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### Please note:

**Psychiatryonline.org** is the domain and platform for all American Psychiatric Association Publishing journals and DSM subscription products. The above persistent URLs are for your use in cataloging the individual titles. The URL for the complete collection is **www.psychiatryonline.org**.

Please note that if you catalog the **psychiatryonline.org** homepage and your institution only subscribes to the DSM-5 Library subscription, your patrons will see the other resources available from the site but will not necessarily have access to those resources.

American Psychiatric Association Publishing journals are freely available 12 months after publication date to 1997. So even if your institution does not have a current subscription to the any journals, your library and patrons can still take advantage of the **psychiatryonline.org** platform’s powerful search capabilities across books and journals to discover articles and information on related topics.

If your institution also subscribes to any American Psychiatric Association Journals, please see below for the persistent URLs for cataloging:

- American Journal of Psychiatry – <https://ajp.psychiatryonline.org>
- Psychiatric Services – <https://ps.psychiatryonline.org>
- Journal of Neuropsychiatry and Clinical Neurosciences – <https://neuro.psychiatryonline.org>
- FOCUS: The Lifelong Learning in Psychiatry – <https://focus.psychiatryonline.org>
- Psychiatric Research and Clinical Practice \*Open Access\* – <https://prcp.psychiatryonline.org>

## Administrator Functions

As an administrator, signing in to [www.psychiatryonline.org](http://www.psychiatryonline.org) provides you with the capability to perform management functions for your institution.

**Institutions using IP address for authentication:** Please note that administrative options within the admin interface require the admin to be authenticated both by username/password AND their institution’s IP addresses. If IPs were previously registered with POL, please ensure you are logged in from a computer that is authenticated by one of your designated IP addresses. If you require assistance or need to request an additional IP address be associated with your account, please contact us at [psychiatryonline@psych.org](mailto:psychiatryonline@psych.org).

Administrative options include the ability to manage IP addresses and/or other authentication method(s), generate COUNTER compliant usage reports, verify your institution’s access entitlements, and customize branding for your institution.

- Verify your institution’s access entitlements

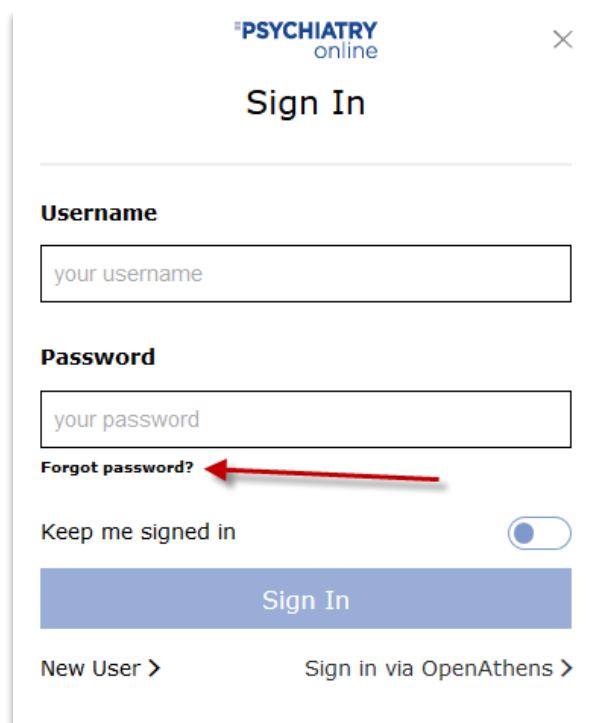
- Generate COUNTER usage reports
- Manage IP addresses
- Manage OpenAthens information
- Add a link resolver
- Set up a Trusted Proxy Server
- Customize banner text or add institution logo

## New Customer Setup

If you are a new institutional customer to American Psychiatric Association Publishing, you should receive an email providing instructions for creating and activating your institution’s Administrator account. This email is sent to the administrator’s email address that was supplied with your order and goes out after the subscription has been processed. If a new user account should need to be created, you will receive an email asking that you verify your email address by clicking on the link therein. Once your administrator account has been successfully activated, you will receive a confirmation email. You may now sign in to [www.psychiatryonline.org](https://psychiatryonline.org) and enter the administration area by clicking on either “MyPOL” or the administrator’s name displayed in the upper right hand corner.

