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

To edit your personal account information:

1. Select My Account, then Personal Details to update your account information
2. Click Submit when finished

To review access entitlements:

1. Under Institutional Account, select the Access Entitlements option

To retrieve usage statistics:

1. Under Institutional Account, select the Usage Reports option
2. Under Delivery, select your preferences for time period, report type, format, and recipients
3. Click Submit reports request when finished

Detailed usage report frequently asked questions are available at www.sagepub.com/sjplatform/faq
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 your librarian** feature, enter the email address under the **Recommend to your librarian** section and click **Add new contact**.

For **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 add your institution's website, enter your URL under **Institutional Account**, select the **Link Resolver** option, and click **Submit** when finished.

For **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.
- Under **Institutional Account**, select the **IP Ranges** option.
- Click **Submit** when finished.

For **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** and then **Choose file**.
- Click **Update** when finished.

For **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 email, he or she will not be visible in the list.
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