

WELCOME TOOLKIT FOR NEW CUSTOMERS

ADVANCING **DISCOVERY**

Step-by-step guide for all Account Administrators

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What you need to know in 4 steps

Control, review and update all your institution's subscription information, including: adding IP ranges, associating new license IDs, reviewing renewal dates and changing contact details. You can also access a number of usage reports and statistics for the full portfolio, allowing you a complete overview of your licensed content.

link.springer.com





This guide aims to walk you through the process of setting up and utilizing the administration accounts for nature.com and link.springer.com/rd.springer.com, and their associated portals.



Already a customer?

If you already have an Administration Account on nature.com or link.springer.com, the content that is added/renewed will automatically appear in your account. You will be able to access content through your registered IP range (please make sure that your newest IP addresses are registered).

nature.com Site License **Administration Account**

To activate your institutional license you must first create a Site License Administration Account. To create the account you will need:

- Your license ID from your welcome email
- All of the IP ranges which apply to your institution

1. Activate & Login

A. Activate

Go to the nature.com Account Administration page: nature.com/nams/svc/mysiteaccount

Select: Register Now

Enter the License ID from your email and press confirm

B. Set up your Account

You can now create your Site License Administration Account. Items below are required to complete accounts activation:

1. Account Details

Complete all of the details required – if you get an error message, the reason for the error will be indicated.

2. IP Ranges

Enter the IP ranges for your institution in to the boxes, and a **description** for your

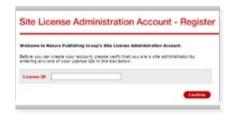
Click on 'Add IP Range' and these IP ranges will show under 'Your Current IP Ranges'. Add more IP ranges as necessary for your institution.

n.b. If you receive an error message your IP address may already be registered with a different account.









Account Det	all fields are required)
Username	
Password	
Confirm password	
Institution / Company*	



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springernature.com

springernature.com

3. Confirm details

Please take a moment to check that your details are correct. If you need to make any changes, please use 'modify details'.

Press 'continue'

Your account is now complete!

Here you can check new publications, review your renewal dates, amend your IP ranges or check usage statistics.

A confirmation email will be sent to the email address entered when registering for your account, with your username and password. Please contact Customer Services if you have any difficulties in accessing your account.

2. Manage Account



A. Login to the Admin Dashboard

Go to Account Administration:

nature.com/nams/svc/mysiteaccount

Select 'Log In'

*If you have forgotten your username/ password, please contact Customer Services

B. Manage your licensed content

The 'Licenses' tab within your Site License Administration Account contains detailed information on all of the content that you have licensed.

All of your licensed publications are listed.

To access further detail, select the journal title/collection or use the drop-down list.

Account Summary	Address Book	Licenses	IP Ranges	Statistics	E-alerts	
Licenses						
To activate licensed memail) and press conf		License ID (v	which can be f	ound in your	welcome	
License ID				Co	nfirm	
To view licensed mate	rial associated with			rom the list be	alow.	
Use the drop-down is						

By selecting each publication, you can access 6 different types of details for each product you have licensed, including:

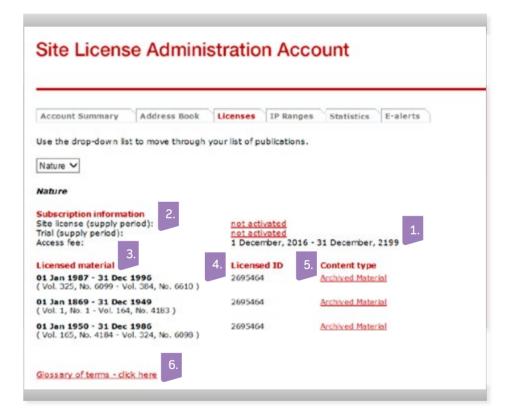
1. Subscription start and end dates

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- 2. Whether content is activated by a site license or access fee
- 3. The amount of material licensed (by date and volume)
- 4. License ID number
- 5. Content type, for defining when post-cancellation rights apply

A glossary of terms is provided to explain your subscription type, content type and the associated rights with your licensed content.

*Content that is not activated is also listed and can be reactivated at any time by contacting us



C. Usage reports

We provide monthly reports that measure usage of journals on nature.com at your institution. The reports are uploaded monthly and the registered administrator of your site license account will be alerted by email when the latest data becomes available.

