

## Absolute Identification & Recognition Management

Welcome to your new and improved online ordering system, CompleteID by Signal Advantage. This site enables you to design, process and track orders at any time.

Please begin by clicking on this link - <https://deakinuniversitypsteachers.completeid.com.au/login> then follow the below steps.

If you are a new user and have not been provided a login, please click create an account and fill out the form. Once approved you will receive an email confirmation and can start ordering. Login with your username and password.

### Step 1 -

Choose from:

Express Order 1 Badge/Award -Select this option if you would like to order 1 unit only.

### Step 2 -

Select the fastening you require in the dropdown box below the badge image then select "Click to Continue". On the preview page, type in the name you would like to order into the name box. Press the "Update Preview Button". If you are happy with how the badge look, press "Yes, I approve this document" located underneath the name badge. Then click "Finished Editing".

### Step 3 -

Shopping Cart - Enter your shipping address and select from the shipping options. All badges are sent via standard Australia Post (no Tracking). Proceed to Checkout.

### Step 4 - Place Order

## Need Some Help? Call Us!



**Deakin University**

For Assistance on Approver names and Account Codes, please contact CS Business Suppliers on:

PHONE: 03 5227 3028

EMAIL: [CS-business-supplies@deakin.edu.au](mailto:CS-business-supplies@deakin.edu.au)

**Signal Advantage**



For Website Walkthrough, Please contact Signal Advantage on:

PHONE: 07 5665 6222

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