## Login Process

1. Use your admin credentials to sign in to the POL site (<https://psychiatryonline.org>) and enter the administration area by clicking on either “MyPOL” or the administrator’s name displayed in the upper right hand corner.
2. If you have forgotten your administrator password, please click on the “Forgotten your password?” link to reset your password. This link is located beneath the username and password dialogue on the sign in page.



PSYCHIATRY  
online

### Sign In

**Username**

**Password**

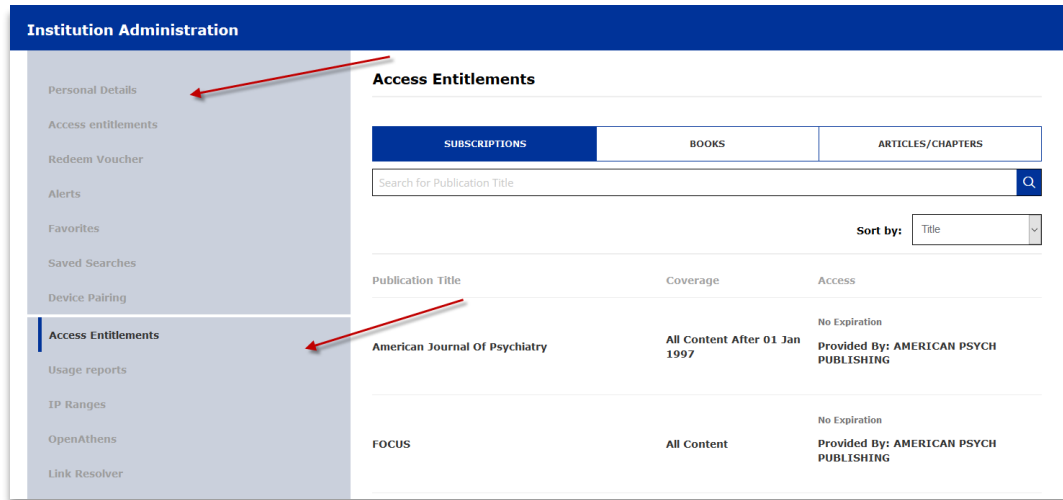
**Forgot password?** ←

Keep me signed in

**Sign In**

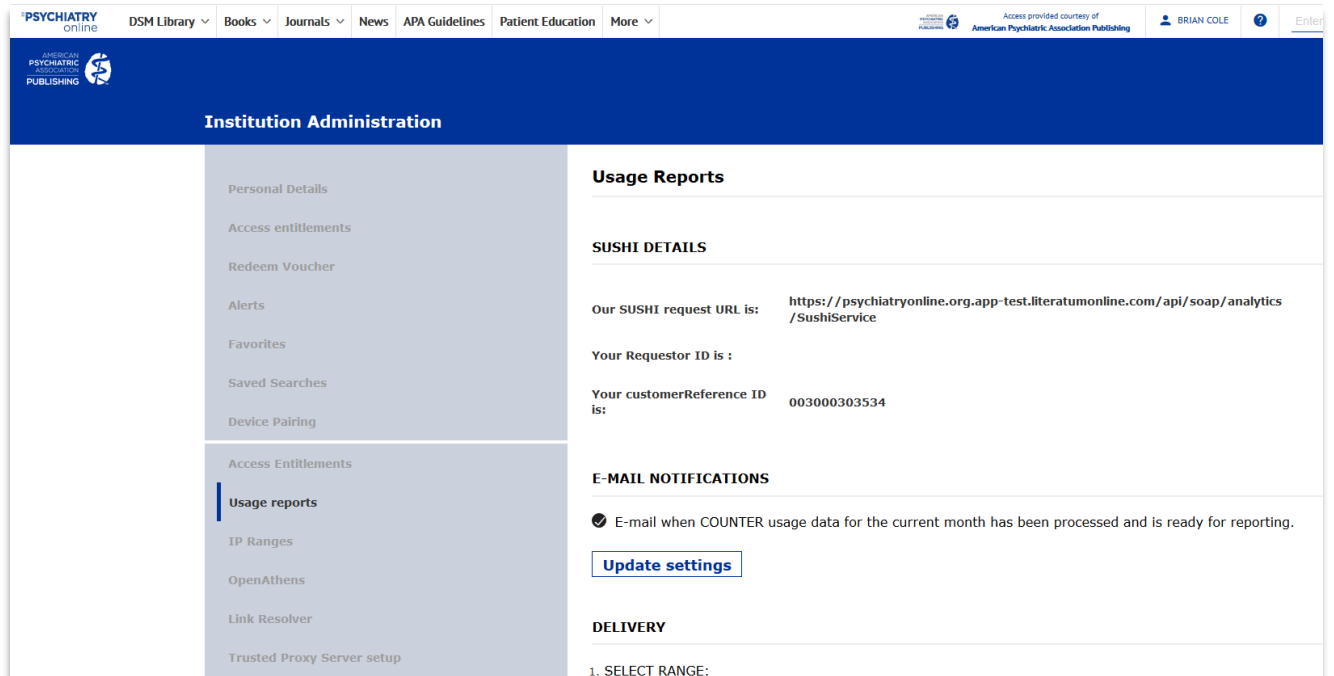
[New User >](#)      [Sign in via OpenAthens >](#)

