



## **Admin User Guide**



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## Signing into Your Administrator Account

1. Sign in to the eBook Library site (<https://mhebooklibrary.com/>) using the “Sign In” link at the top of the page and the admin credentials provided
  - a. Contact User Services ([userservices@mheducation.com](mailto:userservices@mheducation.com)) if you do not know your admin credentials
2. Click on your name at the top of the page to open your Account page
3. On the left there will be a menu for your Institutional Account, from there you have the following options:
  - a. Access Entitlements: view and download title lists for your collections
  - b. Usage Reports: download COUNTER usage statistics
  - c. IP Ranges: view IP ranges authorized to access your institution’s subscription
  - d. Manage Administrators: add or delete administrator accounts
  - e. Co-branding: customize eBook Library with banner text and your institution’s logo
  - f. Holdings File: download MARC records and KBART holdings file

The screenshots illustrate the steps to access the administrator account:

- Step 1:** The first screenshot shows the top navigation bar with the "Sign in" link highlighted by a red box and a red circle labeled "1".
- Step 2:** The second screenshot shows the "Sign In: Registered Users" page with fields for Username and Password. A red circle labeled "2" points to the "Ashley Sowa" name in the top right corner of the page.
- Step 3:** The third screenshot shows the "My Account" page. A red circle labeled "3" points to the "Institutional Account" menu item in the left sidebar.
- Step 4:** The fourth screenshot shows the "Institutional Account" page with a list of options: Access Entitlements, Usage reports, IP Ranges, Manage Administrators, Co-branding, and Holdings File.

## Viewing Account Information and Subscription Details

1. Sign in to the eBook Library site with your admin credentials using the “Sign In” link at the top of the page; then click on your Admin Name to open your Account page
2. In the menu for “Institutional Account” select “Access Entitlements”
3. Use the links in the box to view titles available in each collection and subscription dates

The screenshot shows the McGraw-Hill Education eBookLibrary interface. At the top right, a user is logged in as 'Ashley Sowa' (callout 1). The left sidebar contains a 'My Account' section and an 'Institutional Account' section. In the 'Institutional Account' section, 'Access Entitlements' is highlighted (callout 2). The main content area shows 'McGraw-Hill Education (101)' and 'Access Entitlements'. A search bar for 'Collections/Clusters' is present. Below it, a table lists collections and clusters with their access periods. A callout (3) points to a collection titled 'Business collection Business Skills cluster subscription' with an access period of '15 Dec 2014 - Perpetual'. A dropdown menu for this collection shows a list of titles, including 'Perfect Phrases for Project Management: Hundreds of Ready-to-Use Phrases for Delivering Results on Time and Under Budget', 'Big Book of Low-Cost Training Games: Quick, Effective Activities that Explore Communication, Goal Setting, Character Development, Teambuilding, and More', 'Winning More Business in Financial Services', and 'The 3 Secrets to Effective Time Investment: Achieve More Success with Less Stress'. At the bottom of the table, a callout (4) points to a link that says: 'You can download this information as a tab separated text file via this link for integration into cataloging systems. The full book title and ISBN are included in this file.'

## Adding Your Institution's Logo

1. Sign in to the eBook Library site with your admin credentials using the "Sign In" link at the top of the page; then click on your Admin Name to open your Account page
2. In the menu for "Institutional Account" select "Co-branding"
3. Enter banner text; this text will display in the site header following "brought to you by..."
4. Upload an institutional logo and add a linking URL
  - a. Users who click on the banner text or image will be linked to URL added here
  - b. Logos must be in JPEG, GIF, or PNG format and no larger than 350x60 pixels

The screenshot shows the McGraw-Hill eBook Library admin interface. At the top, the McGraw-Hill and eBookLibrary logos are displayed. The user is logged in as Ashley Sowa, with a 'Logout' link. The navigation menu includes 'Home', 'Browse', 'About us', 'Administrators', and 'Mobile'. A search bar is present with the text 'Enter words / phrases / DOI / ISBN / authors / keywords / etc.' and an 'Advanced search' button.

