

Automated External Defibrillator (AED) Register



Quick User Guide

Part 1: Create a new user account

Part 2: Register a location

Part 3: Register a New AED Device

Part 4: Site and AED Management

Part 1: Create a New User Account

1. Visit: registermyaed.ambulance.vic.gov.au/register
2. Enter your personal details.

All fields with an asterisk must be completed to proceed

**Email - This will be your username. Once a user account has been created, the email address cannot be modified. A new user account will need to be created if email address changes. If the AED is at a business, we recommend using an email address accessible to more than one employee.*

***At least one contact number is required. Please include area codes for landlines – I.e. (03) XXXX XXXX.*

3. Create a password.
4. Check the box to accept the Terms and Conditions.
5. Click 'Register'.
6. Check your email for a confirmation and click the emailed link to verify your account.

If you do not receive an email, please check your spam/junk folder or contact us directly.

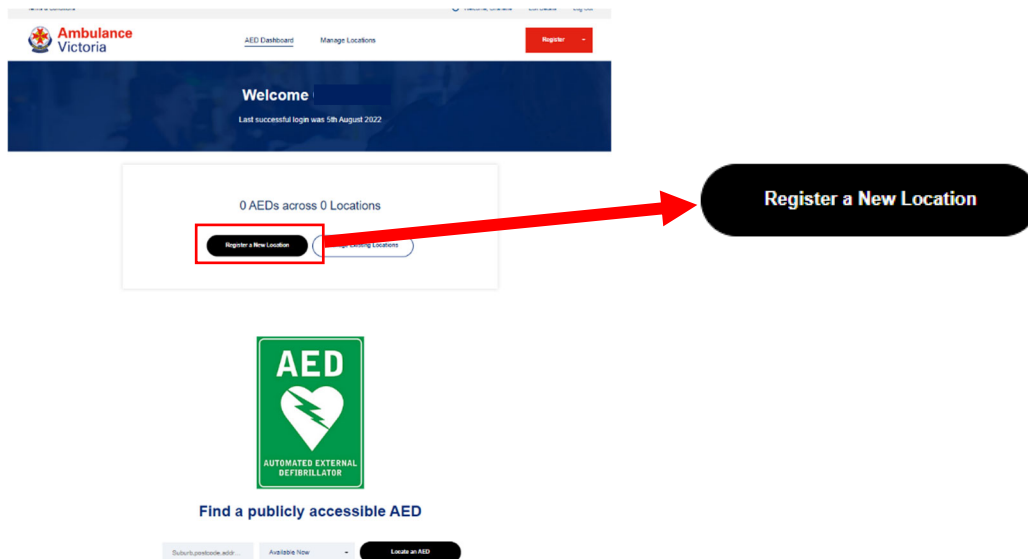
7. You will automatically be sent to the 'Register a location' page.

Please do not continue to Part 2 if the location has already been registered. If you are unsure, please contact aed.register@ambulance.vic.gov.au or 1800 AED REG

The screenshot shows the 'Create Your Account' registration page. At the top, it says 'Create Your Account' and 'Please fill out the details below to create your account and begin managing your Locations and AEDs.' Below this, there is a link for 'Already have an account? Log in'. The form is divided into several sections: 'Name' with fields for Title, First Name, and Last Name; 'Address' with a note that it's required for postal purposes, and options for Street Address or P.O. Box, with sub-fields for Unit No, Street No, Street Name, Street Type, Suburb, Postcode, and Victoria; 'Contact Details' with an Email field and three Number Type fields (Contact Number, Additional Contact Number, and another Additional Contact Number); and 'Create Password' with a note that it must be 8 characters and meet 4 requirements (Lowercase, Uppercase, Numeric, and Special characters), and fields for Create Password and Confirm Password. At the bottom, there is a checkbox for 'By checking this field I agree to the Terms and Conditions' and a 'Register' button.

Part 2: Register a Location

1. Visit: registermyaed.ambulance.vic.gov.au/login
2. Log in with your email address and password. This will take you to your AED Dashboard.
3. Click 'Register a New Location'



4. Enter site location details and click next.

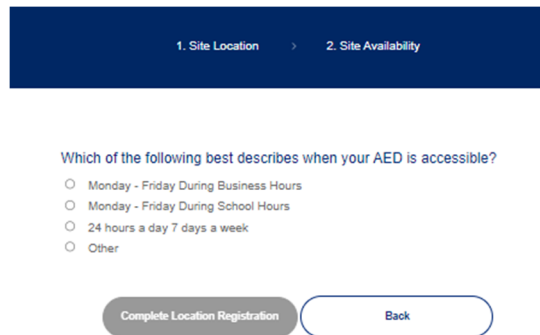
The screenshot shows the 'Register a New Location' form. The title is 'Register a New Location' with a subtitle 'To add an already existing location to your profile, [contact us](#)'. Below the title is a progress bar with two steps: '1. Site Location' (active) and '2. Site Availability'. The form contains the following fields:

