
State	<input type="text" value="* VIC"/> Other <input type="text"/>	Preferred contact	<input type="text" value="Not specified"/>
Country	<input type="text" value="* Australia"/>		

Your password is case sensitive and must be between six and ten characters.

Password	<input type="text" value="* *****"/>
Confirm Password	<input type="text" value="* *****"/> Chosen password

If you forget your password this question and answer process will allow you to reset it.

Forgotten Password Question	<input type="text" value="Please select a question"/>
Answer	<input type="text"/>

Step 4: Click Continue when complete:



Step 5: Once the PROV User Accounts - Terms and Conditions page has loaded read through the listed Terms and Conditions and click 'I Accept' to continue.

PROV User Accounts - Terms and Conditions

1. This user account is created by the Public Record Office Victoria ("PROV") for use by the user ("you") of public records and is personal only to you.
2. You are responsible for ensuring that your account is used in accordance with these terms and conditions.
3. By being provided with a user account, you acknowledge that you have read and accepted these terms and conditions.
4. You must not assign, transfer, licence or permit the use by any other person of your user account without the prior express written approval of PROV.
5. You must keep any user name and password or its equivalent in a secure place at all times.
6. You must view the records to which your user account gives you access only in a secure place.
7. PROV is not responsible for the use which you make of the records to which your user account gives you access.
8. If you do not use your account within twelve (12) months of being provided with a user account, the user account will be terminated without notice and you must re-apply to PROV for another user account.
9. PROV may make such changes to these terms and conditions as it considers necessary and shall display such changes in the Reading Room and online.
10. If a breach of these terms and conditions comes to the notice of PROV, PROV may cancel your user account immediately without notice.

After some time your User ID will be generated and will appear on screen. Take note of your User ID as you require this to log in and order records. Cards are available in the Reading Room for you to write your User I.D. onto for future reference.

Step 6: Once your User ID has been generated, click Continue.

Public User Account Confirmation

Sam Smith

Your user account has been created. Your User ID is : **Ssmit35**

Your User ID Card will be issued by a Reference Officer when you visit one of PROV's [Reading Rooms](#).

Please bring a form of identification and your User ID when you visit to enable prompt processing of your card.

You are now logged in and can begin ordering records from the **Access the Collection** page.

Further Information

For more information about maintaining a Public User Account consult [PROV guide 19 Maintaining a Public User Account](#).

