

# Sage Journals

# Account Administrator Guide

Making research easier to discover, navigate, enjoy, and share

[journals.sagepub.com](https://journals.sagepub.com)

# What can you do as account administrator?

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

## Existing users

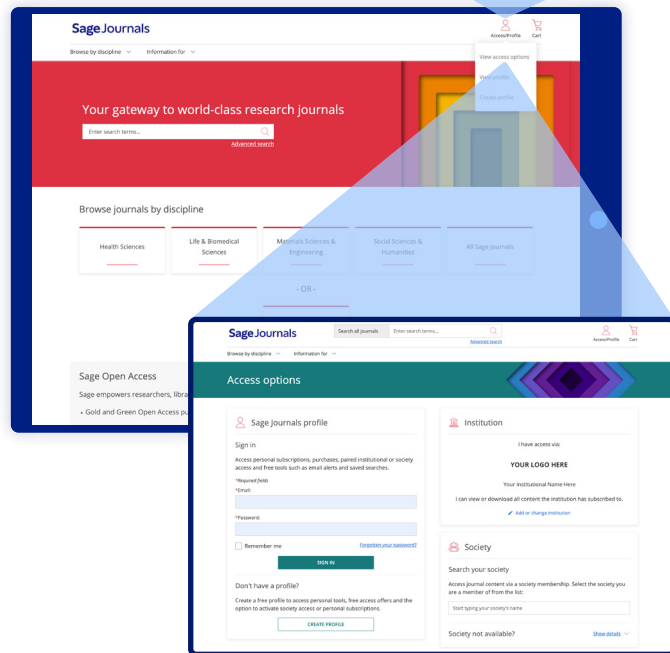
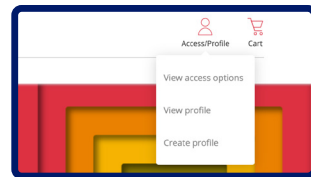
Please visit [journals.sagepub.com](https://journals.sagepub.com) and click the **Access/Profile** icon in the top right area of the page, then select View Access Options to sign in to your profile. Upon signing in a "success" pop-up message displays and the icon changes from a red outline to solid red.

Once signed in, click the **Access/Profile** icon to view the drop-down menu and select **View profile**. Within your **My profile** 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](https://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). You will receive an activation code by email and upon your next time signing in, you will be taken to the verification page, where you have to enter the code and agree to the Terms and Conditions.

If you need assistance with any of these steps, please contact our Global Online Technical Support Team at [onlinesupport@sagepub.co.uk](mailto:onlinesupport@sagepub.co.uk)



## 1 Edit your personal account information:

- Within your **My profile** area, select **Personal details** to update your account information
- Within your **My profile** area you can also sign up for alerts and manage saved searches. You can also manage your personal subscriptions, institutional affiliations, or society access
- Click **UPDATE** when finished making any changes

## 2 Review access entitlements:

- Under **Institutional profile**, 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 profile**, select the **Holdings report** option
  - Send options include: send to only me; send to all administrators; or send to specific email addresses. Then click **Send report**

The screenshot shows the Sage Journals 'My profile' page. A callout box on the left, labeled '1', highlights the 'Personal details' option in the left-hand navigation menu. A second callout box on the right, labeled '2', highlights the 'Access entitlements' option under the 'Institutional profile' section. A third callout box on the right, labeled '3', highlights the 'Holdings report' option under the 'Institutional profile' section. The main content area shows the 'Usage reports' section with a 'GO TO AYPON INSIGHTS' button and the 'SUSHI reports' section with a 'SAVE CHANGES' button. The 'SUSHI reports' section includes instructions on how to use the request URL and provides examples for SUSHI request URL, Requestor ID, and Customer Reference ID.

**1**

**2**

**3**

**Personal details**

**My alerts**

**My saved searches**

**My content**

**Institutional affiliations**

**Claim my free access**

**Society member access**

**My profile**

**Personal details**

**My alerts**

**My saved searches**

**My content**

**Institutional affiliations**

**Claim my free access**

**Society member access**

**Institutional profile**

**Access entitlements**

**Holdings report**

**Usage reports**

**IP ranges and LOCKSS server**

**Shibboleth / OpenAthens**

**Link resolver**

**Add / remove administrators**

**Co-branding**

**Your Institutional Name Here**

**Usage reports**

Institutional COUNTER reports can be run below.