The left sidebar contains a 'My Account' section with links to 'Personal Details', 'Alerts', 'Favorites', and 'Saved Searches'. Below this is the 'Institutional Account' section, which includes 'Access Entitlements', 'Usage reports', 'IP Ranges', 'Manage Administrators', 'Co-branding' (highlighted with a red box and number 2), and 'Holdings File'.

The main content area is titled 'McGraw-Hill Education (101)' and 'Customize McGraw-Hill eBook Library for your institution or library'. It features a section 'Enter or update banner text' with the instruction 'The current text is shown below. Edit this text if you wish, and then click Update.' Below this is a text input field containing 'McGraw-Hill Education' (highlighted with a red box and number 3) and an 'Update banner text' button.

Below the banner text section is the 'Change institution logo' section. It includes the instruction 'You can upload your institution logo, by selecting a file and clicking Upload. The uploaded image type should be JPEG, GIF or PNG and size should be at most 350x60 pixels.' Below this is a 'Banner image file:' section with a 'Choose File' button (highlighted with a red box and number 4) and an 'Upload institution logo' button.

Below the logo section is the 'Linking to your institution' section. It includes the instruction 'If you wish to provide a link to your institution, please enter the url below. Users will be able to click your logo or your banner text.' Below this is a 'URL for Link:' input field (highlighted with a red box and number 4) and an 'Update' button.

## Viewing and Adding Administrators

1. Sign in to the eBook Library site with your admin credentials using the “Sign In” link at the top of the page; then click on your Admin Name to open your Account page
2. In the menu for “Institutional Account” select “Manage Administrators”
3. Add a new administrator by entering their email address in the “Add an administrator” section
4. See the list of existing administrators in the “Delete an administrator” section
  - a. Use the checkboxes to select existing administrator account to delete

The screenshot displays the McGraw-Hill Education eBookLibrary user interface. At the top, the McGraw-Hill and eBookLibrary logos are visible, along with the text "brought to you by McGraw-Hill Education". The user is logged in as "Ashley Sowa", with a "Logout" link. A navigation bar includes links for "Home", "Browse", "About us", "Administrators", and "Mobile". A search bar is present with the placeholder text "Enter words / phrases / DOI / ISBN / authors / keywords / etc." and an "Advanced search" button.

The left sidebar contains two main sections: "My Account" and "Institutional Account". Under "My Account", there are links for "Personal Details", "Alerts", "Favorites", and "Saved Searches". Under "Institutional Account", there are links for "Access Entitlements", "Usage reports", "IP Ranges", "Manage Administrators" (highlighted with a red box and a red circle with the number 2), "Co-branding", and "Holdings File".

The main content area is titled "McGraw-Hill Education (101)". It contains two primary sections: "Add an administrator" (highlighted with a red circle with the number 3) and "Delete an administrator" (highlighted with a red circle with the number 4). The "Add an administrator" section includes a text input field for "Email:", a "Add administrator" button, and a note: "A confirmation email will be sent to this address containing a validation link to activate the account." The "Delete an administrator" section includes a list of administrators with checkboxes: "Admin A (admina@example.com)", "Admin B (adminb@example.com)", and "Ashley Sowa (ashley.sowa@mheducation.com)". A red arrow points from the number 4 circle to the checkbox for "Ashley Sowa". Below the list is a "Delete administrator" button and a link that says "Email me email addresses for my records."

## Authentication Options

The eBook Library offers a suite of access options for institutions. For any issues with authentication or to change or update your institution's authentication methods, please contact [platformsupport@mheducation.com](mailto:platformsupport@mheducation.com).

1. **IP Authentication:** Institutional subscribers submit their network IP ranges to McGraw-Hill Education during subscription setup. These ranges are verified and loaded into the system and all users coming from inside the range are automatically provided seamless access under the institution's account.

