



Admin User Guide



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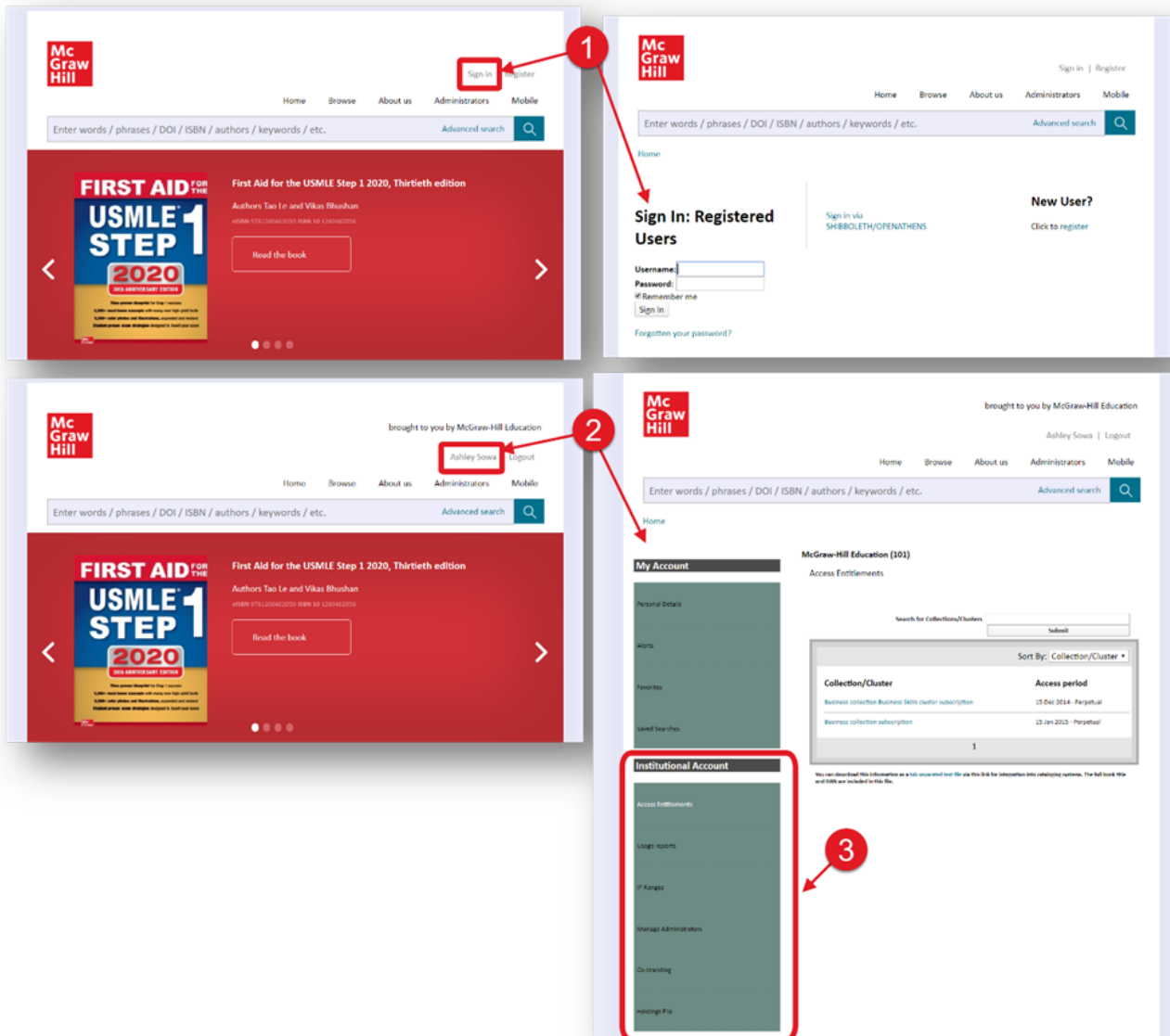
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Signing into Your Administrator Account

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 Customer Success (customersuccess@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



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 displays the McGraw-Hill Education eBook library admin 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 menu includes "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 "My Account" section on the left includes links for "Personal Details", "Alerts", "Favorites", and "Saved Searches". The "Institutional Account" section on the left includes links for "Access Entitlements", "Usage reports", "IP Ranges", "Manage Administrators", "Co-branding", and "Holdings File".

