



 **SAGE** journals

Account Administrator
User Guide

What Can You Do as Account Administrator?

All account administrative areas are managed through one interface. An institution's account administrator has the authority to review and update account information, run COUNTER reports, manage branding options, and much more. There can be more than one administrator per account, and each has their own login credentials.

Existing Users

Please visit journals.sagepub.com and click the **Sign In** icon within the **Access Options** area in the top right section of the page. Upon signing in to a personal profile, a "success" message displays and the icon changes from gray to red (note: for mobile and tablet users, icons remain red).

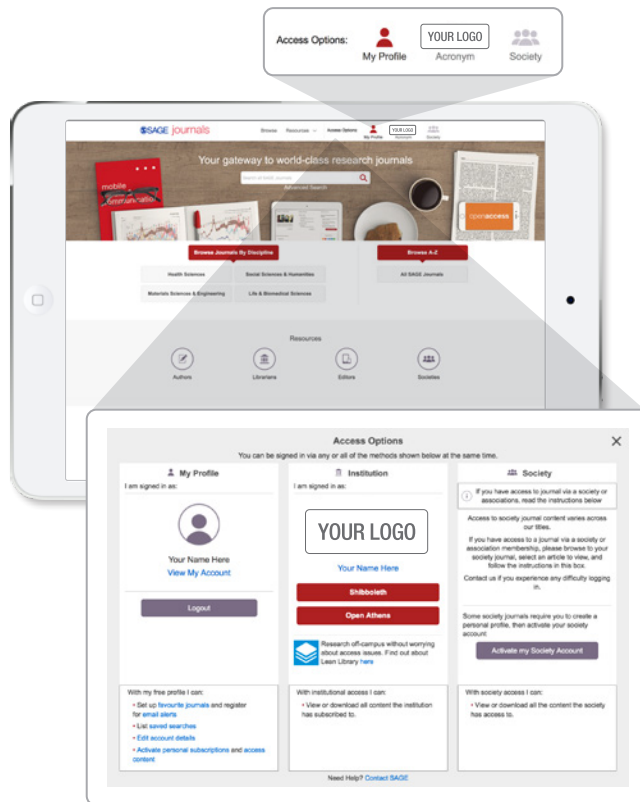
Once signed in, click within the **Access Options** area to open the pop-up window and select **View My Account** under the **My Profile** area. Within your **View My Account** area you can manage your personal account as well as perform all the available account administrator functions.

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



1 Edit your personal account information:

- Select **My Account**, then **Personal Details** to update your account information
- Within your My Account area you can also sign up for alerts, favorite journals, and saved searches. You can also manage your personal subscriptions or society access.
- Click **Update** when finished

2 Review access entitlements:

- Under **Institutional Account**, select the **Access Entitlements** option to view and search across a list of your titles

3 Receive your institutional holdings report by email:

- Run a list of your institution's holdings in a KBART II tab-delimited text file. Use it for simple auditing purposes or configure the report for use in your knowledge base.
- Under **Institutional Account**, select the **Holdings Report** option
- Enter recipient's email address and click **Submit**

The image illustrates the steps for editing personal account information and reviewing access entitlements on the SAGE Journals platform. It features a central tablet displaying the user interface, with callout boxes highlighting specific menu items and actions.

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4 Retrieve usage statistics:

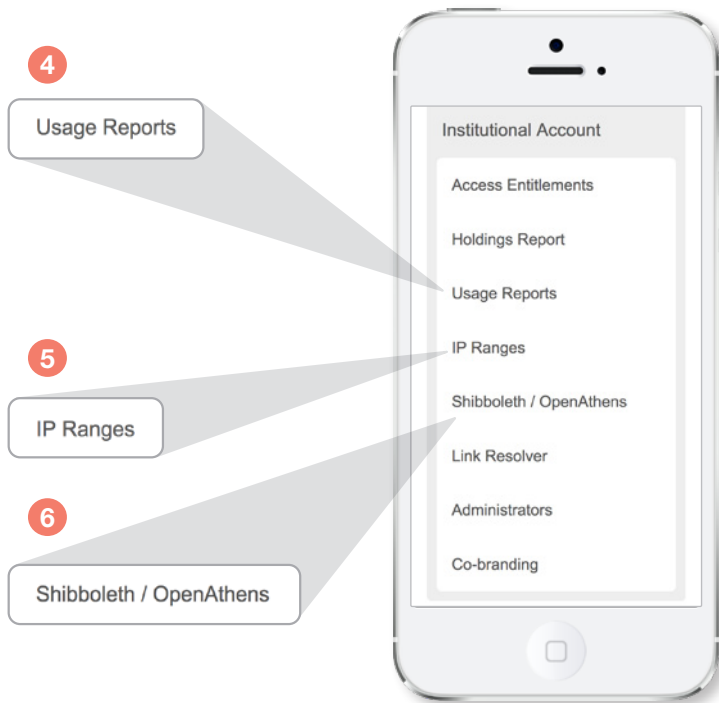
- Under **Institutional Account**, select the **Usage Reports** option
- COUNTER 5 report data is accessed through the **Atypon Insights** interface
- Visit journalssolutions.sagepub.com for more information about running usage reports

