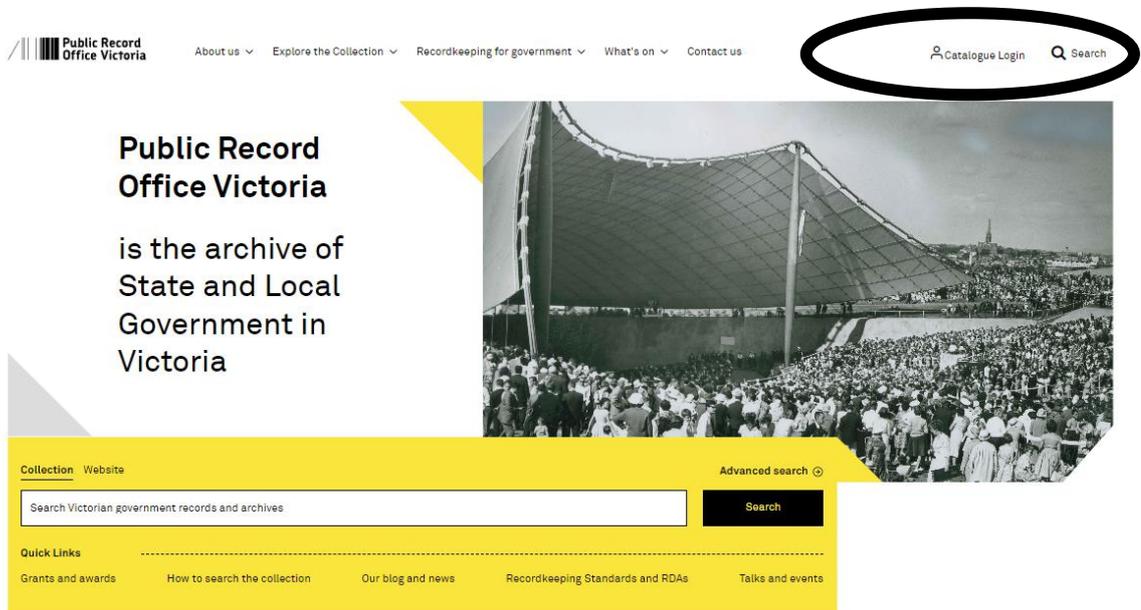
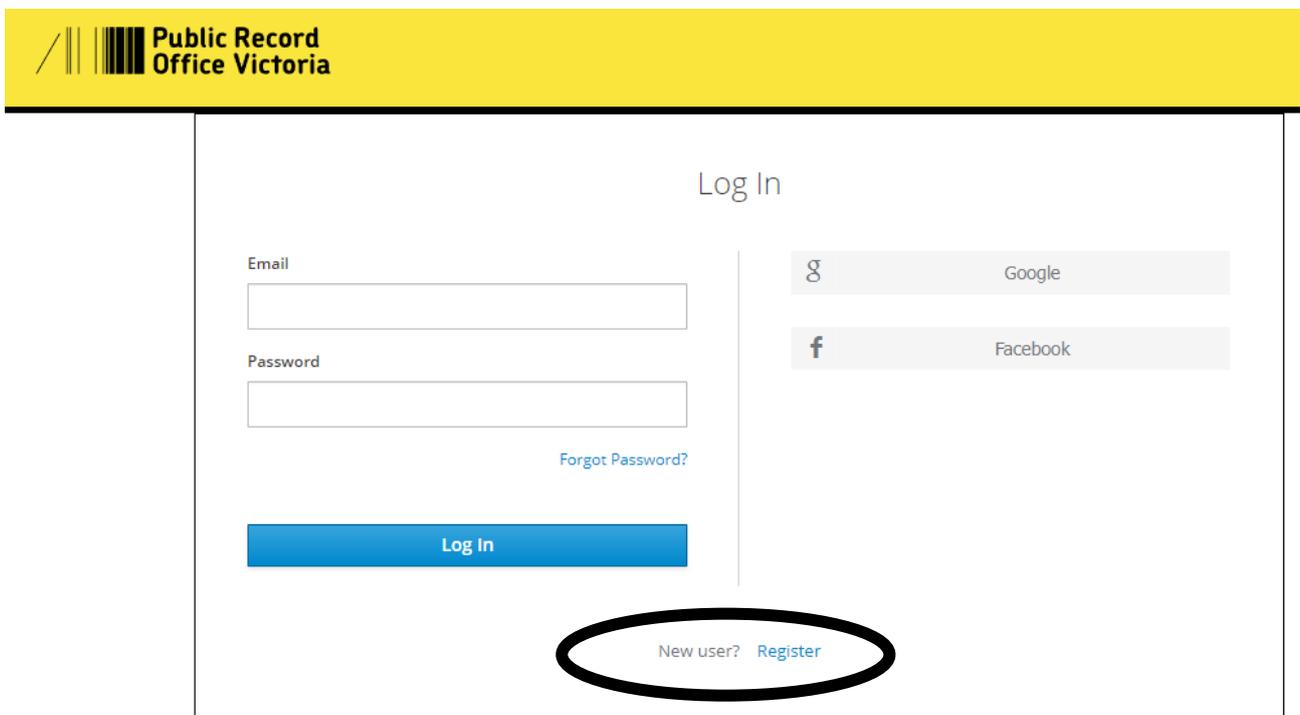