Usage Reports enable you to:

- Build monthly and annual overviews of usage at your institution
- Measure usage of newer titles
- Make informed purchased decisions
- Compare statistics from different vendors and publishers
- Understand and predict user patterns at your institution

springernature.com

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SpringerLink

Springer Link

springernature.com

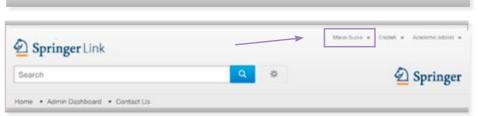
link.springer.com

link.springer.com rd.springer.com health.springer.com



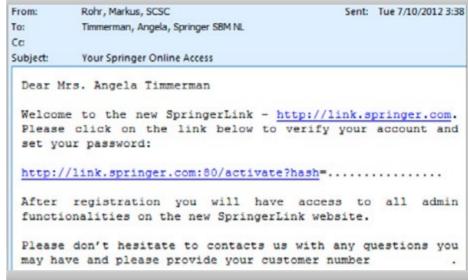
From:	Rohr, Markus, SCSC	Sent: Tue 7/10/2012 3:38
To:	Timmerman, Angela, Springer SBM NL	
Ce		
Subject:	Your Springer Online Access	
Dear N	Mrs. Angela Timmerman	
Welcon	me to the new SpringerLink - h	ttp://link.springer.com.
Please	e click on the link below to	verify your account and
set yo	our password:	
h	//timb anninger com. 00/serimers	thanks.
http:/	//link.springer.com:80/activate	?hash=
	//link.springer.com:80/activate registration you will have	
After		access to all admin
After functi	registration you will have	access to all admin ink website.

Springer Verify your Springer account To set up your account, you need to select and confirm a password. Your password needs to contain a minimum of 6 characters and contain a mixture of letters and numbers. Choose a password ******* Having difficulties? We are here to help. Please contact us at onlineservice@springer.com



Administration Account

1. Activate & Login





A. Activate

You will receive an email from onlineservice@springernature.com with a link to activate your account

Click on the link in the email

B. Set up your Account

After following the link create a password

Your email address will serve as your username

Go to any page on link.springer.com (rd.springer.com or health.springer.com) and login at the top right-hand corner



There are 2 ways in which you may access your usage reports.

1. Via your site license administration account on **nature.com**

Select the statistics tab and choose the relevant publisher you wish to view usage reports for.

2. Via the MPS INSIGHT portal

Please go to www.mpsinsight.com/npg

Enter your MPS Insight username and password, which will have been emailed to you upon activation of your account.



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The first time that you log in to MPS Insights, you will be asked to confirm your account details. Please fill in the all fields which are mandatory.

Site License Administration Account

to of hervery 1916. Class Districtions and the layout of Leaster American, will no tropic be pullared by UPE. The new publisher of the Electric For alleas in 2016, please count the Electric control across service.

You should see your name in the top right hand corner.

MPS Insights allows you to view your COUNTER reports, the current report live status, and information on available SUSHI partners.

To view all of your COUNTER and additional reports click on the 'Usage Reports' and then 'Static reports' link.

You will then be re-directed to the Usage Reports Page. Here all COUNTER compliant reports are available back to 2008, as well as 'Additional Usage' reports such as denials and specific journal activity.

See our quick reference overview to understand usage reports available for your **Springer Nature content:**

springernature.com/gp/ librarians/manage-youraccount/usage-reporting Welcome Toolkit for new customers springernature.com

2. Manage Account



A. Login to the Admin Dashboard

You can access the Admin Dashboard from any page once you are logged in. You have two options:

- 1. Access it via the second tab "Admin Dashboard"
- 2. Click on your name in the top right-hand corner and select "Admin Dashboard"





You are now at the "Home" page of the Admin Dashboard

B. My Organisation tab

The second tab in the Admin Dashboard provides you with the options to:

- 1. Check IP Ranges
- 2. Upload or change your organization's logo
- 3. See the users connected with your organization



Welcome Toolkit for new customers springernature.com

C. Usage tab

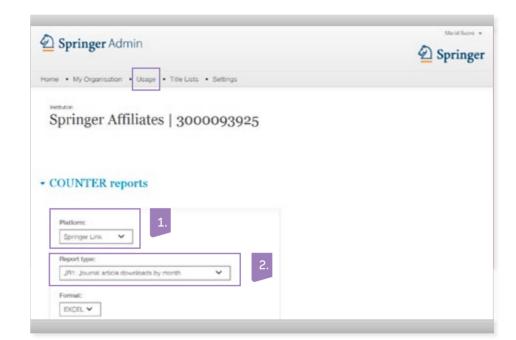
The third tab on the Admin Dashboard will take you to the options to check your organization's usage.

