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 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

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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

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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

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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 Sibboleth compliant. Contact platformsupport@mheducation.com to enable Athens/Shibboleth authentication for your institution.
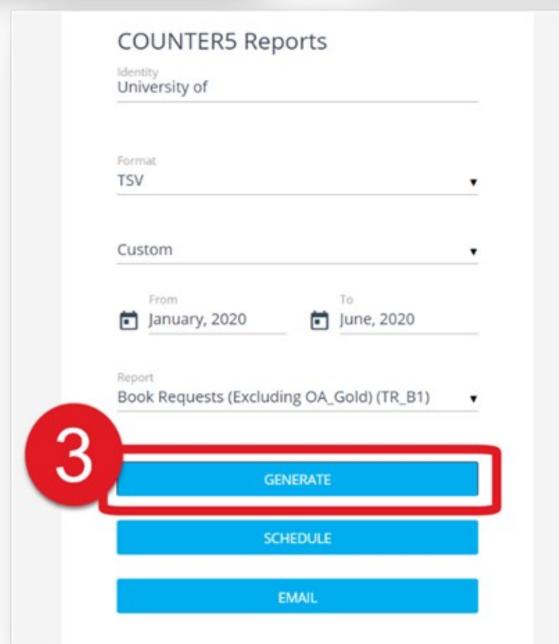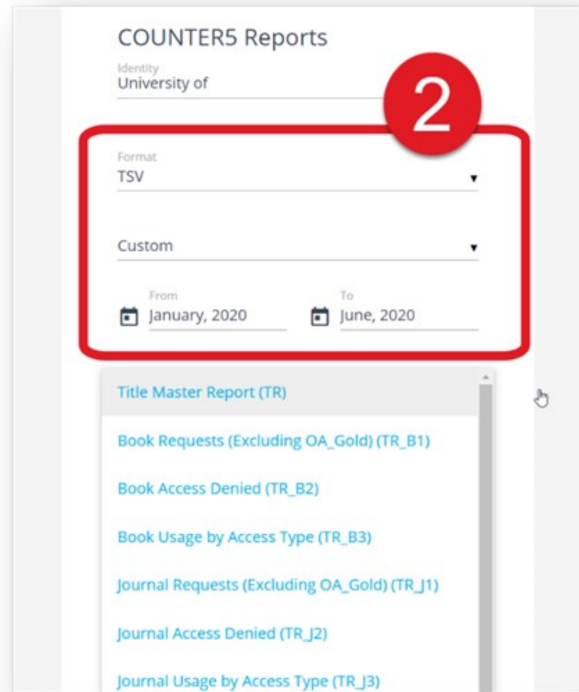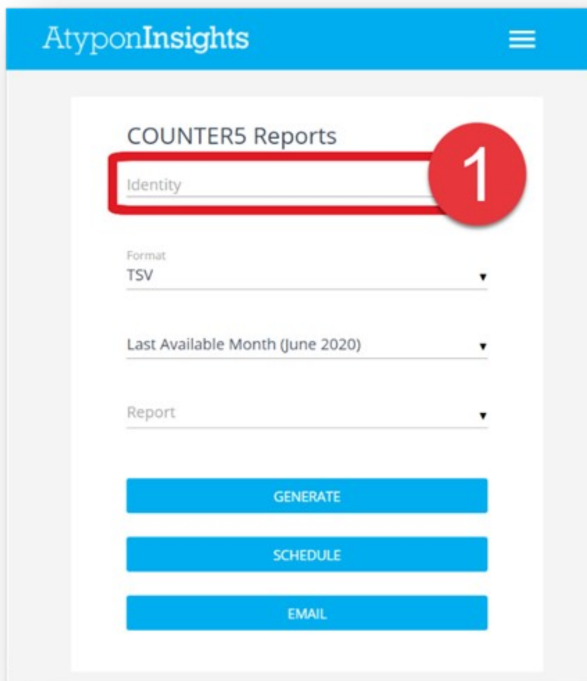
Downloading COUNTER Usage Reports

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

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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

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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

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.