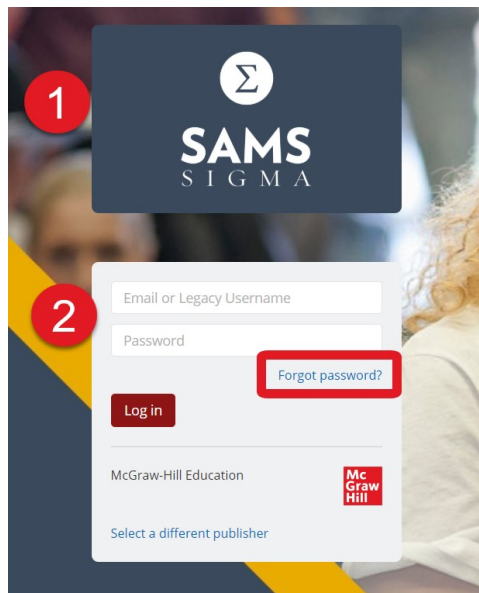


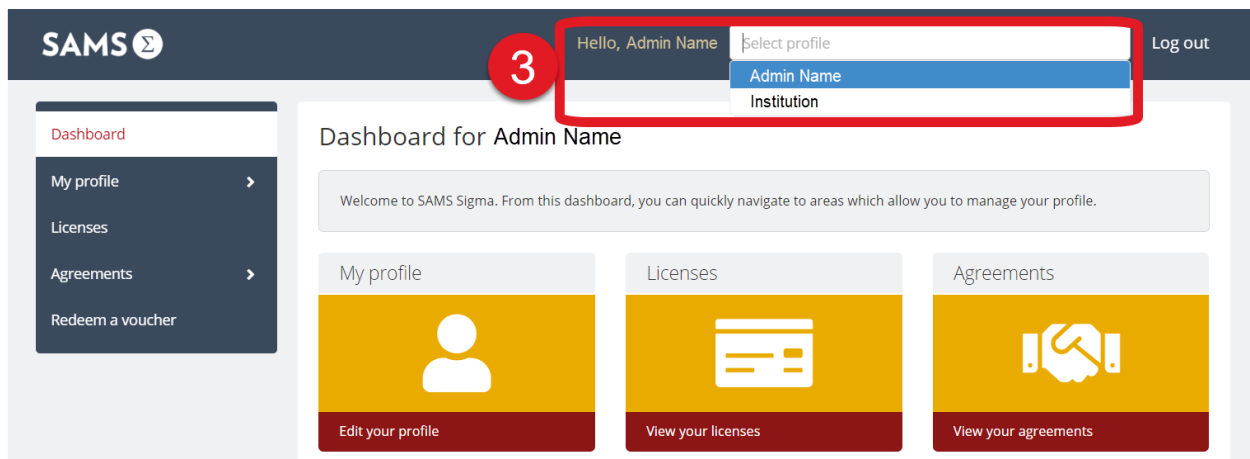
SAMS Sigma Administration Portal Instructions

The SAMS Sigma Administration Portal allows administrators to view account information and download usage statistics for AccessEngineering and AccessScience. Use the following instructions to log in to the Admin Portal.