Visit the [Sage Journals Knowledge Base](#) for more information about running usage reports.

**COUNTER 5 Reports**

**GO TO AYPON INSIGHTS**

**Usage reports alerts**

E-mail when COUNTER usage data for the current month has been processed and is ready for reporting.

**SAVE CHANGES**

**SUSHI reports**

- **Your SUSHI request URL is:** `https://journals.sagepub.com/reports/<COUNTERS report id>?requestor_id=2010prose&customer_id=YourInstitutionalNameHere&other_parameters>`
- **Your Requestor ID is:** 2010prose
- **Your CustomerReference ID is:** YourInstitutionalNameHere

The request URL must be modified by providing a valid <COUNTERS report id> value and any required <other parameters> for the report being requested. You can find a list of report IDs and parameters at [SageSub](#).

Also from Sage

**Institutional profile**

**Access entitlements**

**Holdings report**

**Usage reports**

**IP ranges and LOCKSS server**

**Shibboleth / OpenAthens**

**Link resolver**

**Add / remove administrators**

**Co-branding**

#### 4 Edit your personal account information:

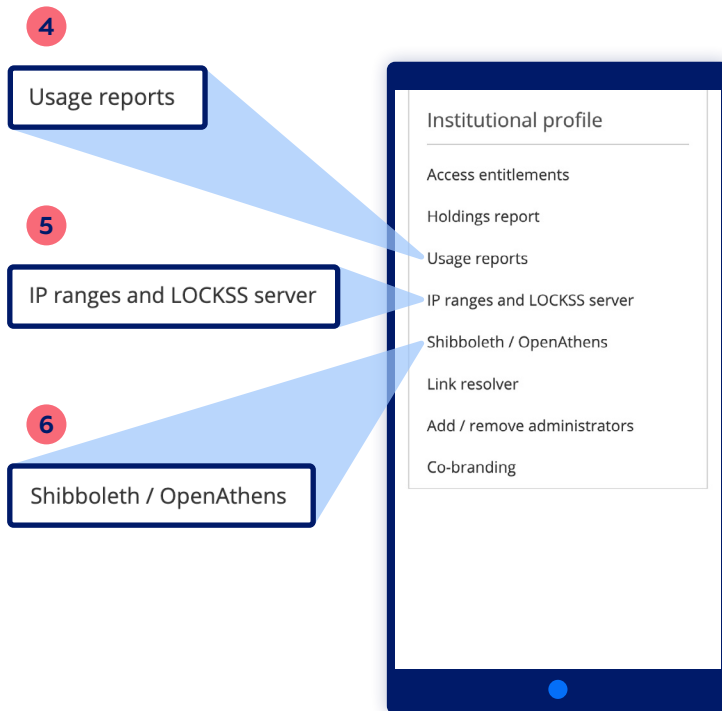
- Under **Institutional profile**, select the **Usage reports** option
- COUNTER report data is accessed through the **Atypon Insights** interface
- Visit [journalssolutions.sagepub.com](http://journalssolutions.sagepub.com) for more information about running usage reports

#### 5 Review IP addresses:

- Under **Institutional profile**, select the **IP ranges and LOCKSS server** 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 ensure correct IP access for all customers we ask that you email changes for your institution to [IPUpdates@sagepub.com](mailto:IPUpdates@sagepub.com)
- You can also enter your LOCKSS server details here if applicable

#### 6 Set up Shibboleth and OpenAthens access:

- Under **Institutional profile**, select the **Shibboleth / OpenAthens** option
- Enter your Shibboleth or OpenAthens entity ID
- You also have the option to add an Organization/unit ID
- Click **UPDATE** when finished making any changes



