



Partner Dashboard, our new delivery portal, has gone live!

This document provides you with:

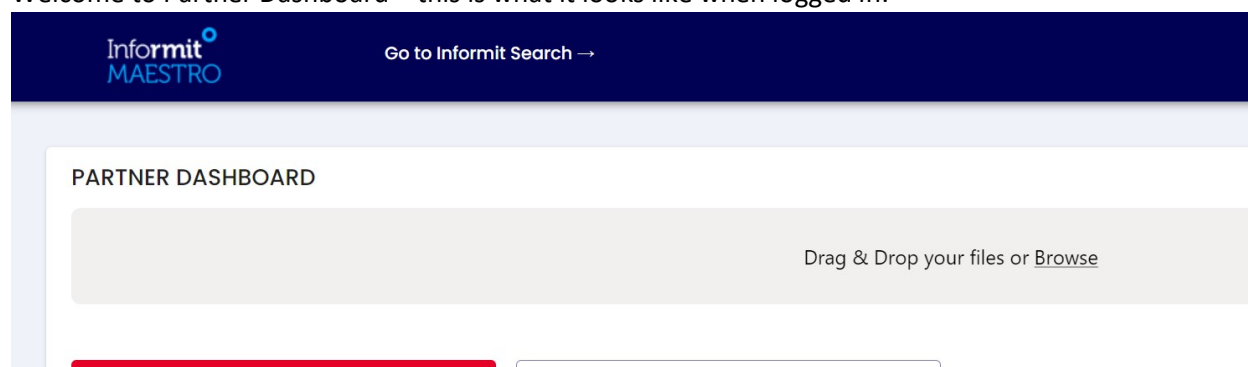
- The process to log into Partner Dashboard
- Support and contact information.

Important things to know:

- Partner Dashboard is a totally new system.
- Your Delivery Box username and password won't work in the new system.
- We have a URL redirect on Delivery Box to a 'Notification' with supportive information.
- If you'd like more detail, see <https://support.informit.org/knowledge-base/partner-dashboard>
- If you get stuck at any point, contact us to help deliver your files production.informit@rmit.edu.au

Let's dive in...

Welcome to Partner Dashboard – this is what it looks like when logged in:



To get here, follow these high-level steps:

1. Go to <https://partner.informit.org/#/>
2. You'll arrive at the Informit CONNECT authentication page.
3. Log in using one of the options, or via the email address you provided Informit.
4. Once you've done that, you'll land on Partner Dashboard screen, ready to upload files.

If this is your first time logging in, we recommend that you follow the step-by-step process below, which will help guide you through the authentication process and support options.

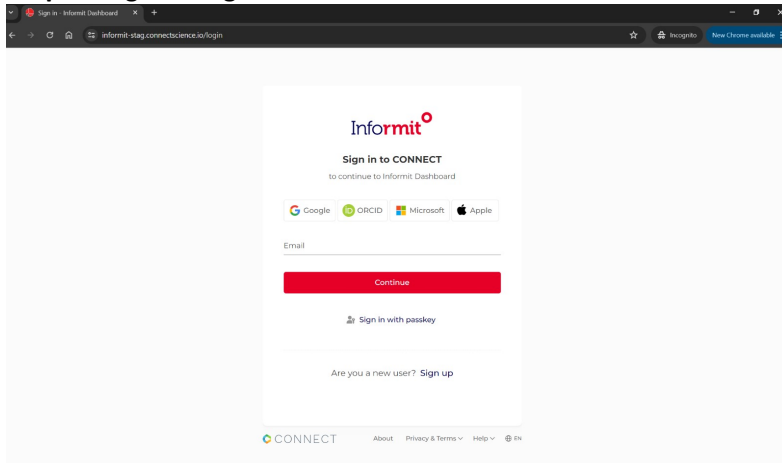


The process in more detail:

Step 1: Go to or click on the Partner Dashboard URL - <https://partner.informit.org/#/>



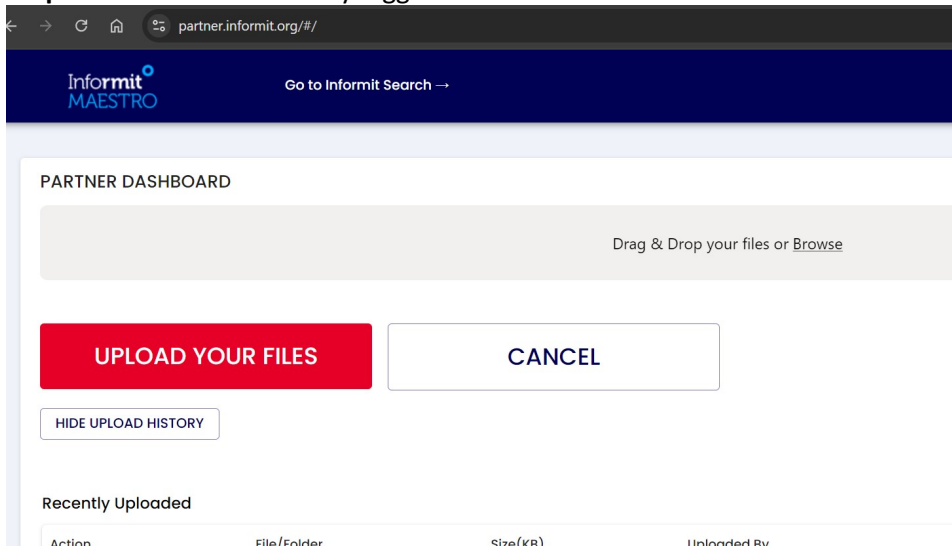
Step 2: Log in using our Informit Connect authentication.