To check the IP ranges in the system for your institution, sign in to your admin account and select "IP Ranges" from the Institutional Account menu.

2. **Trusted Proxy:** Trusted proxy access is available for institutions to provide remote access to online content. To set up trusted proxy access, contact [platformsupport@mheducation.com](mailto:platformsupport@mheducation.com).

For EZProxy configuration, use the following database definition:

*Title MH eBookLibrary*

*URL <http://mhebooklibrary.com>*

*DJ mhebooklibrary.com*

3. **Athens/Shibboleth:** McGraw-Hill eBook Library is Athens and Shibboleth compliant. Contact [platformsupport@mheducation.com](mailto:platformsupport@mheducation.com) to enable Athens/Shibboleth authentication for your institution.

## Downloading COUNTER Usage Reports

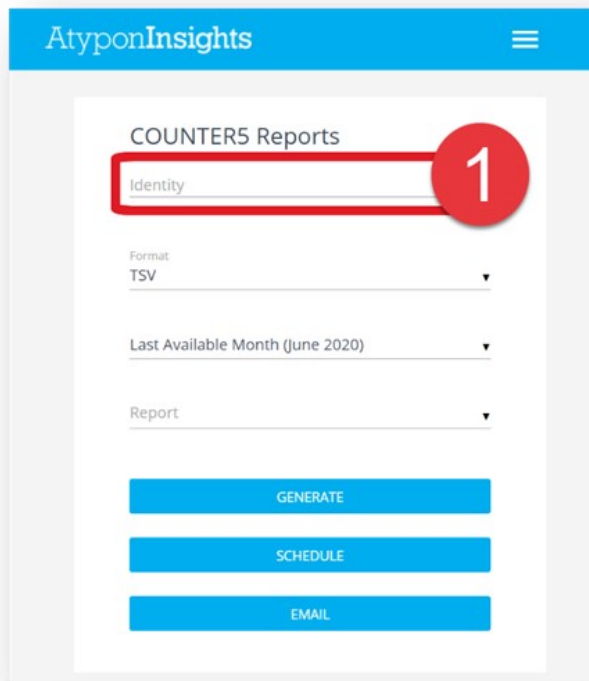
1. Sign in to the eBook Library site with your admin credentials using the “Sign In” link at the top of the page; then click on your Admin Name to open your Account page
2. In the menu for “Institutional Account” select “Usage Reports”
3. For COUNTER 5 Reports, use the button to open Atypon Insights (see instructions below)
4. For COUNTER 4 Reports, use the checkboxes on this page to select reports to deliver via email
5. SUSHI request information is also listed on this page

The screenshot shows the eBookLibrary admin interface. At the top right, a red box labeled '1' highlights the user name 'Ashley Sowa' and the 'Logout' link. Below this is a navigation bar with links: Home, Browse, About us, Administrators, and Mobile. A search bar is also present. On the left sidebar, under 'My Account', there are links for Personal Details, Alerts, Favorites, and Saved Searches. Under 'Institutional Account', there are links for Access Entitlements, Usage reports (highlighted with a red box and a red circle labeled '2'), IP Ranges, Manage Administrators, Co-branding, and Holdings File. The main content area shows 'McGraw-Hill Education (101)' and 'COUNTER5 Reports'. It includes a description of COUNTER and a list of request details: SUSHI request URL, Requestor ID, and CustomerReference ID. A button 'Go to Atypon Insights' is highlighted with a red arrow and a red circle labeled '3'. Below this is the 'COUNTER4 Reports' section and a 'View/Download Usage Data' section which contains the same request details. At the bottom, there is an 'Email notifications' section with a checkbox for 'E-mail when COUNTER usage data for the current month has been processed and is ready for reporting.' and an 'Update settings' button.