- You are now in the account management page. The first section on the right-hand side covers your personal user details (“My Account”) and the second section houses the “Institution Administration” menu.



## Usage Reports

- COUNTER usage reports from November 1, 2014 to present may be generated by choosing your desired selection criteria beneath the “Delivery” heading. If you utilize SUSHI for harvesting reports, please note *our* SUSHI request URL, *your* unique Requestor ID, and *your* CustomerReference ID. This information is found toward the top of the Usage reports section page.



2. If you would like to receive an email reminder to inform you of when statistics for the current month are available, check the box under the “E-mail notifications” heading.

**E-MAIL NOTIFICATIONS**

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E-mail when COUNTER usage data for the current month has been processed and is ready for reporting.

[Update settings](#)

For more information on our usage reports, please see our [Usage Reports Guide](#).

## IP Ranges

1. IP information can be verified or updated as needed by clicking on the “IP Ranges” section heading.
2. Under the heading “Add new IP range(s),” you may enter a single IP address or an IP range into the field labeled “IP ranges.” Examples of formatting are provided for entering IP ranges. A description can also be provided for the new entry within the “Description” field. Example: “University of Testing - Proxy IP”.

**IP Ranges**

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(For your information, the IP address of your current internet connection is: 50.236.221.182)

**ADD NEW IP RANGE(S)**

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<b>Description</b>	<input type="text"/>	
<b>IP Ranges</b>	<input type="text"/>	<a href="#">ADD IP RANGE</a>

Examples: 101.23.\*.\* or 128.23.12.\* or 132.10.30-40.\* or 112.12.11.15:112.12.12.36

3. Click “Add IP range” button.
4. New IP will now appear below under the heading “Update existing IP range(s).” (See next screenshot for example.)
5. To update a description, make a correction, or delete an entry, check the appropriate box that corresponds with the IP address entry you wish to modify. Make any desired changes within the description and IP range fields. Last, click the “Update checked” or the “Delete checked” button as appropriate.



## Referrer URL Authentication

A referrer URL authentication setup consists of a secure webpage on your website that contains a link(s) to Psychiatryonline subscription content. When an authorized user visits [www.psychiatryonline.org](http://www.psychiatryonline.org) from your secure webpage, their browser transmits the URL of the referring page (referrer URL). Our system performs a check to find a matching account record with the same referrer URL attached. If found, the session is authenticated and the user is granted access.

If you wish to use a referrer URL for authentication, please email the referrer URL to [psychiatryonline@psych.org](mailto:psychiatryonline@psych.org) with the subject header: Referrer URL for [institution name].

## Link Resolvers

1. Click Link Resolver.
2. Add your base URL in the designated box. Click “Update”
3. Enter button image location/filename under “Upload OpenURL button.”
4. Click “Update.”



The screenshot shows a web form titled "Link Resolver". It contains a text input field labeled "Base URL:". Below this is a section titled "Upload New Image:" which includes a file selection interface with the text "No file chosen" and a blue button labeled "Choose file". At the bottom of the form, there is a blue button labeled "Update". A note below the image upload section states: "Note that the image height needs to be between 20 and 25 pixels high and the image width between 80 and 90 pixels wide."