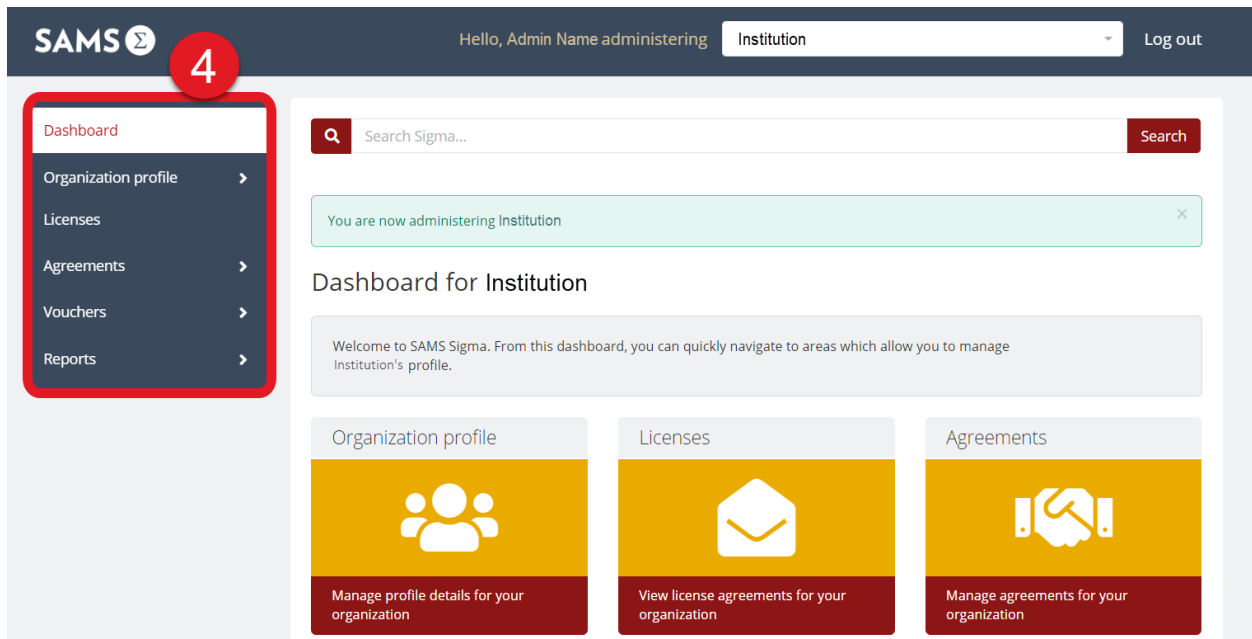
1. Go to <https://sams-sigma.com/app/login?publisherId=66>
2. Enter your admin username and password to log in
 - a. If you do not know your password, use the “Forgot Password” link to send a reset email to your admin email address
 - b. If you do not know your username or admin email address, please contact Customer Success (customersuccess@mheducation.com)



3. Use the dropdown menu next to the “Hello...” text in the header to switch from your individual admin account to the institution’s account