## Downloading COUNTER 5 Reports from Atypon Insights

1. On the linked Atypon Insights page, search for your institution's name in the "Identity" field
2. Select your institution from the list, then select the format, date range, and type of report



AtyponInsights

### COUNTER5 Reports

Identity

Format  
TSV

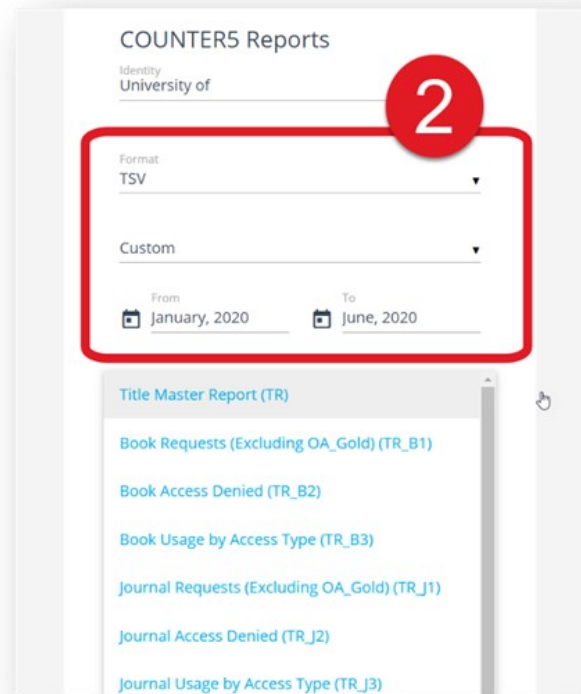
Last Available Month (June 2020)

Report

GENERATE

SCHEDULE

EMAIL



### COUNTER5 Reports

Identity  
University of

Format  
TSV

Custom

From  
January, 2020

To  
June, 2020

Title Master Report (TR)

Book Requests (Excluding OA\_Gold) (TR\_B1)

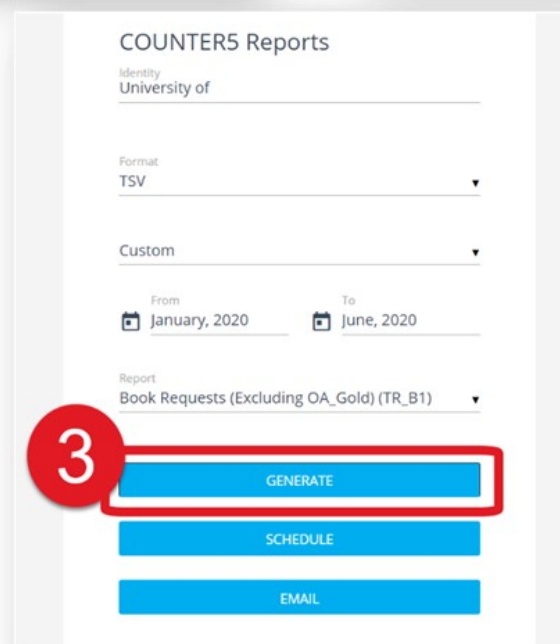
Book Access Denied (TR\_B2)

Book Usage by Access Type (TR\_B3)

Journal Requests (Excluding OA\_Gold) (TR\_J1)

Journal Access Denied (TR\_J2)

Journal Usage by Access Type (TR\_J3)



### COUNTER5 Reports

Identity  
University of

Format  
TSV

Custom

From  
January, 2020

To  
June, 2020

Report  
Book Requests (Excluding OA\_Gold) (TR\_B1)

GENERATE

SCHEDULE

EMAIL

## Downloading MARC Records

1. Sign in to the eBook Library site with your admin credentials using the “Sign In” link at the top of the page; then click on your Admin Name to open your Account page
2. In the menu for “Institutional Account” select “Holding File”
3. Use the link under “My Titles” to get an email with your institution’s MARC records
4. A KBART Phase II A-Z Report is also available via email from this page

The screenshot shows the McGraw-Hill eBook Library admin interface. At the top, the McGraw-Hill and eBookLibrary logos are displayed, along with the text "brought to you by McGraw-Hill Education". The user is logged in as Ashley Sowa, with a "Logout" link. Navigation links include Home, Browse, About us, Administrators, and Mobile. A search bar is present with the placeholder text "Enter words / phrases / DOI / ISBN / authors / keywords / etc." and an "Advanced search" link.

