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Getting Started

What is included in my subscription?

Your institution/library has purchased the POL Premium, DSM-5 Library, POL Core, Psychotherapy Library, eBook Collection, or individual journal title subscription. The psychiatric resources included in each subscription are indicated in the chart below.

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Full Access

Package Title Lists

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Content Type and Title	Persistent URL	Online ISSN/ISBN	Print ISSN/ISBN
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DSM-5 Clinical Cases	https://dsm.psychiatryonline.org/doi/book/10.1176/appi.books.9781585624836	978-1-58562-483-6	978-1-58562-463-8

DSM-5 Handbook on the Cultural Formulation Interview	https://dsm.psychiatryonline.org/doi/book/10.1176/appi.books.9781615373567	978-1-61537-356-7	978-1-58562-492-8
DSM-5 Handbook of Differential Diagnosis	https://dsm.psychiatryonline.org/doi/book/10.1176/appi.books.9781585629992	978-1-58562-999-2	978-1-58562-462-1
Spanish Edition of the Desk Reference to the Diagnostic Criteria From DSM-5	https://dsm.psychiatryonline.org/doi/book/10.1176/appi.books.9780890425657	978-0-89042-565-7	978-0-89042-551-0
Journals			
American Journal of Psychiatry	https://ajp.psychiatryonline.org	1535-7228	0002-953X
American Journal of Psychotherapy	https://psychotherapy.psychiatryonline.org	2575-6559	NA
FOCUS: The Journal of Lifelong Learning in Psychiatry	https://focus.psychiatryonline.org	1541-4108	1541-4094
Journal of Neuropsychiatry and Clinical Neurosciences	https://neuro.psychiatryonline.org	1545-7222	0895-0172
Psychiatric News	https://psychnews.psychiatryonline.org	1559-1255	0033-2704
Psychiatric Research and Clinical Practice	https://prcp.psychiatryonline.org	2575-5609	NA
Psychiatric Services	https://ps.psychiatryonline.org	1557-9700	1075-2730
PsychiatryOnline Premium Textbooks			
APA Practice Guidelines	https://psychiatryonline.org/guidelines	NA	NA
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Clinical Manual of Geriatric Psychiatry	https://psychiatryonline.org/doi/book/10.1176/appi.books.9781615370016	978-1-61537-001-6	978-1-58562-441-6
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New Customer Setup

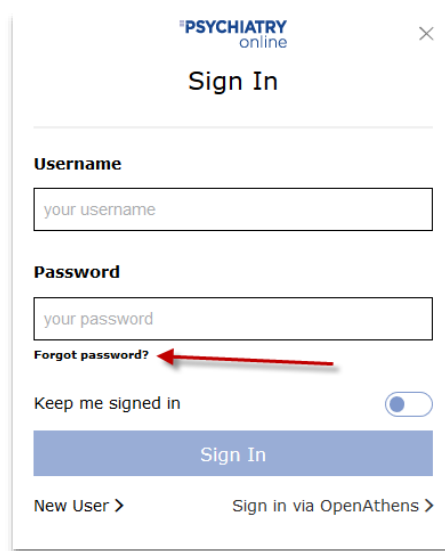
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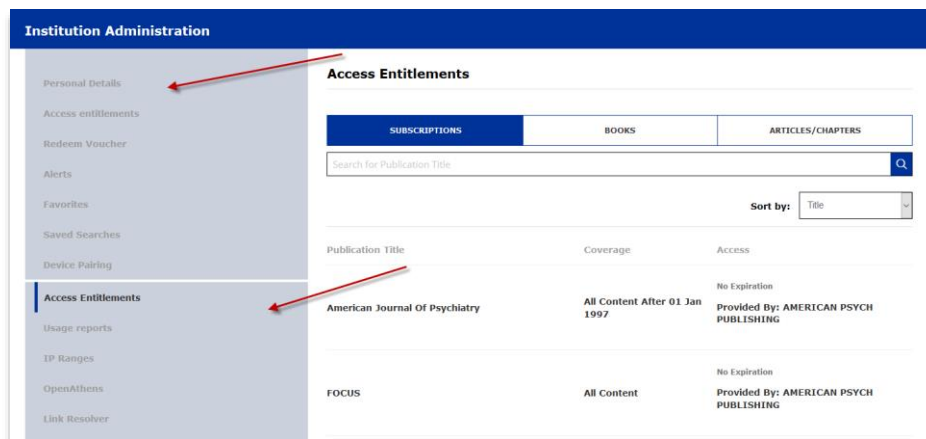
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If you have forgotten your administrator password, please click on the “Forgotten your password?” link to reset your password. This link is located beneath the username and password dialogue on the sign in page. Please note that your username is your email address. If you have any difficulty signing in, please contact psychiatryonline@psych.org for assistance.