## Trusted Proxy Server Setup

**For commercial proxy servers, such as EZProxy, do not use Trusted Proxy Server.** Instead, ensure that the proxy IP address is entered in the 'IP Ranges' section. If a base URL is available, please email the base URL to [psychiatryonline@psych.org](mailto:psychiatryonline@psych.org) with the subject header: Proxy URL for [institution name].

The trusted proxy option allows your institution to authenticate users locally (through your local website) and bypasses any need for the user to register or login at [www.psychiatryonline.org](http://www.psychiatryonline.org). You provide your server IP address and specify a URL (access link) to POL which users will access from your institution's website. In order to facilitate authentication, you will be required to install a trusted proxy script on your institution's website. After a user has signed in to your institution's website and clicks the access link, the user will be allowed access to subscription content at POL.

You may setup the trusted proxy in the “Trusted Proxy Server setup” section under your institutional account administrator options.

1. Enter the IP address or range for your institution’s referring server.
2. If the IP provided is shared with multiple web-sites, then you will need to provide the domain to distinguish your site. This is entered in the “Optional domain” field.
3. Customize the banner text with your institution’s name in the “Banner text” field.
4. Enter the URL to which users will be directed on POL. For a list of all resources, please visit: <https://www.appi.org/pol>
5. Enter the URL of your institution’s error page in the event that authentication fails.
6. Select the programming language you wish to use for the trusted proxy script.
7. Click “Set up my Trusted Proxy Server and generate code”
8. Save the script in a file format matching the language you selected.
9. Provide the trusted proxy script to a person responsible for creating links on your website (usually the webmaster). The webmaster will save the file in a secure area and use the file name for the link to the accessible content.

The screenshot shows the 'Institution Administration' interface with a sidebar on the left and a main content area. The sidebar includes sections for 'Personal Details', 'Access entitlements', 'Redeem Voucher', 'Alerts', 'Favorites', 'Saved Searches', 'Device Pairing', 'Access Entitlements', 'Usage reports', 'IP Ranges', 'OpenAthens', 'Link Resolver', 'Trusted Proxy Server setup' (highlighted), 'Co-branding', and 'Full Site Holdings File'. The main content area is titled 'Trusted Proxy' and contains the following fields:

- You are managing:** A dropdown menu with 'New Server' selected.
- Description:**
  - IP address (or IP range) of your institution's server.** A text input field with a note: 'IP address from where the user will access the publisher site through TPS.'
  - through to** A text input field with a note: 'Leave blank if there is only one IP address.'
  - Optional domain** A text input field with a note: 'If IP address is shared with multiple web-sites, then an extra parameter 'domain' is needed to distinguish this site.'
- Banner text** A text input field with a note: 'Normally this is a welcome message with the name of your institution'
- URL of the journal to grant access:** A text input field with a note: 'URL of the List of Issues page of the journal'
- URL of an error page if users fail to authenticate.** A text input field

## Setting Up Mobile Access

Please see our [Mobile Access Guide](#) for step by step instructions on pairing your mobile device.



## Co-Branding

### Enter or update banner text:

1. Click in the “Banner text” box and type your text.
2. Click “Update banner text” to show the new text.

#### Co-Branding

#### Enter or update banner text

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

Banner text:

American Psychiatric Association Publishing

Update banner text

### Change institutional logo:

1. If you wish to change the logo, enter logo location/filename under “Change institution logo”
2. Click “Upload institution logo.”

#### Change institution logo

Current institution logo



Remove 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:

Browse... No file selected.

### Linking to your institution:

1. If you want the logo to link to your website, enter the appropriate URL under “Linking to your institution.”
2. Click “Update.”

#### Linking to your institution

If you wish to provide for 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

## License Agreement

View the [license agreement/terms](#)

## Marketing/Promotional Materials

American Psychiatric Association Publishing offers posters, pens, and bookmarks for libraries to distribute to patrons for special events and/or training days. Please send your request for these promotional materials to [institutions@psych.org](mailto:institutions@psych.org).

## Other Resources

- Facebook: [www.facebook.com/PsychiatryOnline](http://www.facebook.com/PsychiatryOnline)
- Twitter: [www.twitter.com/APA\\_Publishing](http://www.twitter.com/APA_Publishing)

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