- Address of AED Location***: A text input field with the placeholder 'Type your Site Location address'.
- Company/Individual's Name***: A text input field with the placeholder 'Eg. Hilton Hotel, Dynacore Melbourne, Leicon Digital'.
- Organisation Type***: A dropdown menu with the placeholder 'Choose your Organisation Type here'.
- Common Name**: A text input field with the placeholder 'Eg. Smith's Reserve, Parkville Shopping Centre etc'.
- Landmarks***: A text input field with the placeholder 'Eg. Hill located next to carpark, Green building next to oval etc'.
- During open hours can someone access this defibrillator?**: Radio buttons for 'Yes' and 'No', with 'No' selected.

At the bottom of the form is a 'Next' button. A small disclaimer at the bottom states: 'By clicking Yes you agree that nearby callers to Triple Zero may be given directions to the site or location registered in the event of a suspected cardiac arrest. Further details are contained in the [Data and Location](#)'.



5. Enter the site availability. You can choose from the selections provided or select 'Other'. If selecting 'Other' please enter the hours of availability of your site



The screenshot shows a dark blue header bar with two tabs: "1. Site Location" and "2. Site Availability". Below the header, the question "Which of the following best describes when your AED is accessible?" is displayed. There are four radio button options: "Monday - Friday During Business Hours", "Monday - Friday During School Hours", "24 hours a day 7 days a week", and "Other". At the bottom of the form, there are two buttons: "Complete Location Registration" (a dark grey button) and "Back" (a white button with a blue border).

6. You have now registered the **site** of your AED.
The next step is to **link an existing AED** or **register a new AED**

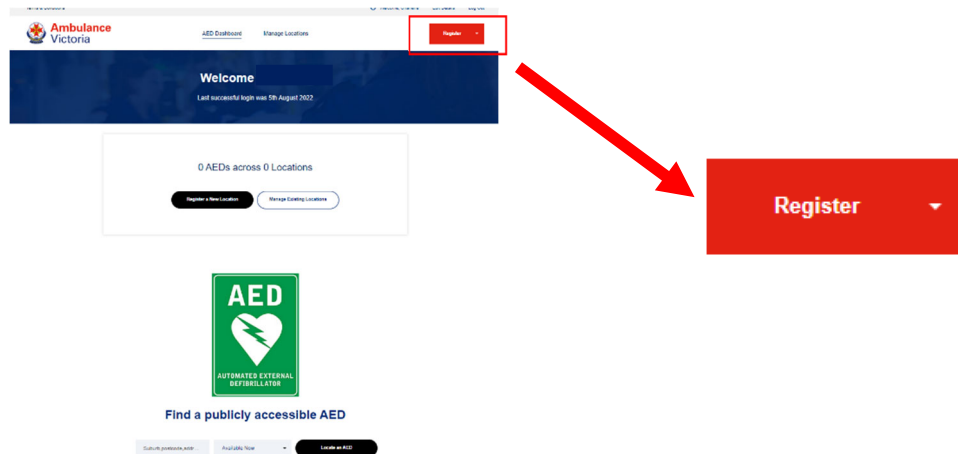
If you believe the **AED is already registered**, contact 1800 AED REG or aed.register@ambulance.vic.gov.au and our staff will assist.

If you need to **register a new AED**, please proceed to Part 3



Part 3: Register a new AED

1. Visit: registermyaed.ambulance.vic.gov.au/login
2. Log in with your email address and password. This will take you to your AED Dashboard
3. Click on the red Register drop down box in top right corner. Click 'Register a New AED'.



4. Enter the AED details:
 - Select the associated location from the drop-down menu.

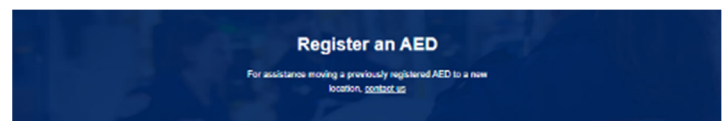
You can register multiple AED devices to the same location

Minimum requirements include:

- Manufacturer
- Model
- Serial number (found on the back of the AED device)
- Electrode expiry date (found on the pads package)

All other details, including uploading a photo, are optional

Please use photos less than 1.5MB file size.

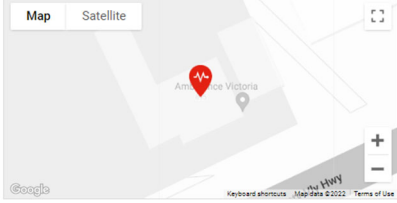


5. Select how AED device is stored.
6. Indicate if signage is present.
7. Move the red pin to the show the physical location of the AED within the site.
8. Enter Floor Number, or 'Ground'
9. Write a description for the physical location of the AED within the site.
10. Select the 'I'm not a robot' box.
11. Read and accept the 'Terms and Conditions'
12. Click 'Register AED'.
13. Your AED will now be displayed in your dashboard as "Pending Verification" until all information is confirmed by the AED team.