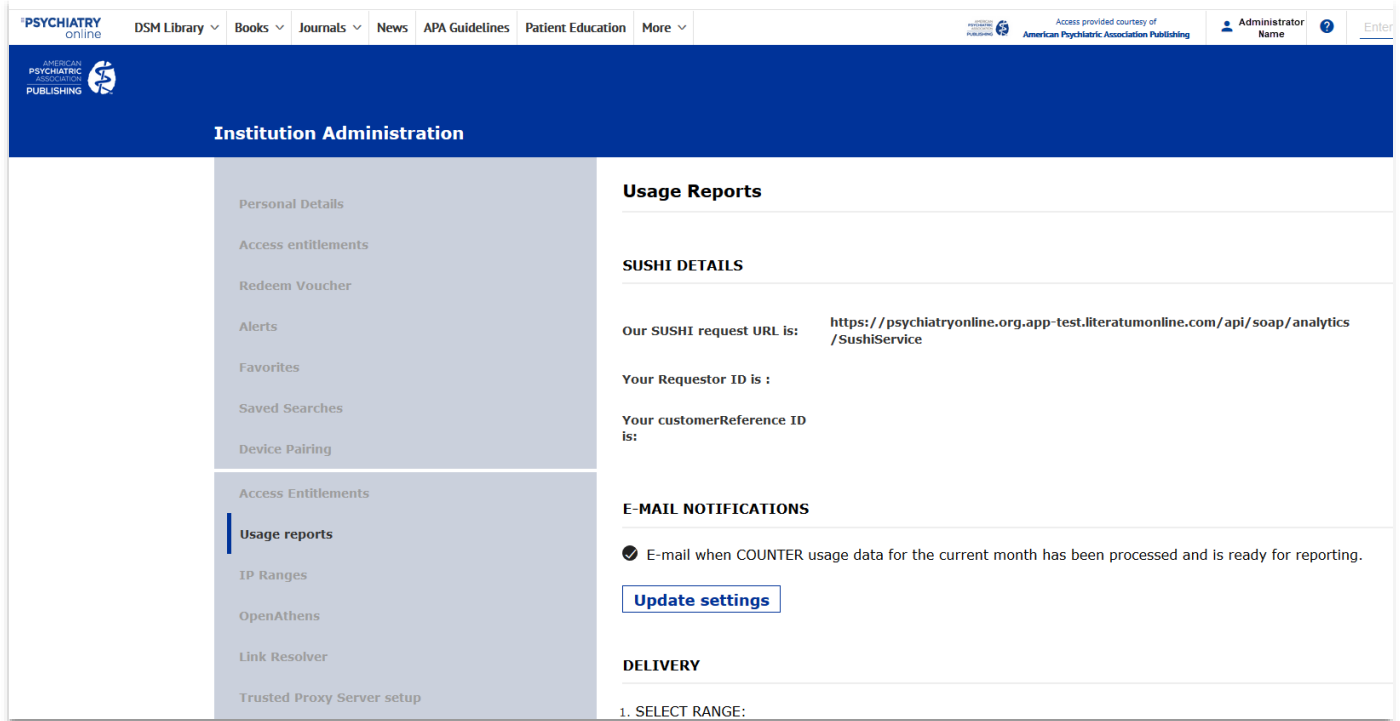


2. You are now in the account management page. The first section on the left side menu covers your personal user details (“My Account”) and the second section houses the “Institution Administration” menu.