BRAC GUIDE TO SETTING UP A PROV ACCOUNT

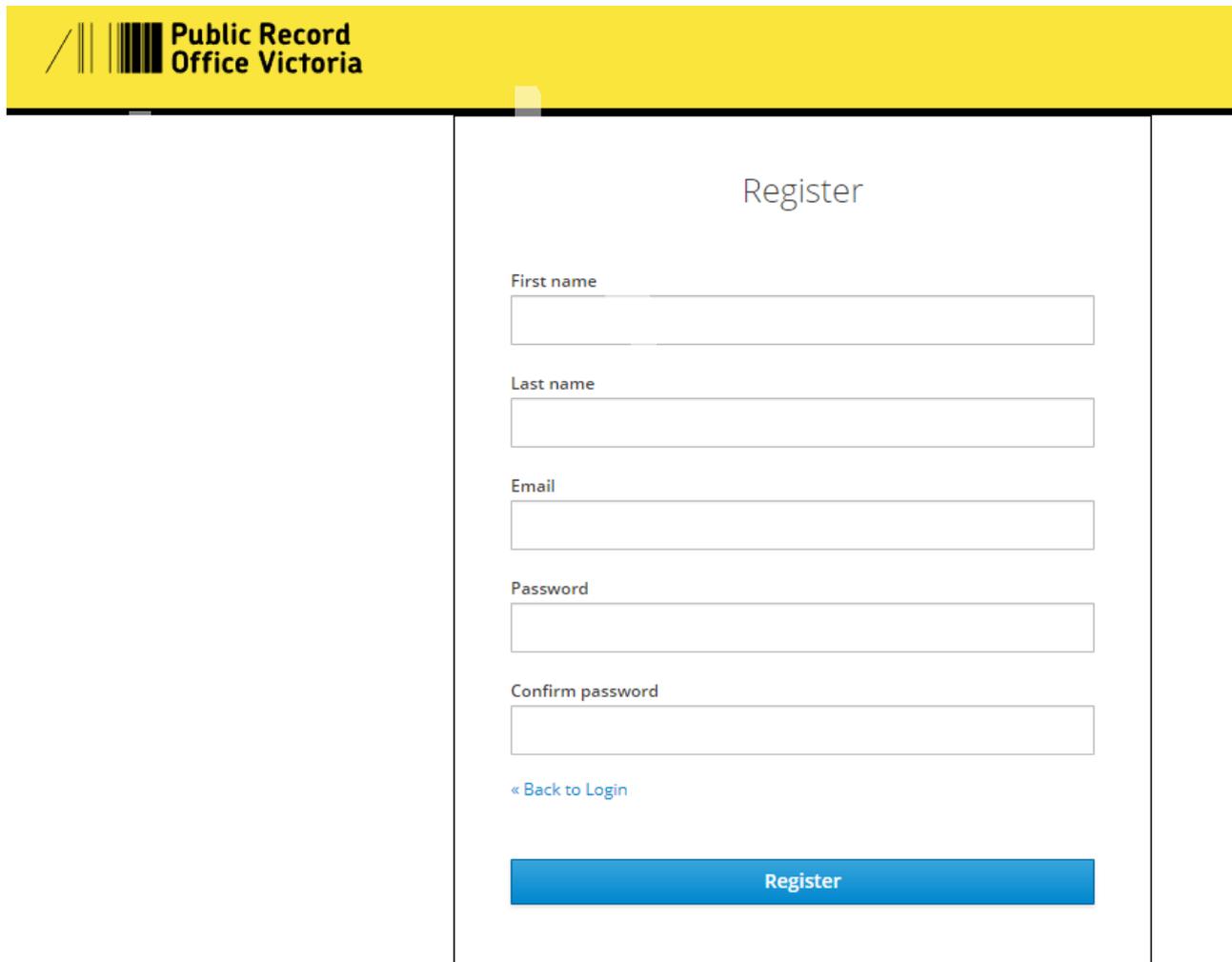
1. Go to www.prov.vic.gov.au
2. Click 'Catalogue Login' in the top right corner:



3. Select 'Register' as new user at the base of the page



4. Complete your details in the registration form:



The screenshot shows a registration form for the Public Record Office Victoria. The form is titled "Register" and is contained within a white box with a thin black border. At the top left of the page, there is a yellow header bar with the Public Record Office Victoria logo and name. The registration form includes five input fields: "First name", "Last name", "Email", "Password", and "Confirm password". Below the "Confirm password" field is a blue link labeled "« Back to Login". At the bottom of the form is a prominent blue button labeled "Register".

5. Read and accept the PROV Terms & Conditions:



Terms and Conditions

This account allows a registered user of the website (you) to:

- view physical public records held by Public Record Office Victoria (PROV/ we/ us);
- use our records copying service; and
- upload information (e.g. a comment on a record) to our website.

You do not need a user account to view our online catalogue or any records that have been digitised and uploaded to our website.

We ask that you read and agree to the following terms and conditions that govern your use of this account.

Use of your account

1. Your user account identifies you to us. You must make reasonable efforts to ensure that your account is kept secure and is not misused by a third party. This includes keeping your user name and password secure and not sharing them with others.
2. You must not let another person use your account. You may use your account to order records on behalf of another person.
3. You must keep your user name and password secure.
4. You must ensure any personal details you supply are current and that we have a valid email address to contact you.
5. If you are employed by a Victorian Government agency and are authorised to view closed records, that authorisation will be recorded against this account. You must notify us of any changes to that authorisation.
6. We accept no legal liability for how you use the records to which your user account gives you access.
7. It is your responsibility to ensure that any information you upload to our website is accurate and verify information provided by other users. We do not accept any legal liability for inaccurate or misleading information uploaded to our website by you and other users.
8. If we become aware that you are acting in breach of these terms and conditions, we may cancel your user account immediately without notice.
9. We can also take reasonable measures to protect your account

provide a valid email address.

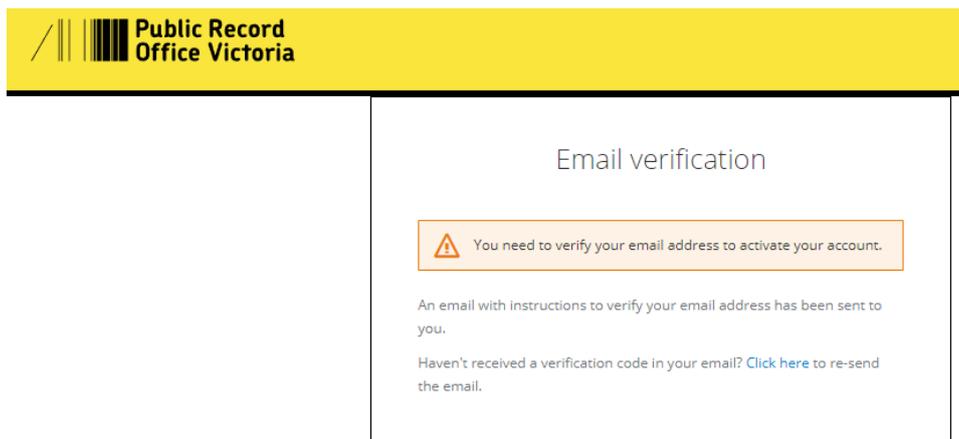
12. If you request that we copy records, or if you are employed by a Victorian Government agency and are authorised to view closed records, we will request additional information to verify your identity and enable us to deliver record copies. This information is typically, but may not be limited to, your address and credit card details.
13. Your personal information will be used for the purposes of providing PROV services including ordering and viewing records. It will be kept secure and not be used or disclosed for any other purpose without your permission unless required by law. You can ask to see the personal information we hold about you by [contacting us](#). Your personal information will be deleted when no longer needed for any purpose. Our [Privacy Policy](#) governs how we use any personal information we collect.

Payment information

14. This website requests you supply valid credit card details in order to pay for services. These details are passed to our payment services provider Westpac. We do not retain these details, and they must be re-entered for every transaction. We make every effort to ensure this information is collected and passed to Westpac in a secure way.

Please be aware that you must abide by additional terms and conditions for using our Reading Rooms or if you are a Victorian Government employee registering as an authorised user for your agency. You can also read our [Service Charter](#) for more information on what support we can offer as you access records.

6. An email will now be sent to your nominated email account:



7. Go to your email account and click the link sent in the verification email from PROV.

