Sage Journals

Account Administrator
User Guide

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 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 blue outline to solid blue. 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 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 must enter the code and agree to the Terms and Conditions.

1 **Edit your personal account information:**

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

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.
- 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**.

2 **Review access entitlements:**

- Select the **Access entitlements** option to view and search across a list of your titles.

④ Holdings automation

- Select the **Holdings automation** option - KBART automation is now available with select discovery service providers: ExLibris Alma (January 2025); OCLC WorldCat in February 2025.
- Generate the token and provide it to the applicable provider.
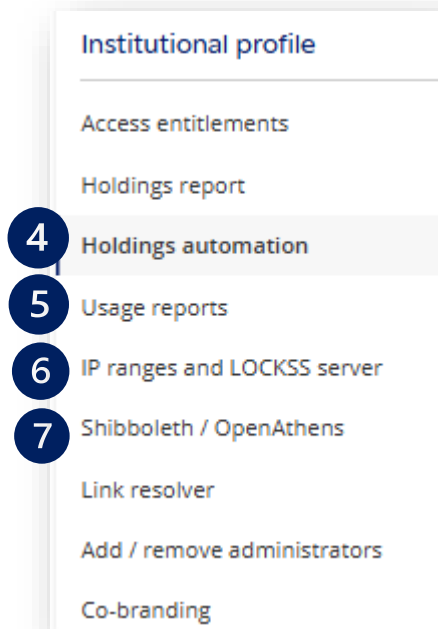- See additional instructions available on the page.

⑤ Usage reports

- Select the **Usage reports** option.
- COUNTER report data is accessed through the Atypon Insights interface.
- Visit journalssolutions.sagepub.com for more information about running usage reports.

⑥ Review IP addresses:

- 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.
- You can also enter your LOCKSS server details here if applicable.

⑦ Set up Shibboleth and OpenAthens access:

- 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.

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⑥ IP ranges and LOCKSS server

⑦ Shibboleth / OpenAthens

Link resolver

Add / remove administrators

Co-branding

8 Add an OpenURL link:

- 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 **Choose File** to upload an image.
- Click **Update** when finished making any changes.

9 Manage your account administrators:

- 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**.

10 Add your institution name, logo, and URL:

- 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 / organization hyperlink** and click **Update URL**.

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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.

Sage journals packages

Sage Journals hosts all Sage journal content, including Sage's various electronic journal packages and collections. Please visit sagepub.com/sage-journals-and-subscription-info 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.

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Contact Information

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