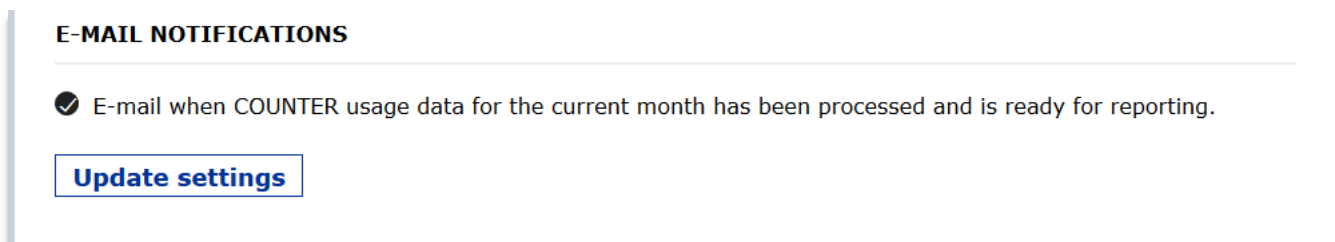
Usage Reports

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' interface. On the left is a navigation menu with options like Personal Details, Access entitlements, Redeem Voucher, Alerts, Favorites, Saved Searches, Device Pairing, Access Entitlements, Usage reports (highlighted), IP Ranges, OpenAthens, Link Resolver, and Trusted Proxy Server setup. The main content area is titled 'Usage Reports' and contains three sections: 'SUSHI DETAILS' with fields for 'Our SUSHI request URL is:' (https://psychiatryonline.org.app-test.literatumonline.com/api/soap/analytics/SushiService), 'Your Requestor ID is:', and 'Your customerReference ID is:'. Below this is the 'E-MAIL NOTIFICATIONS' section with a checked 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. The 'DELIVERY' section is partially visible at the bottom with the text '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.



This is a close-up of the 'E-MAIL NOTIFICATIONS' section. It features a heading 'E-MAIL NOTIFICATIONS', a checked checkbox followed by the text 'E-mail when COUNTER usage data for the current month has been processed and is ready for reporting.', and a blue 'Update settings' button.

For more information on our usage reports, please see our COUNTER Usage Reports User Guide at <https://www.appi.org/Institutions>.

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	<input style="width: 95%;" type="text"/>	
IP Ranges	<input style="width: 95%;" type="text"/>	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)

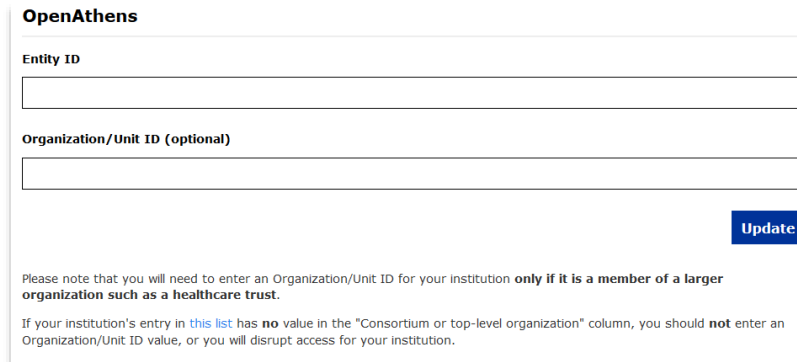
	Description	IP Ranges
<input type="radio"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input type="radio"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input type="radio"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input type="radio"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input type="radio"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input type="radio"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input type="radio"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input type="radio"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input type="radio"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" 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.

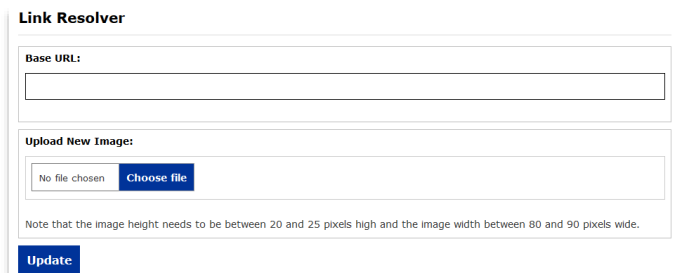
Referrer URL Authentication

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 an input field. Below that is an "Upload New Image:" label above a file selection area that says "No file chosen" and has 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 and that your institution has our current [EZProxy stanza](#) enabled. 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 websites, 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/Institutions/PsychiatryOnline-Subscription-Contents> .
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 containing various menu items. The main content area is titled 'Trusted Proxy' and contains several sections for configuration:

- You are managing:** A dropdown menu currently showing 'New Server'.
- Description:** A text input field for the 'IP address (or IP range) of your institution's server.' Below it is a smaller text input field for the 'through to' URL, 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.

