SSAGE journals

Account Administrator

User Guide

What Can You Do as Account Administrator?

All account administrative areas are now managed through one interface! The institution's account administrator has the authority to review and update account information, and run COUNTER reports. There can be more than one administrator per account, and each has his or her own login credentials.

Returning Users

Please log in at **journals.sagepub.com** to perform all the available functions. You will be prompted to set a new password on your first visit. Once signed in, you can manage your account by clicking your name and then **Account Details** in the top right corner or by selecting **My Account** from the **My Tools** menu at top of the page.

New Users

On your first visit, please go to **journals.sagepub.com/action/ requestResetPassword** to set a password for yourself. Here you will enter the email associated with your new account (which was provided to SAGE when your order was placed).

If you need assistance with any of the above steps, please contact our Global Online Technical Support Team at **onlinesupport@sagepub.co.uk**.
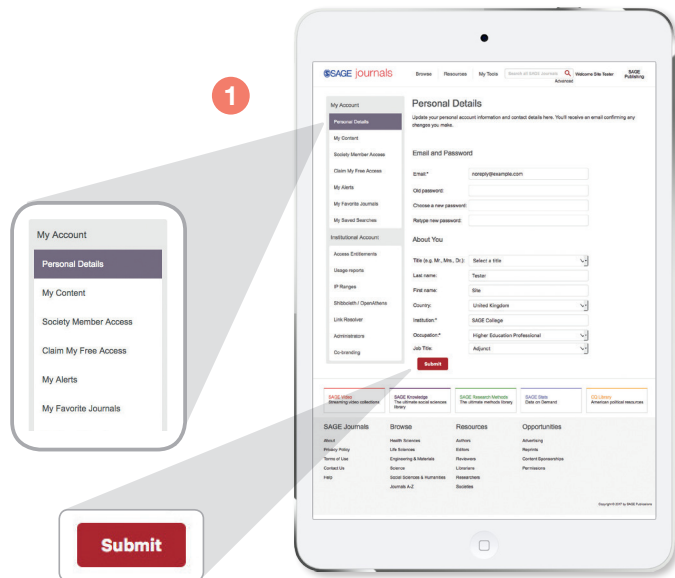
journals.sagepub.com

Manage your account by clicking your name and then **Account Details** in the top right corner or by selecting **My Account** from the **My Tools** menu at top of the page.
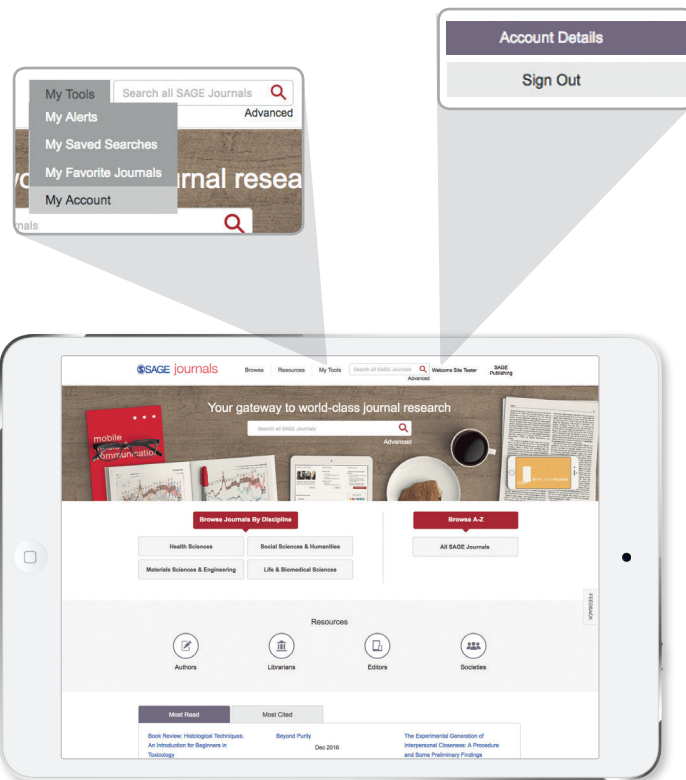
❶ To edit your personal account information:

- Select **My Account,** then **Personal Details** to update your account information
- Click **Submit** when finished

❷ To review access entitlements:

- Under **Institutional Accoun**t, select the **Access Entitlements** option

❸ To retrieve usage statistics:

- Under I**nstitutional Account**, select the **Usage Reports** option
- Under **Delivery**, select your preferences for time period, report type, format, and recipients
- Click **Submit reports request** when finished

Detailed usage report frequently asked questions are available at **www.sagepub.com/sjplatform/faq**
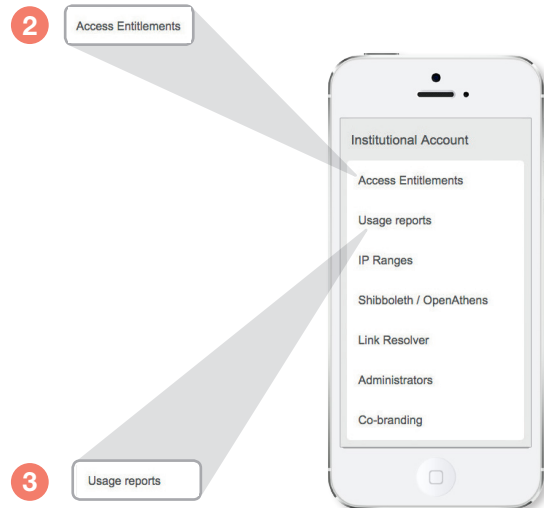
❹ To review IP addresses:

- Under **Institutional Account**, select the **IP Ranges** option
- To prevent one IP address from being registered against multiple accounts, you will have to contact **IPUpdates@sagepub.com** to make any changes to this section
- If you require any changes, please let us know by using the **IPUpdates@ sagepub.com** address

❺ To set up Shibboleth and OpenAthens access:

- Under **Institutional Account**, select the **Shibboleth / Open Athens** option
- Enter your Shibboleth or Open Athens entity ID
- You also have the option to add an organization/unit ID
- Click "Submit" when finished

❻ To add an OpenURL link:

- Under **Institutional Account**, select the **Link Resolver** option
- Enter your base URL (the URL of your link resolver)
- If you would like to customize the button to your link resolver, select the **Upload OpenURL** button, then **Choose file**
- Click **Update** when finished

❼ To manage your account administrators:

- Under **Institutional Account**, select the **Administrators** option
- To add additional administrators to your account, enter each email address under **Add an administrator** and select **Add administrator**. The recipient will receive an email to activate his or her account. Until the new administrator has accepted the instructions in the e-mail, he or she will not be visible in the list.

- You can remove administrators by selecting the checkbox associated with their accounts under **Delete an administrator** and then clicking **Delete Administrator**.
- To change the recipient email address for the **Recommend to Library** feature, enter the email address under the **Recommend to your librarian** section and click **Add new contact**

❽ To add your institution name and URL:

- Under **Institutional Account**, select the **Co-branding** option
- Enter your institution name as you would like it to appear under **Banner Text**
- Click **Submit**
- To link to your institution's website, enter your URL under **Institution Hyperlink**
- Click **Submit** when finished