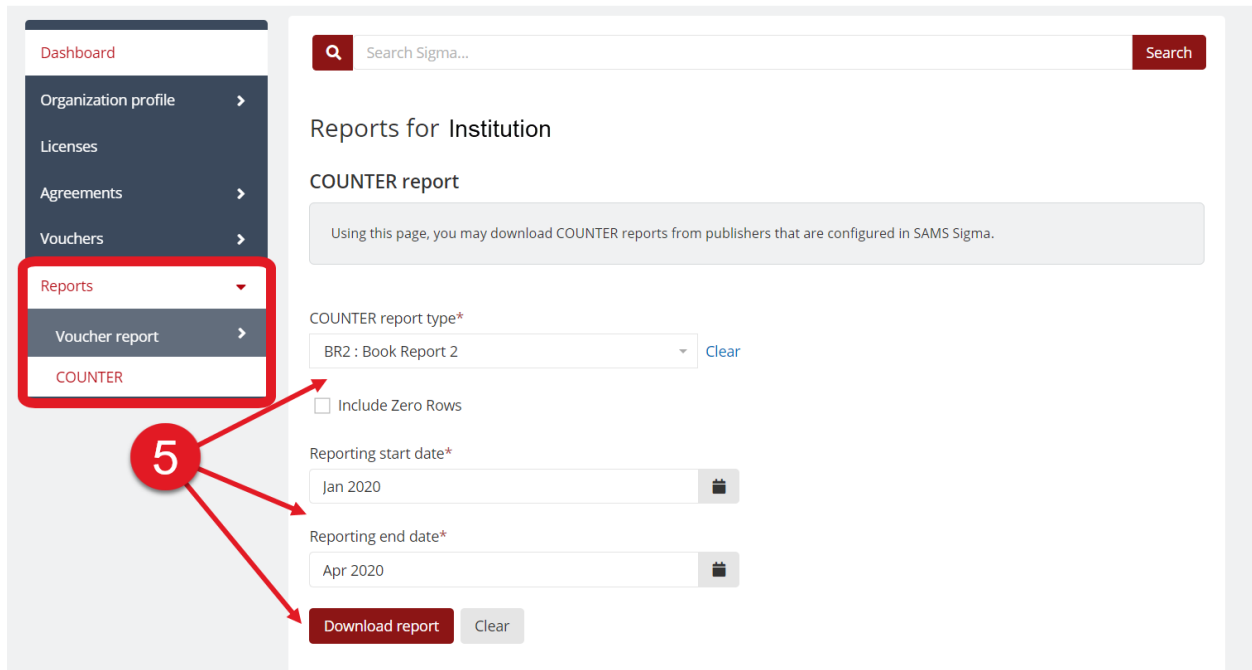


4. Use the menu bar on the left to view account details and usage reports



5. To download usage reports, go to “Reports” and select “COUNTER”

- a. Select the report type from the dropdown menu, set the start and end date, and then select “Download report”



6. Under the “Organization Profile” section you also have the following options:
 - a. **Details:** see account details and contact information
 - b. **Preferences:** set a logo to display in the site header or set up your OpenURL resolver
 - c. **Authentication Identifiers:** see methods of authentication for your account, including IP ranges, usernames and passwords, and Shibboleth/Open Athens identifiers

The screenshot shows the SAMS Administration interface. At the top, there is a header with the SAMS logo, a user greeting "Hello, Admin Name administering", a dropdown menu for "Institution", and a "Log out" button. On the left side, there is a navigation menu with the following items: Dashboard, Organization profile (highlighted with a red box), Details, Preferences (highlighted with a red box), Authentication identifiers (highlighted with a red box), Licenses, Agreements, Vouchers, and Reports. The main content area displays the "Profile for Institution" page, which includes a search bar, a section for "Authentication identifiers" with a descriptive text box, a section for "IP ranges" with a table containing one entry (168.116.89.0 - 168.116.89.255) and a "Delete" button, and a section for "Usernames and passwords" with a table containing one entry (mhej | *****) and a "Delete" button. There are also buttons for "Add new IP range" and "Add new username and password".

Do you have questions or need additional assistance?

Contact McGraw Hill’s Customer Success Team at
customersuccess@mheducation.com

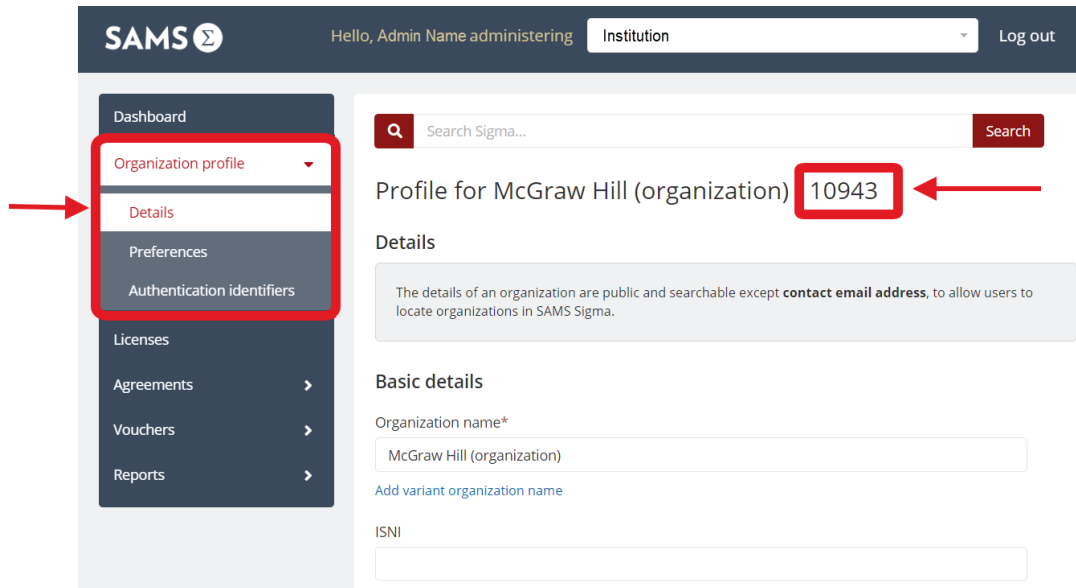
SUSHI Usage Statistics Instructions

COUNTER 4

To obtain COUNTER 4 usage reports via a SUSHI connection:

Please use the following information:

- SUSHI SERVER/SERVICE URL: <https://api-ext.star.saas.semcs.net/sushi>
- CUSTOMER REFERENCE ID: 3:[SAMS ID- see screenshot below]
- REQUESTOR ID: [admin username that you use to log in to SAMS Sigma]



To find your SAMS ID, go to the Organization Profile section, select Details, and find the number that appears next to your organization's name at the top of the screen

The following COUNTER 4 Reports are available:

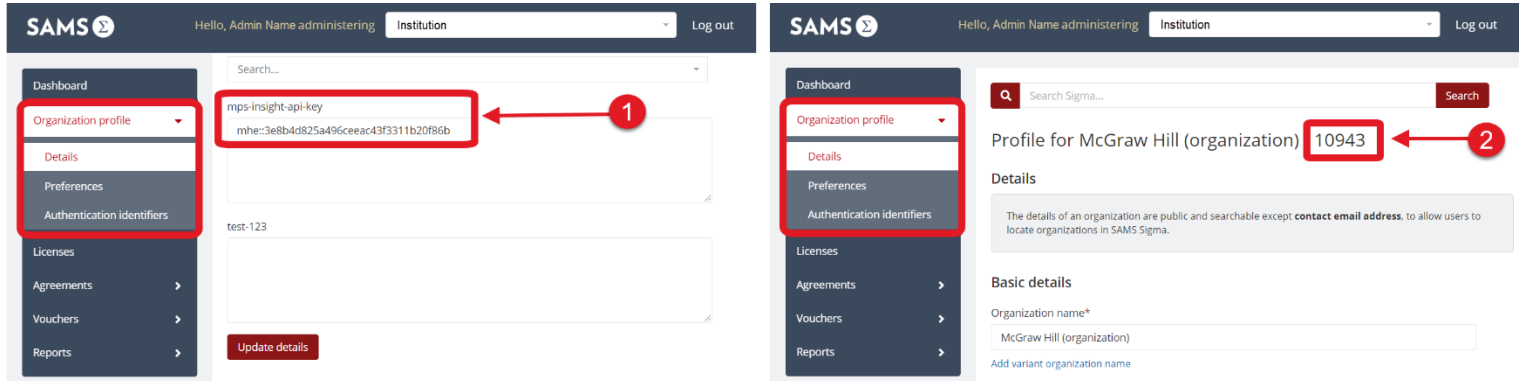
- BR2
- BR4
- CR1
- PR1
- TR3
- TR3 Mobile

COUNTER 5

To obtain COUNTER 5 usage reports via a SUSHI connection:

Please use the following information:

- SUSHI API UI: <https://c5sushiapi.mpsinsight.com/login/sushi>
- SUSHI SERVICE URL: <https://c5sushi.mpsinsight.com/c5sushi/services>
- API KEY: [find this in the Organization Profile Details section- see screenshot below]
- CUSTOMER ID: [SAMS ID- see screenshot below]



1. To find your API Key, go to the Organization Profile section, select Details, and scroll down to the field called mps-insight-api-key
2. To find your SAMS ID, find the number that appears next to your organization's name at the top of the Profile Details screen)

The following COUNTER 5 Reports are available:

- IR
- IR_A1
- IR_M1
- PR
- PR_P1
- TR
- TR_B1
- TR_B2

For your reference:

- MPS Insights SUSHI Guide: https://c5sushiapi.mpsinsight.com/assets/sushi_api_key_help.pdf
- COUNTER 5 Reports for AccessEngineering: <https://www.accessengineeringlibrary.com/COUNTER5>
- COUNTER 5 Reports for AccessScience: <https://www.accessscience.com/pages/COUNTER>