



**i2i Platform
General User Quick Reference Guide**

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1. How to log-in to the i2i Platform

Step 1

Go To: <http://i2.saiglobal.com/portals/aia.htm> and click “Log into i2i”.

Please bookmark this link to ensure you have ready access to the portal.



Welcome to the new i2i Platform

The new i2i Platform is an exclusive online service for the Australian Institute of Architects A+ practice members powered by Bondor to manage global standards and technical documents. Log in to view the full text versions of active content or browse the directory to search for a standard summary, the full library of Australian Standards collection, access to the National Construction Code and LexConnect, a tool which references Standards in Australian legislation.

This Platform is a secured online information management system that allows users to view and download globally sourced technical standards from SAI Global.

This platform will deliver enhanced usability for A+ practice members with:

- Single Sign On
- Access from any device (PCs/ smartphones/ tablets) via supported browsers
- Intelligent Searching
- Customised Collections (enhanced international publishers)
- Dashboards (activity, compliance insights and Standards usage reporting)
- Internally developed standards ('My Documents')
- Support in six major languages



Bondor_Metecno are committed to Australian Standards for Australian conditions; all our products are tested relevant Australian Standards and carry CodeMark Certificate, providing confidence about their conformance with the requirements of the BCA.

Easily locate documents within collections that are watched, tagged, have notes or links attached, through a specially designed Asset Search

Log into i2i

Click Here

All users must register to view the full-text collections.

Further Guidance

We have some support documents to help you navigate through the i2i platform.

[Help Pages](#)
[Registration Instructions](#)

Feedback

We trust you will enjoy the enhanced functionalities and ease of access that the new platform offers. Should you have any feedback or further enquiries please contact the Institute membership team on:

membership@architecture.com.au

NEW USER GUIDE FOR ACCESS TO AUSTRALIAN STANDARDS & NCC



Step 2

Enter your Member Number and Password on the authentication window and click "Login"

A screenshot of a web login form. At the top, a dark grey header contains the text "Enter your member number and password". Below this, the main form area has a title "Enter your member number and password" and a sub-header "A service has requested you to authenticate yourself. Please enter your member number and password in the form below." There are two input fields: "Member number" and "Password", each with a small icon to its left. Below the "Password" field is a "Login" button. A large blue arrow points from the right towards the input fields, with the text "Enter Member No. and Password" inside it. At the bottom, there is a section titled "Help! I don't remember my password." with a paragraph of text: "Without your member number and password you cannot authenticate yourself for access to the service. Send an email to membership@architecture.com.au to request assistance with these details."

Step 3

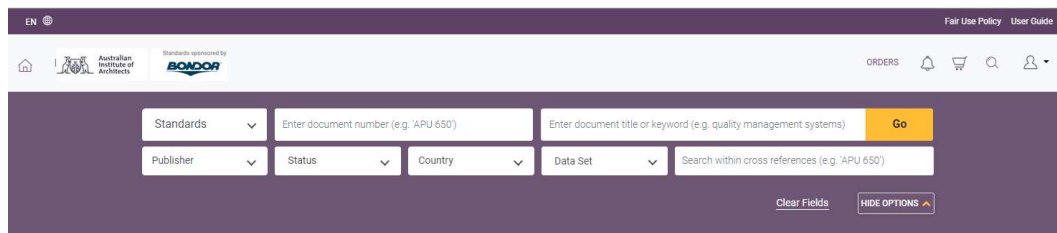
Select to confirm agreement with the Privacy Policy and click 'continue'. Note that users cannot gain access to the portal unless confirming agreement with the Privacy Notice.

A screenshot of a "Privacy Notice (GDPR)" dialog box. The title bar says "Privacy Notice (GDPR)". The text inside reads: "For the protection of your Privacy Rights, our i2i Privacy Policy has changed effective 25-May-2018. By clicking the CONFIRM checkbox below, you consent to SAI Global continuing to process your Personal Data. Please click [here](#) to view the full Privacy Policy. You can withdraw consent to the Privacy Notice (GDPR) at any time by going to the i2i GDPR Privacy Consent setting on the i2i 'My Account' page. To complete your log-on to i2i you must consent to the new Privacy Policy by checking Confirm." At the bottom, there is a "Confirm" checkbox and a "Continue" button. A large blue arrow points from the right towards the "Continue" button, with the text "Confirm and Click 'Continue'" inside it.

Step 4

Congratulations! You can now start searching for documents in the collection of Australian Standards and the National Construction Code.