The "Access Entitlements" page shows a search bar for "Collections/Clusters" and a "Submit" button. A table lists the following information:

Collection/Cluster	Access period
Business collection Business Skills cluster subscription	15 Dec 2014 - Perpetual
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—And Won't Break the Bank!	
Winning More Business in Financial Services	
The 3 Secrets to Effective Time Investment: Achieve More Success with Less Stress	
Business collection subscription	15 Jan 2015 - Perpetual

A red box highlights the text at the bottom of the table: "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

McGraw Hill

McGraw-Hill Education eBookLibrary Check Out More.

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

Favorites

Saved Searches

Institutional Account

Access Entitlements

Usage reports

IP Ranges

Manage Administrators

Co-branding 2

Holdings File

McGraw-Hill Education (101)

Customize McGraw-Hill eBook Library for your institution or library

Enter or update banner text

The current text is shown below. Edit this text if you wish, and then click Update.

Banner text: McGraw-Hill Education 3

Update banner text

Change institution logo

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.

Banner image file: Choose File No file chosen

Upload institution logo 4

Linking to your institution

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.

URL for Link: Update

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 eBook library admin interface. At the top left, the McGraw Hill and eBookLibrary logos are visible. The user is logged in as Ashley Sowa, with a 'Logout' link. A 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 main content area is divided into two sections: 'My Account' and 'Institutional Account'. The 'My Account' section includes links for 'Personal Details', 'Alerts', 'Favorites', and 'Saved Searches'. The 'Institutional Account' section includes links for 'Access Entitlements', 'Usage reports', 'IP Ranges', 'Manage Administrators', 'Co-branding', and 'Holdings File'. The 'Manage Administrators' link is highlighted with a red box and a red circle containing the number '2'. To the right, the 'McGraw-Hill Education (101)' section contains two sub-sections: 'Add an administrator' and 'Delete an administrator'. The 'Add an administrator' section has a red circle with the number '3' and contains a form with an 'Email:' input field, a confirmation message, and an 'Add administrator' button. The 'Delete an administrator' section has a red circle with the number '4' and contains a list of administrators with checkboxes, a 'Delete administrator' button, and a link to '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.

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.

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 to enable Athens/Shibboleth authentication for your institution.

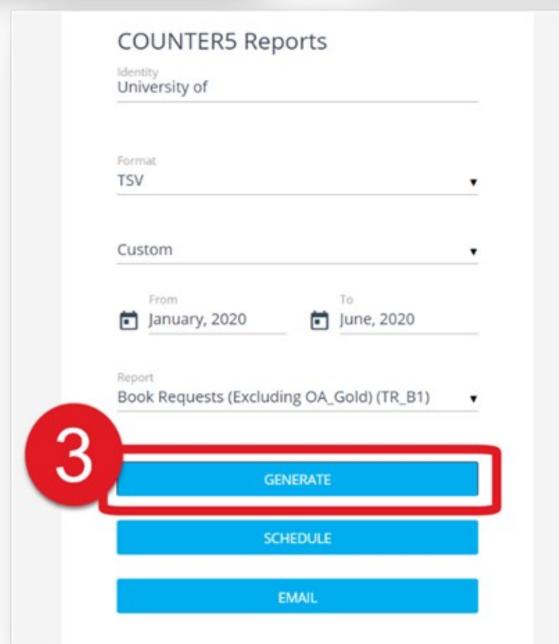
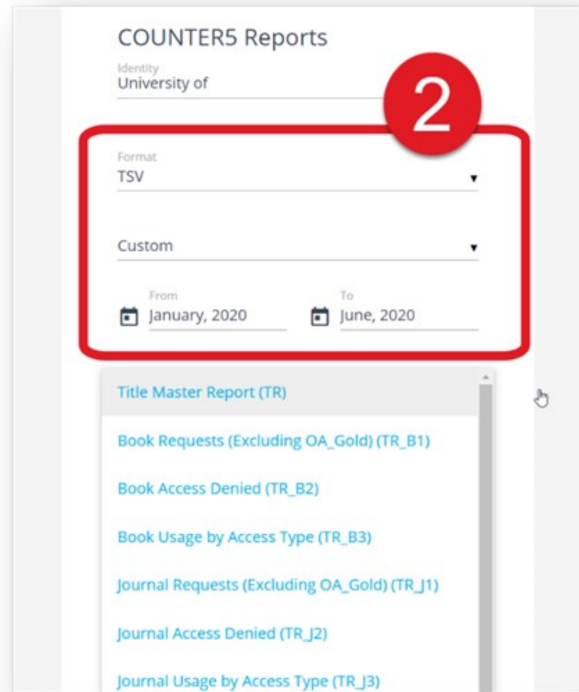
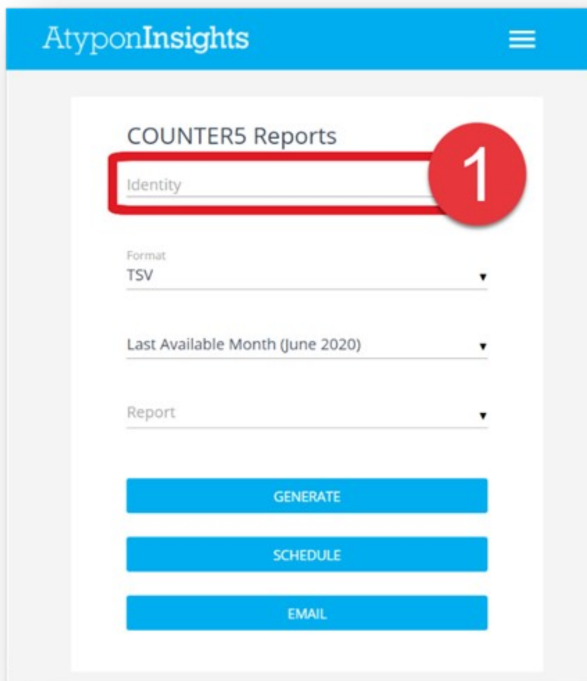
Downloading COUNTER Usage Reports