5 Review IP addresses:

- Under **Institutional Account**, select the **IP Ranges** option
- The IP ranges registered for your institution will be shown here as well as the IP address of your current internet connection. Select the 'email me' option for the list to be sent to you.
- 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 other assistance, please contact us at IPUpdates@sagepub.com

6 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



7 Add an OpenURL link:

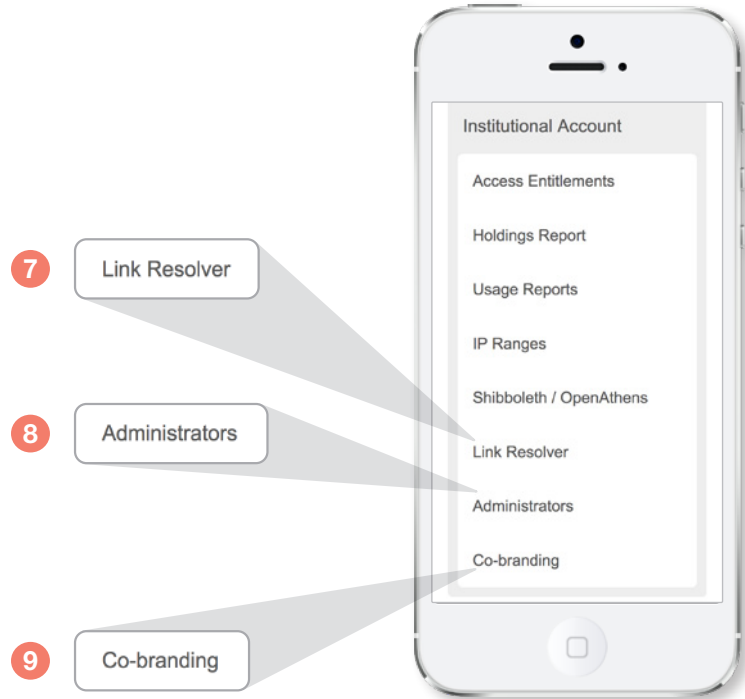
- Under **Institutional Account**, select the **Link Resolver** option
- Enter your base URL (the URL of your link resolver)
- If you would like to customize the button to your link resolver, select the **Upload OpenURL** button, then **Choose file**
- Click **Update** when finished

8 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 their account. Until the new administrator has accepted the instructions in the e-mail, they 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 click the **Delete** button.

9 Add your institution name, URL, and logo:

- Under **Institutional Account**, select the **Co-branding** option. Please review the important notes regarding image file types and sizes
- Enter your institution name as you would like it to appear under **Banner Text** and click **Submit**
- To link the name to your institution's website, enter your URL under **Institution Hyperlink** and click **Submit** when finished
- To display the logo of your institution or organization on the site for authenticated users, use the **Change Institution logo** option
- Use the **Choose file** option to upload your logo and then click **Submit**



Information for Libraries and Consortia

Institutional Account Administrators: Sign in for helpful tools, such as:

- Manage your institutional administrator username and password (via My Account)
- Access a list of your **Entitlements**
- Run a **Holdings Report**
- Run **Usage Reports**
- Review your **IP Ranges**
- Edit your **Shibboleth/Open Athens** information
- Enable or disable your **Link Resolver** service
- Add or remove **Administrators** for your account
- Add or update your institution's **Co-branding** information

SAGE Journals Packages

SAGE Journals hosts all SAGE journal content, including SAGE's various electronic packages and collections.

Please visit sagepub.com/sage-journals for more information on our electronic products, pricing, and subscription options.

Have Questions?

Visit journalssolutions.sagepub.com for our comprehensive online support site, or contact our global online support team directly at onlinesupport@sagepub.co.uk