### 7 Add an OpenURL link:

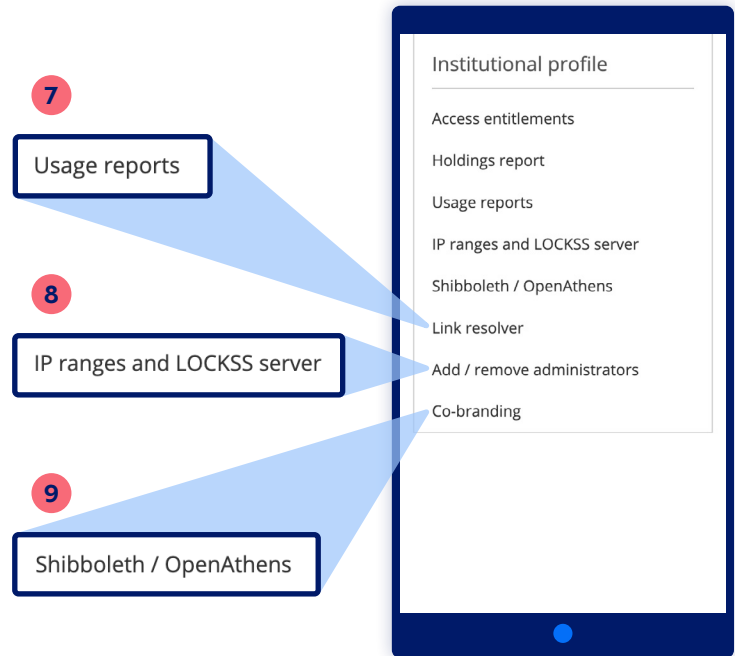
- Under **Institutional profile**, select the **Link resolver** option
- Enter your Base URL (the URL of your link resolver)
- If you would like to customize the button to your link resolver, select the **Upload OpenURL button**, then **Choose file**
- Click **UPDATE** when finished making any changes

### 8 Manage your account administrators:

- Under **Institutional profile**, select the **Add / remove administrators** option
- To add additional administrators to your account, enter each email address under **Add an administrator** and click **ADD**. 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 profiles under **Delete an administrator** and then clicking **DELETE**

### 9 Add your institution name, logo, and URL:

- Under **Institutional profile**, 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 **Institution / organization title** and click **UPDATE TITLE**
- To display the logo of your institution or organization, use the **Institution / organization logo** option. Click **CHOOSE FILE** to upload your logo and then click **UPDATE NEW LOGO**
- To link the name to your institution's website, enter your URL under **Institution / organisation hyperlink** and click **UPDATE URL**



## Account security

Please note the following important security measures for Account Administrators:

- All institutional administrative functions require two-factor authentication (2FA), with the exception of SUSHI report requests
- Account Administrators' rights will expire after 365 days of inactivity and will receive a notification within 30 days of their rights being removed. SUSHI report request activity will keep accounts active

## Information for libraries and consortia

Institutional Account Administrators — sign in for helpful tools, such as:

- Manage your institutional administrator username and password (via **My profile** area)
- Access **entitlements**
- Run a **Holdings report**
- Run **Usage reports**
- Review your **IP ranges and LOCKSS server** information
- Edit your **Shibboleth / OpenAthens** information
- Enable or disable your **Link resolver** service
- Add / remove **administrators** for your account
- Add or update your institution's **Co-branding** information

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## Sage journals packages

**Sage Journals** hosts all Sage journal content, including Sages various electronic journal packages and collections.

Beginning with 2023 packages, Sage has removed Gold OA journals from all packages. Usage reports show only usage from paid titles. Ensuring discoverability at your institute will be easy. Customer-specific KBART files are provided, so you can upload your exact entitlements. If you are selecting packages simply select both the Premier package and the all Gold OA package. Find a full list of Gold OA journals from Sage at [sagepub.com/sage-journals-packages](https://sagepub.com/sage-journals-packages).

Please visit [sagepub.com/sage-journals](https://sagepub.com/sage-journals) for more information on our electronic products, pricing, and subscription options.

### Have questions?

Visit [journalssolutions.sagepub.com](https://journalssolutions.sagepub.com) for our comprehensive online support site, or contact our global online support team directly at [onlinesupport@sagepub.co.uk](mailto:onlinesupport@sagepub.co.uk)

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