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If your institution also subscribes to FOCUS or The American Journal of Psychotherapy, please see below for the persistent URL for cataloging:

- FOCUS: The Lifelong Learning in Psychiatry – <https://focus.psychiatryonline.org>
- The American Journal of Psychotherapy – <https://psychotherapy.psychiatryonline.org>

Administrator Functions

As an administrator, signing in to 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.

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.

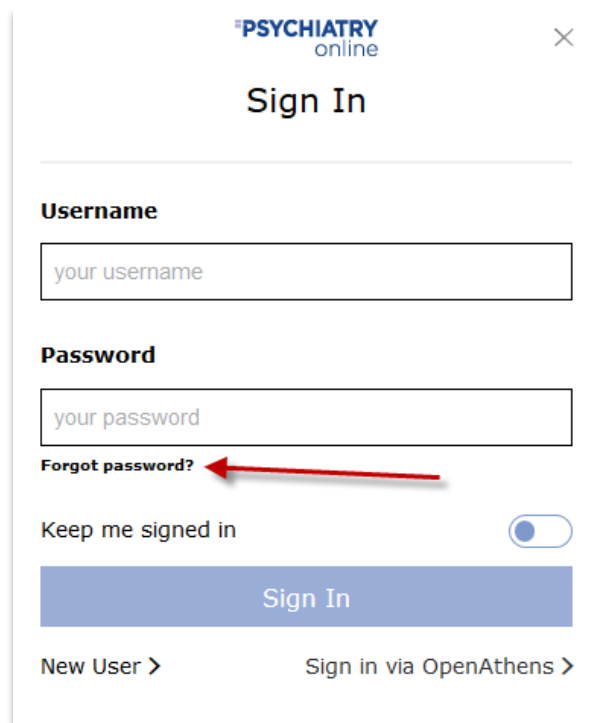
- Verify your institution's access entitlements
- Generate COUNTER usage reports
- Manage IP addresses
- Manage OpenAthens information
- Add a link resolver
- Set up a Trusted Proxy Server
- Customize banner text or add institution logo

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 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

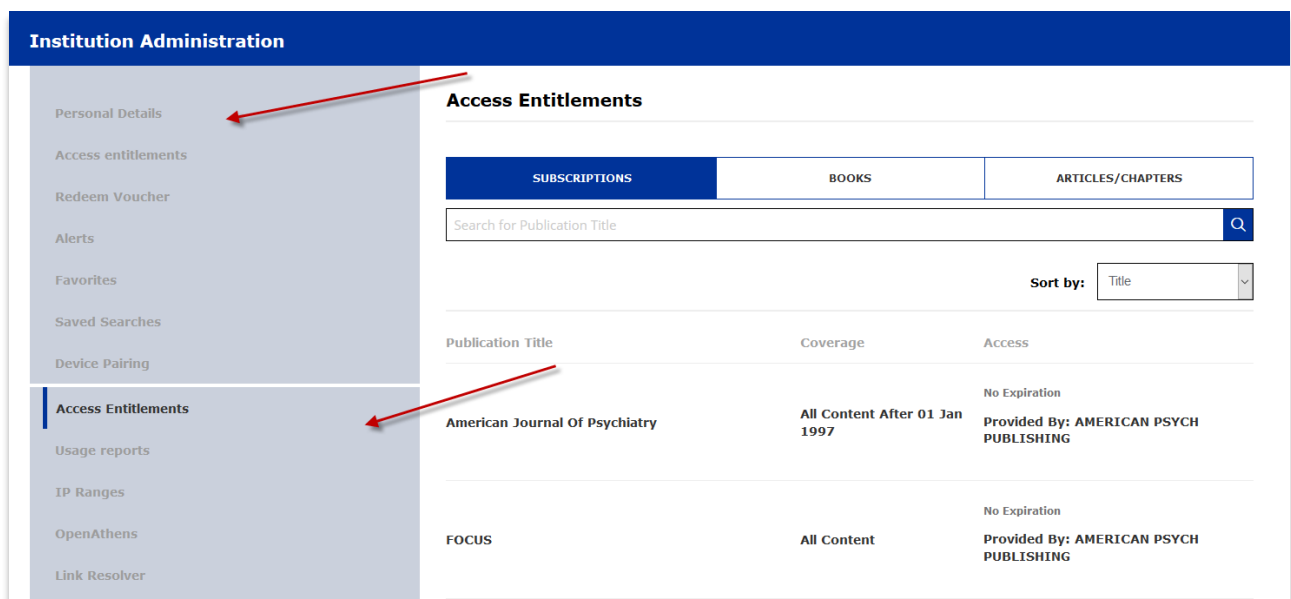
Forgot password?