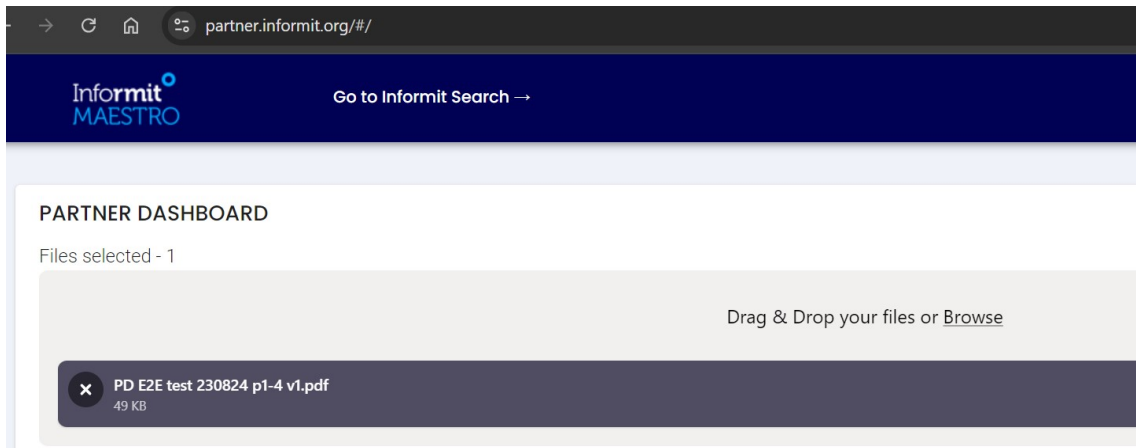
Now there are a couple of scenarios:

- If you're an existing user, please authenticate using your organisation email or OpenID.
- Don't know your password?... put in your email, hit continue, and click "Get a verification code".
- If you're a new user, contact us via support.informit@rmit.edu.au to create an account.

Step 3: You have successfully logged into Partner Dashboard



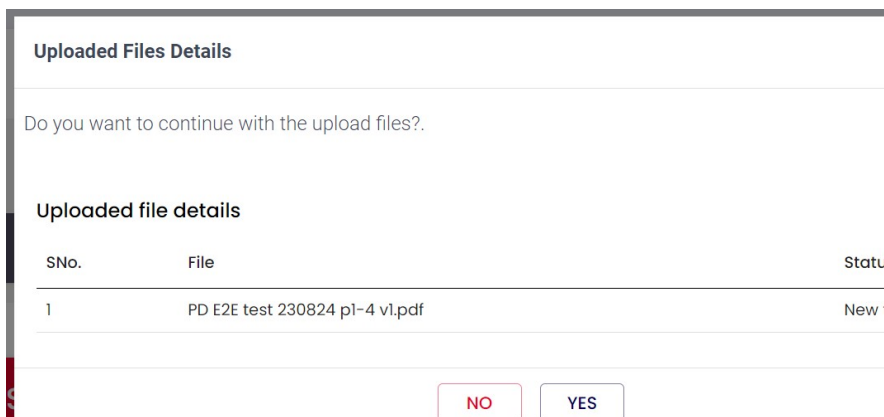
- You should see your name and organisation – top righthand corner.
- You can now drag and drop, or browse and select, your new PDF file(s).
- You can add one or multiple files at a time in Partner Dashboard



- Once you've selected the PDF files they are displayed as shown above
- You have the option to leave a message for the Production team.

Note: If you choose to upload multiple PDFs at once, any notes that you leave will be associated with all PDF files in that upload. You can upload one with a note, then repeat and upload the rest together.

- You're now ready to click the 'UPLOAD YOUR FILES' button.



- You will be presented with this 'upload' confirmation window.
- If you've made a mistake, press 'no', correct it, and repeat the above process steps.
- When back on this window and everything is correct, click on 'yes' and your new PDF files will be uploaded to our Production system – ready for processing by our team.



Informit MAESTRO [Go to Informat Search →](#)

PARTNER DASHBOARD

Drag & Drop your files or [Browse](#)

UPLOAD YOUR FILES **CANCEL**

Uploaded file details

File	Status
PD E2E test 230824 pl-4 v1.pdf	File L

- Once the file(s) have uploaded, you'll be presented with this screen as confirmation.
- You also have a "SHOW UPLOAD HISTORY" button to review your file(s).
- If you've finished uploading, close the browser, and you're done!

At any point, if you're unsure or require help, don't hesitate to contact the Informat Production team on production.informat@rmit.edu.au and we will support you.

Have a great day!