AED is kept in a set location
 AED is associated with this location however is stored in a mobile environment i.e vehicle. By choosing this option the device will not appear on the public AED map

Do you have any signs indicating the location of your AED(s) on site? YES NO

Position the pin where the AED is physically located within the site




Floor No*

E.g. Ground, 1, 3, etc.Floor No.

Description of Physical Location within the site*

E.g. Back of the Hall, Near the Rear Door etc.

I'm not a robot 

By checking this field I agree to the [Terms & Conditions](#)

Register

The registration process is now complete.

Our team will review the entry and validate the AED once all required information has been provided.

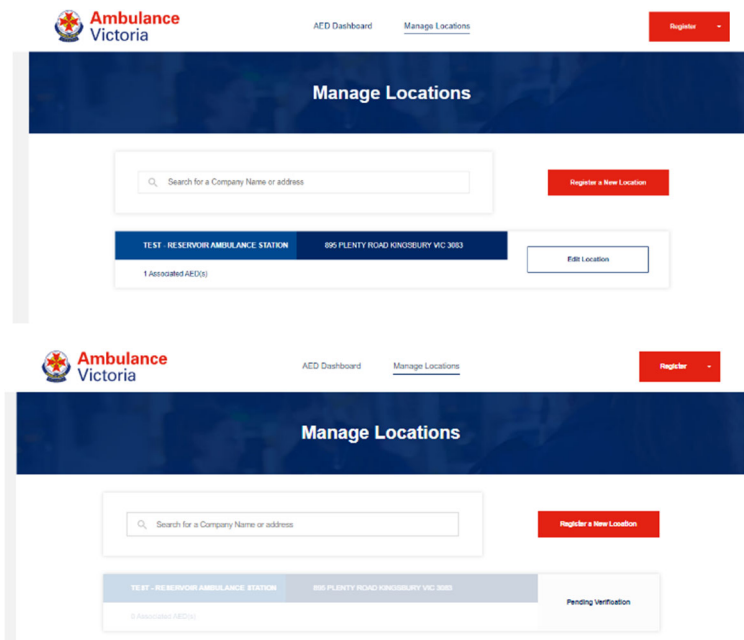
Part 4 details some helpful tips on how to manage your sites and AEDs



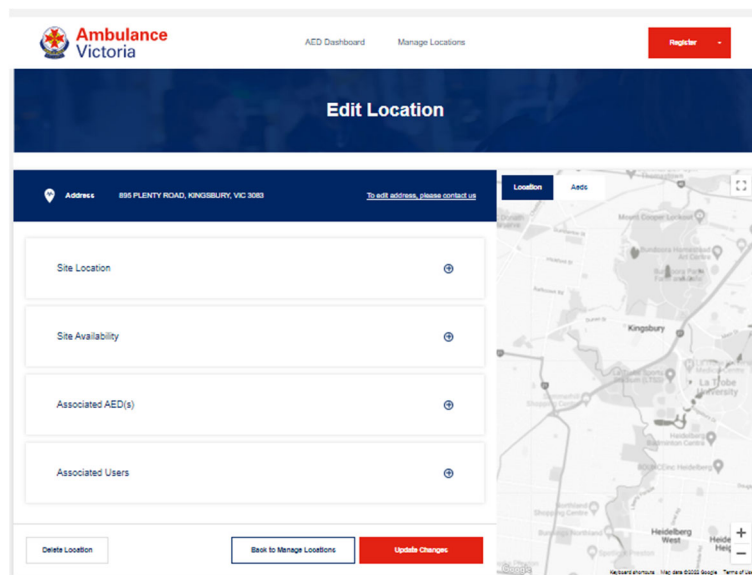
Part 4: Managing your location and AED.

You can make changes to the site or AED by selecting 'Manage Locations' located at the top of the page. Select either 'Edit Location' or 'Pending Verification' to the right of the site address.

** Your site may present as 'Pending Verification' if it is awaiting a review from our team, or if more information is required.*



Open relevant section by clicking on ⊕ symbol. Click update details once done.



Site Location:

- The following details can be modified by the user
 - Company name



- Location type
- Common name of the location
- Landmarks
- Public accessibility
- Site availability hours

For other changes, please contact aed.register@ambulance.vic.gov.au or 1800 AED REG

Associated AED(s):

- The following details can be modified by the user:
 - Expiry dates of consumables
 - Delete an AED
 - Change the location of the AED to another of your registered locations

If you are moving the AED to another registered location you will need to move the red AED icon on map to match the new location. The icon will not automatically transfer.

Thank you for registering your AED with Ambulance Victoria

If you have any questions or concerns that are not addressed by this document, please contact us via email or phone: aed.register@ambulance.vic.gov.au or 1800 AED REG