Keep me signed in

Sign In

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

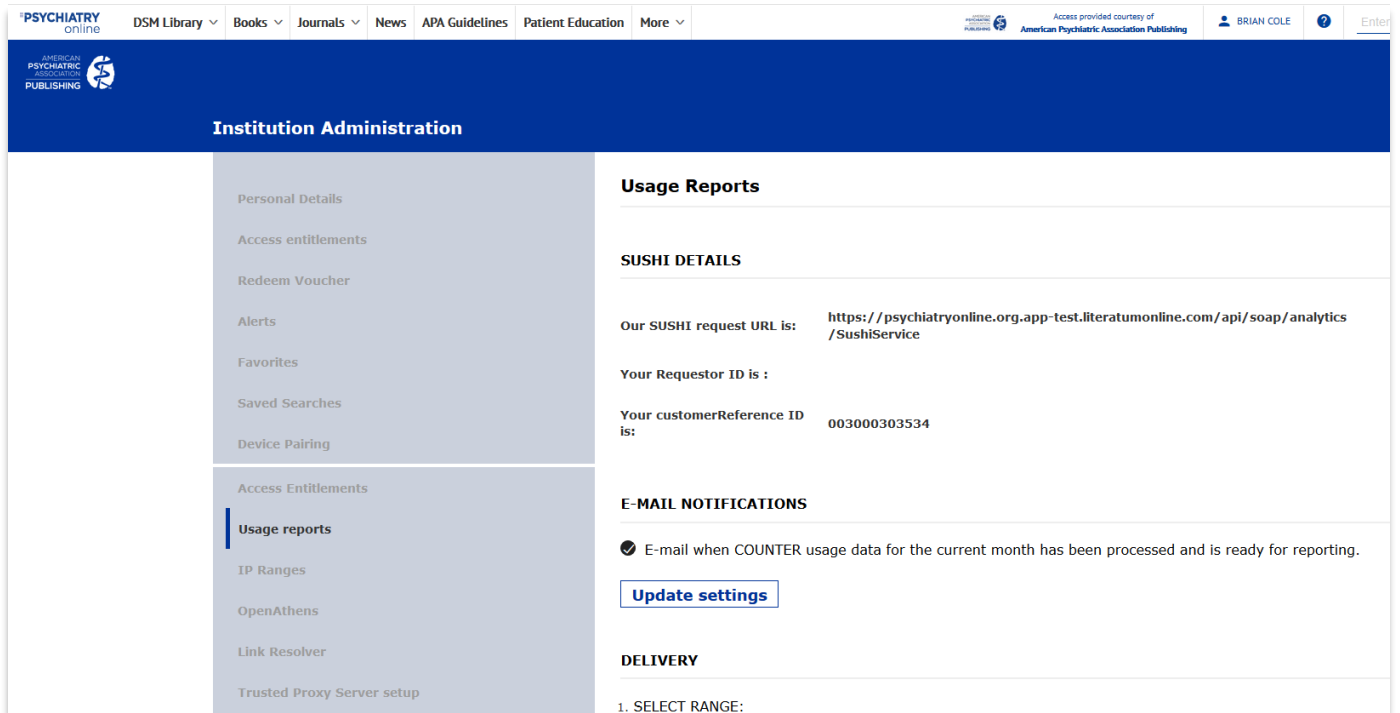
3. You are now in the account management page. The first section on the right hand side covers your personal user details (“My Account”) and the second section houses the “Institution Administration” menu.



Publication Title	Coverage	Access
American Journal Of Psychiatry	All Content After 01 Jan 1997	No Expiration Provided By: AMERICAN PSYCH PUBLISHING
FOCUS	All Content	No Expiration Provided By: AMERICAN PSYCH PUBLISHING

Usage Reports

1. 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.



The screenshot shows the "Institution Administration" page for PsychiatryOnline. The left sidebar contains a menu with "Usage reports" selected. The main content area is titled "Usage Reports" and is divided into three sections: "SUSHI DETAILS", "E-MAIL NOTIFICATIONS", and "DELIVERY".