Managing Mobile Access

With an institutional subscription to PsychiatryOnline, users affiliated with your institution have the option to access your institution's subscriptions remotely (off-site) via a computer, tablet, or mobile device. PsychiatryOnline is a fully responsive site and will adapt to fit your viewing device. For step by step instructions on pairing a mobile device, please see our Mobile Access Guide at <https://www.appi.org/Institutions>.

View and Manage Your Paired Devices

Under the My Account menu select "Device Pairing" to view and manage your paired devices.

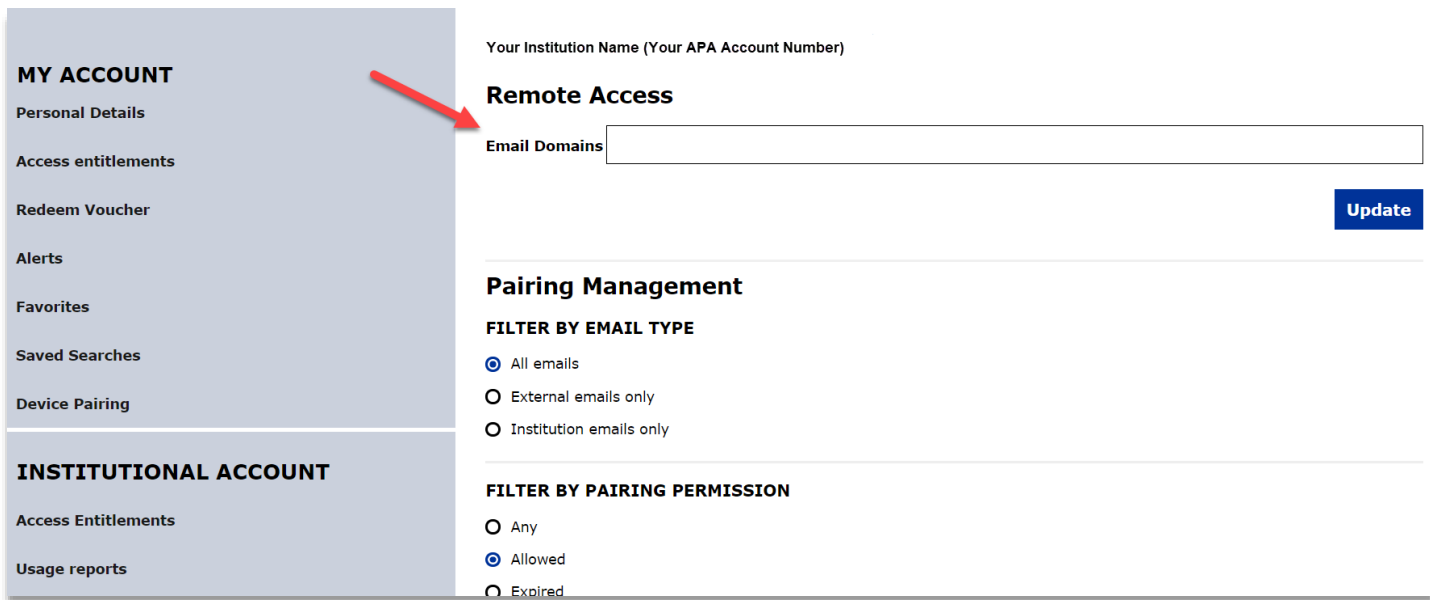


View and Manage Institutional Device Pairing

As account administrator, you have the ability to set pairing permissions at your institution. You can access this by selecting "Pairing Management" from the Institutional Account menu:

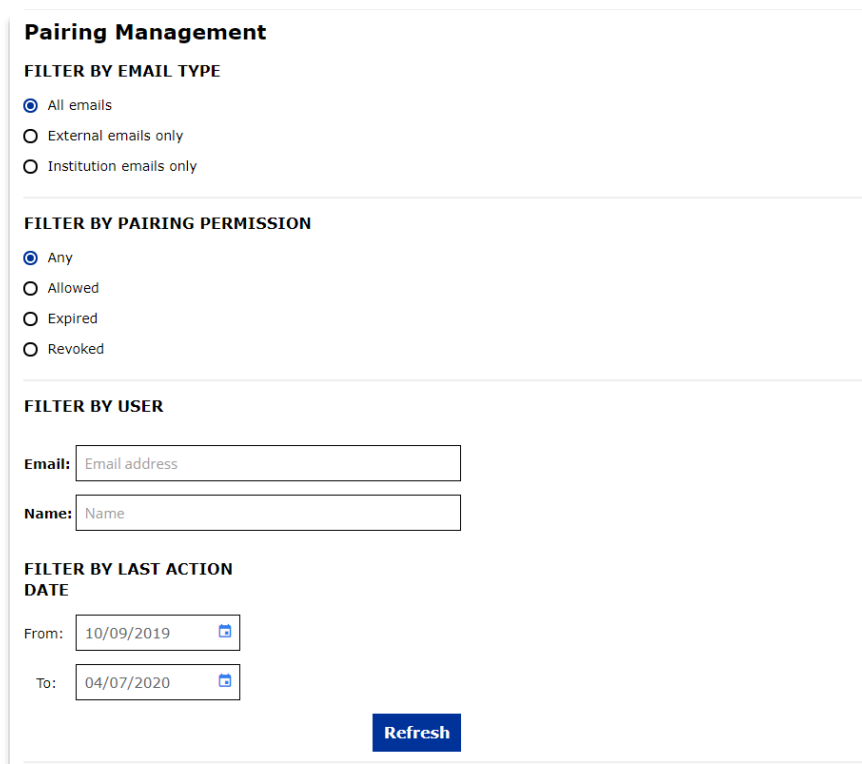


This will take you to the Pairing Management page, where you can enter the email domain for your institution (example: institution.edu). Setting the email domain will allow users with an email matching your institutional domain to pair a device.



The screenshot shows a user account page with a sidebar on the left and a main content area on the right. The sidebar is divided into two sections: "MY ACCOUNT" and "INSTITUTIONAL ACCOUNT". The "MY ACCOUNT" section includes links for Personal Details, Access entitlements, Redeem Voucher, Alerts, Favorites, Saved Searches, and Device Pairing. The "INSTITUTIONAL ACCOUNT" section includes links for Access Entitlements and Usage reports. A red arrow points from the "Device Pairing" link in the sidebar to the "Remote Access" section in the main content area. The "Remote Access" section has a sub-header "Your Institution Name (Your APA Account Number)" and a form field labeled "Email Domains" with an "Update" button to its right. Below this is the "Pairing Management" section, which has two filter sections: "FILTER BY EMAIL TYPE" with radio buttons for "All emails" (selected), "External emails only", and "Institution emails only"; and "FILTER BY PAIRING PERMISSION" with radio buttons for "Any", "Allowed" (selected), and "Expired".

On this pairing management page you can view all paired users for your institution. You can filter the list using the below settings:



The screenshot shows the "Pairing Management" filter settings. It includes four filter sections: "FILTER BY EMAIL TYPE" with radio buttons for "All emails" (selected), "External emails only", and "Institution emails only"; "FILTER BY PAIRING PERMISSION" with radio buttons for "Any" (selected), "Allowed", "Expired", and "Revoked"; "FILTER BY USER" with input fields for "Email:" (containing "Email address") and "Name:" (containing "Name"); and "FILTER BY LAST ACTION DATE" with date pickers for "From:" (10/09/2019) and "To:" (04/07/2020). A "Refresh" button is located at the bottom right of the filter settings.

With selected ▾			Add external email
Email Address	Name	Last Action On	Pairing Permission

From the list of users, you can remove pairing permission for any user who is no longer at your institution.

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”. Please note that the uploaded image type should be JPEG, GIF or PNG and size should be at most 350x60 pixels.
2. Click “Upload institution logo.”

Change institution logo

Current institution logo

AMERICAN
PSYCHIATRIC
ASSOCIATION
PUBLISHING



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 institutional logo or text banner 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:

License Agreement

View the PsychiatryOnline.org Institutional License Agreement at <https://www.appi.org/Institutions>.

VPAT (Voluntary Product Accessibility Template)

View the PsychiatryOnline.org VPAT at <https://www.appi.org/Institutions>.

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.

Other Resources

Sign up for POLUpdate email alerts

POL Update emails include information regarding the PsychiatryOnline platform and content that may affect institutional subscribers, including notification when new titles have joined PsychiatryOnline.

[Sign Up Now](#)

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