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 admin interface for McGraw-Hill Education's eBookLibrary. At the top right, the user is logged in as Ashley Sowa. A red box labeled '1' highlights the user name and 'Logout' link. Below the navigation bar is a search bar. On the left sidebar, under 'Institutional Account', the 'Usage reports' link is highlighted with a red box and a red circle labeled '2'. In the main content area, under 'McGraw-Hill Education (101)', there are sections for 'COUNTER5 Reports' and 'COUNTER4 Reports'. A red box labeled '3' highlights the 'Go to Atypon Insights' button in the COUNTER5 section. Below the COUNTER4 section, there is a 'View/Download Usage Data' section with SUSHI request URL and ID information, and an 'Email notifications' section with a checkbox 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



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 Education eBook Library admin interface. At the top right, the user is logged in as Ashley Sowa (marked with a red circle '1'). 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. 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, IP Ranges, Manage Administrators, and Co-branding. The "Holdings File" link is highlighted with a red box and a red circle '2'. The main content area shows "McGraw-Hill Education (101)" and "My titles". Under "My titles", the link "E-mail to me the institution's subscriptions as MARC records" is highlighted with a red box and a red circle '3'. Below this, there is an "All titles" section with a link "E-mail to me all titles as MARC records". The "Request a KBART Phase II A-Z Report" section includes a "Send To:" field with radio buttons for "Only Me", "All administrators of this organization", and "Email List:". A text input field contains "separate emails by a semicolon (;)". There is 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 admin interface. At the top, there are logos for McGraw Hill and eBookLibrary, along with the text "brought to you by McGraw-Hill Education". A user is logged in as "Ashley Sowa" with a "Logout" link. Navigation links include Home, Browse, About us, Administrators, and Mobile. A search bar contains the text "Enter words / phrases / DOI / ISBN / authors / keywords / etc." and an "Advanced search" button.

The "My Account" section is highlighted with a red box and a "2" in a red circle. It contains links for "Alerts" (highlighted with a red box and a "2" in a red circle), "Favorites", and "Saved Searches" (highlighted with a red box and a "4" in a red circle).

The "Institutional Account" section is also visible, containing links for "Access Entitlements", "Usage reports", "IP Ranges", "Manage Administrators", "Co-branding", and "Holdings File".

The "New content alerts" section is highlighted with a red box and a "3" in a red circle. It contains a "Book Series Alerts" list with the following items:

- Select all
- 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

Text instructions on the right side of the screenshot:

- "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."

Need additional assistance?

Contact McGraw Hill's Customer Success team
at customersuccess@mheducation.com
for questions on using the platform,
requests for additional training, or
help with promoting usage at your institution.