All of the usage reports are built to the COUNTER Release 4 standard.

Use the drop down menu to select the correct product:

- 1. Platform
- 2. Report type

Note: If you are a corporate customer and have a deposit contract, the balances will be shown here.



See our quick reference overview to understand usage reports available for your Springer Nature content:

springernature.com/gp/ librarians/manage-youraccount/usage-reporting Welcome Toolkit for new customers

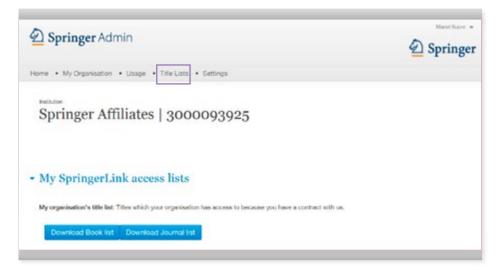
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D. Title lists tab

The fourth tab allows you to download a list of all your entitlements per organization/location

You can select a list of either eBooks or Journals by clicking the appropriate button

If you are an admin for multiple organizations/locations, you can switch between them without needing to log out.

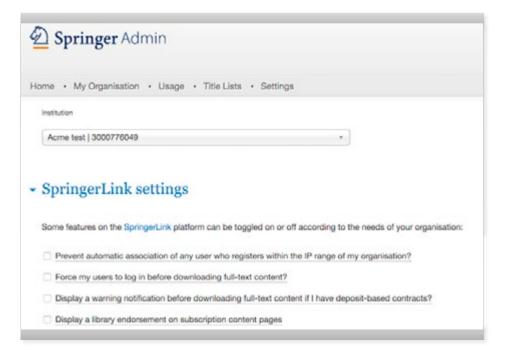


E. Settings tab

The fifth tab gives you the options to switch certain features on or off

If you hover over the options, you will see the explanation.

One of these features is a 'Library Branding' bar that allows you to display an institution endorsement on subscription content pages.



More information



springernature.com

Licensing Springer Nature products is the first step to providing your users with access to cutting-edge research, information and resources. But how best do we make them aware of new or additional content?

At Springer Nature, we are dedicated to helping you make the most of your online content. Whether you are a new or existing customer, we offer various promotion tools and services to support each step of your library activities – from product implementation to analyzing your library ROI.

Useful links:

Account admin

springernature.com/librarians/manage-your-account

Usage Reporting

springernature.com/gp/librarians/manage-your-account/usage-reporting

Tools & services

springernature.com/librarians/tools-services

Promote your content

springernature.com/librarians/tools-services/promote-your-content

Tutorials & training sessions

springernature.com/librarians/tools-services/become-an-expert/tutorials-training-sessions

Reference and User Guides

springernature.com/librarians/tools-services/promote-your-content/user-guides



To stay updated on platform changes, usage stats and general Springer Nature news for Information Managers, follow us on Twitter @SN_Dashboard



Contact



If you have any questions about your existing institutional license access or interested in adding additional products to your portfolio, please contact your Licensing Manager directly or visit us at **springernature.com/salescontacts**.

For other questions regarding your account or access issues please contact our Customer Service departments:

General customer service

For any general questions, please contact our customer service team.

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Springer Nature advances discovery by publishing robust and insightful research, supporting the development of new areas of knowledge and making ideas and information accessible around the world.

Alfred Nobel (1833-1896)

Alfred Nobel was a Swedish chemist, engineer and prolific inventor. His most famous creation was dynamite, which he successfully invented after many failed attempts including one that resulted in the death of his brother. Dynamite made him very wealthy but partly in response to concerns about its negative uses, he decided to give the vast majority of his estate to establish the four Nobel Prizes in Chemistry, Physics, Medicine, and Literature with a fifth awarded in his memory to people or organisations who promote peace around the world. © This illustration was created by one of the talented team of designers at Springer Nature.