SUSHI DETAILS

Our SUSHI request URL is: `https://psychiatryonline.org-app-test.literatumonline.com/api/soap/analytics/SushiService`

Your Requestor ID is :

Your customerReference ID is: 003000303534

E-MAIL NOTIFICATIONS

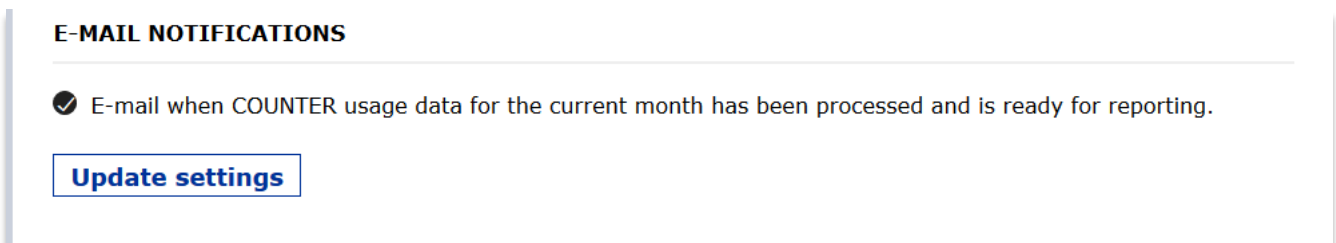
E-mail when COUNTER usage data for the current month has been processed and is ready for reporting.

[Update settings](#)

DELIVERY

1. SELECT RANGE:

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



E-MAIL NOTIFICATIONS

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

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

ADD NEW IP RANGE(S)

Description

IP Ranges [ADD IP RANGE](#)

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.

UPDATE EXISTING IP RANGE(S)

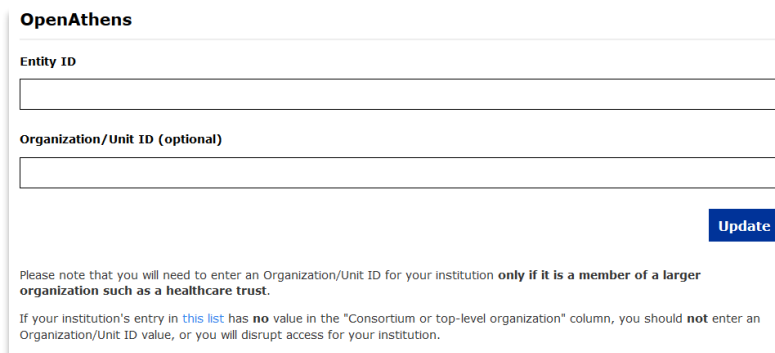
	Description	IP Ranges
<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	Ignore conflicts	

[Update checked](#) [Delete checked](#)

[Show the IP Ranges](#) and identities currently assigned to me through this connection.
[Email me](#) my IP addresses for my records.

OpenAthens

1. Enter your OpenAthens Identity Provider URL into the Shibboleth Entity ID field. Please note that we currently only support OpenAthens. We do not support Shibboleth at this time.



The screenshot shows a form titled "OpenAthens". It has two input fields: "Entity ID" and "Organization/Unit ID (optional)". Below the fields is a blue "Update" button. At the bottom, there is a note: "Please note that you will need to enter an Organization/Unit ID for your institution **only if it is a member of a larger organization such as a healthcare trust.** If your institution's entry in [this list](#) has **no** value in the "Consortium or top-level organization" column, you should **not** enter an Organization/Unit ID value, or you will disrupt access for your institution."

2. Only enter your Organization/Unit ID if your institution is a member of a larger organization such as a healthcare trust. If your institution's entry in [this list](#) has **no** value in the "Consortium or top-level organization" column, then you should **not** enter an Organizational/Unit ID value, or you will disrupt access for your institution.
3. Select "Update" to complete.

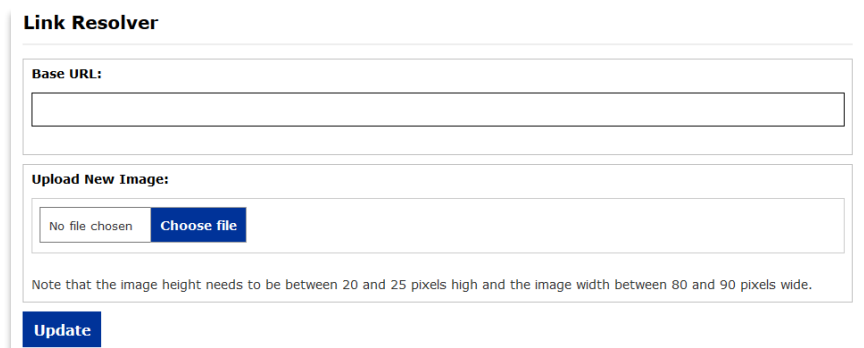
Referrer URL Authentication

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 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 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 form titled "Link Resolver". It has a "Base URL:" label above a text input field. Below that is an "Upload New Image:" label above a file upload area containing "No file chosen" and a blue "Choose file" button. At the bottom, there is a note: "Note that the image height needs to be between 20 and 25 pixels high and the image width between 80 and 90 pixels wide." and a blue "Update" button.

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 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. 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.

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:

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

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View the [license agreement/terms](#)

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