The left sidebar contains two main sections: "My Account" and "Institutional Account". Under "My Account", there are links for Personal Details, Alerts, Favorites, and Saved Searches. Under "Institutional Account", there are links for Access Entitlements, Usage reports, IP Ranges, Manage Administrators, Co-branding, and Holdings File. The "Holdings File" link is highlighted with a red box and a red circle with the number 2.

The main content area shows the "McGraw-Hill Education (101)" section. Under "My titles", there is a link "E-mail to me the institution's subscriptions as MARC records" highlighted with a red box and a red circle with the number 3. Under "All titles", there is a link "E-mail to me all titles as MARC records". Under "Request a KBART Phase II A-Z Report", there is a "Send To:" section with radio buttons for "Only Me", "All administrators of this organization", and "Email List:". Below this is a text input field with the placeholder text "separate emails by a semicolon (;)". There is also a "KBART Holdings file" button and a description: "This file lists the publications available on McGraw-Hill eBook Library in a tab-separated format."

## Signing Up for Content Update Alerts

1. Sign in to the eBook Library site with your admin credentials using the “Sign In” link at the top of the page; then click on your Admin Name to open your Account page
2. In the menu for “My Account” select “Alerts”
3. Select the individual series for which you’d like to be notified or select all to receive an email alert when any new title is added
4. You can also save searches and request email alerts when new content is published that matches your search criteria

The screenshot shows the McGraw-Hill eBook Library interface. At the top right, the user is signed in as 'Ashley Sowa' (Step 1). The 'My Account' menu on the left has 'Alerts' highlighted (Step 2). Below 'My Account' is the 'Institutional Account' section. On the right, the 'New content alerts' section shows a list of 'Book Series Alerts'. The 'Select all' checkbox is highlighted (Step 3). At the bottom left of the 'My Account' section, 'Saved Searches' is highlighted (Step 4).

McGraw Hill eBookLibrary brought to you by McGraw-Hill Education

1 Ashley Sowa Logout

Home Browse About us Administrators Mobile

Enter words / phrases / DOI / ISBN / authors / keywords / etc. Advanced search

Home

**My Account**

Personal Details

Alerts 2

Favorites

Saved Searches 4

**Institutional Account**

Access Entitlements

Usage reports

IP Ranges

Manage Administrators

Co-branding

Holdings File

Sign up for the e-alert service to be notified when new content is available on McGraw-Hill eBook Library.

Select the individual series for which you'd like to be notified or select all to receive an e-alert when any new title is added.

Selecting *Default Book Series* will alert you when any title that is not in a series is added.

New content alerts

Book Series Alerts

- ☒ Select all 3
- ☐ 500 AP Questions to Know by Test Day
- ☐ 5 Steps to a 5
- ☐ All About
- ☐ All-in-one
- ☐ Beginner's Guide
- ☐ Big Book
- ☐ Briefcase
- ☐ Build Your Own
- ☐ Careers for/in...
- ☐ Certification Press
- ☐ Complete Reference
- ☐ Crash Course
- ☐ Current
- ☐ Default Book Series
- ☐ DeMystified
- ☐ Drills
- ☐ Evil Genius
- ☐ First Aid
- ☐ Great Jobs For...
- ☐ Hacking Exposed
- ☐ How to do Everything
- ☐ Managers Guide
- ☐ Nurse to Nurse
- ☐ Official Guide

## ***Need additional assistance?***

Contact McGraw-Hill Education's User Services team  
at [userservices@mheducation.com](mailto:userservices@mheducation.com)  
for questions on using the platform,  
requests for additional training, or  
help with promoting usage at your institution.