SAGE 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.
To edit your personal account information:
• Select **My Account**, then **Personal Details** to update your account information
• Click **Submit** when finished

To review access entitlements:
• Under **Institutional Account**, select the **Access Entitlements** option

To retrieve usage statistics:
• Under **Institutional 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](http://www.sagepub.com/sjplatform/faq)
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

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

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

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

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