NEW USER GUIDE FOR ACCESS TO AUSTRALIAN STANDARDS & NCC



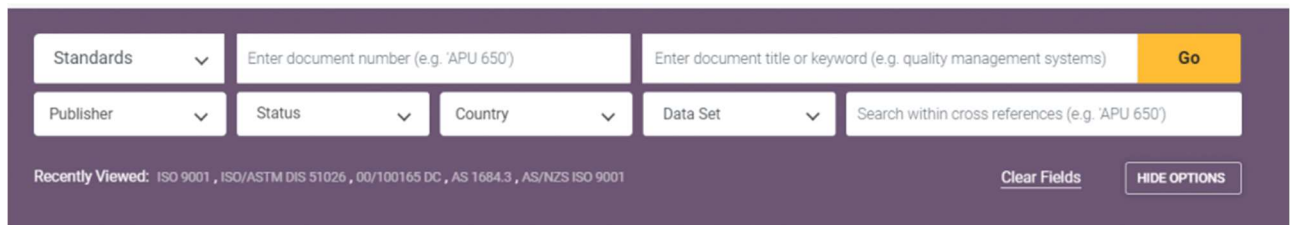
2. How to search for standards in the i2i Platform

- Documents can be searched simply and effectively through the Quick Search facility.
- The Quick Search field can be found in two locations; on the Home page and on the



Search page.

- Simply enter either the document number OR key words in the Quick Search field and click on “Go”



To search for a Standard enter a document number (eg 1428.1 or NCC), keyword or document title into the text field and select 'Go'

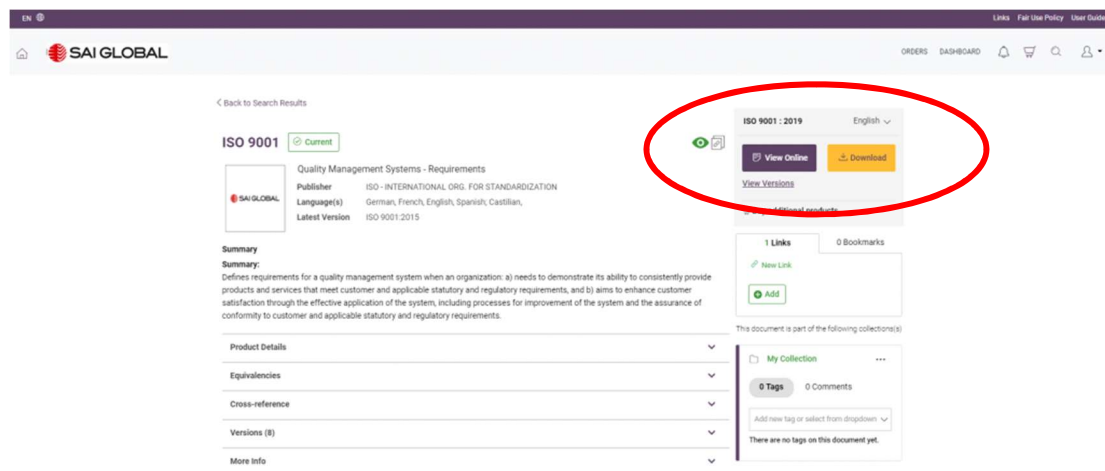
3. Viewing/downloading standards via the i2i Platform.

- The document is accessed by clicking on the standard number on the results page.

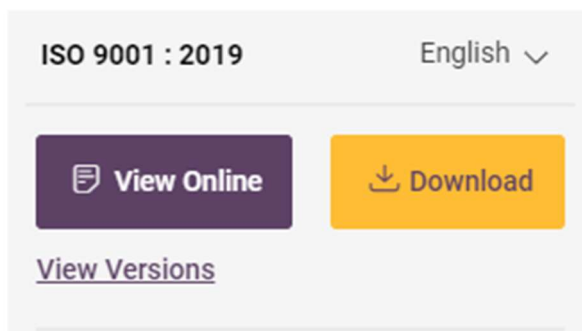




- The default view is displayed as follows:



- Click on either “View Online” to for online viewing or “Download” to save the document directly to your PC in PDF format.



4. Troubleshooting guide

I don't know my member number or password.

Access to this service requires your individual Institute member number and password currently used to access your profile

My member number and password are verified but I still can't gain access

Send an email i2iSupport-APAC@saiglobal.com stating your member number and email address registered with the Institute. The SAI Global support team will provide you with assistance.

I've gained access to the portal but have been redirected to an email login page

Return to the Institute login page here: i2.saiglobal.com/portals/aia.htm

Click 'login to i2i'

Enter your membership number and password for authentication

Check to confirm the privacy notice and click to continue. Users cannot access the portal without first confirming agreement with the privacy policy.