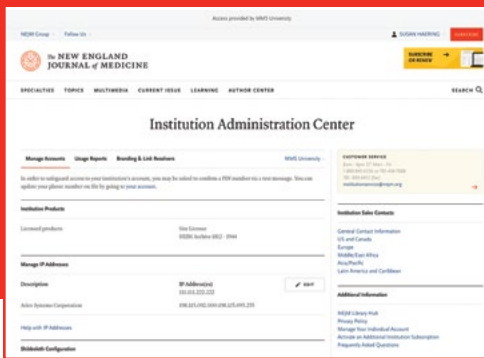


NEJM.org: A Guide for Institutional Administrators



To review your IPs, access your COUNTER reports, and manage branding and link resolvers, please follow these steps.

Step 1: Signing In

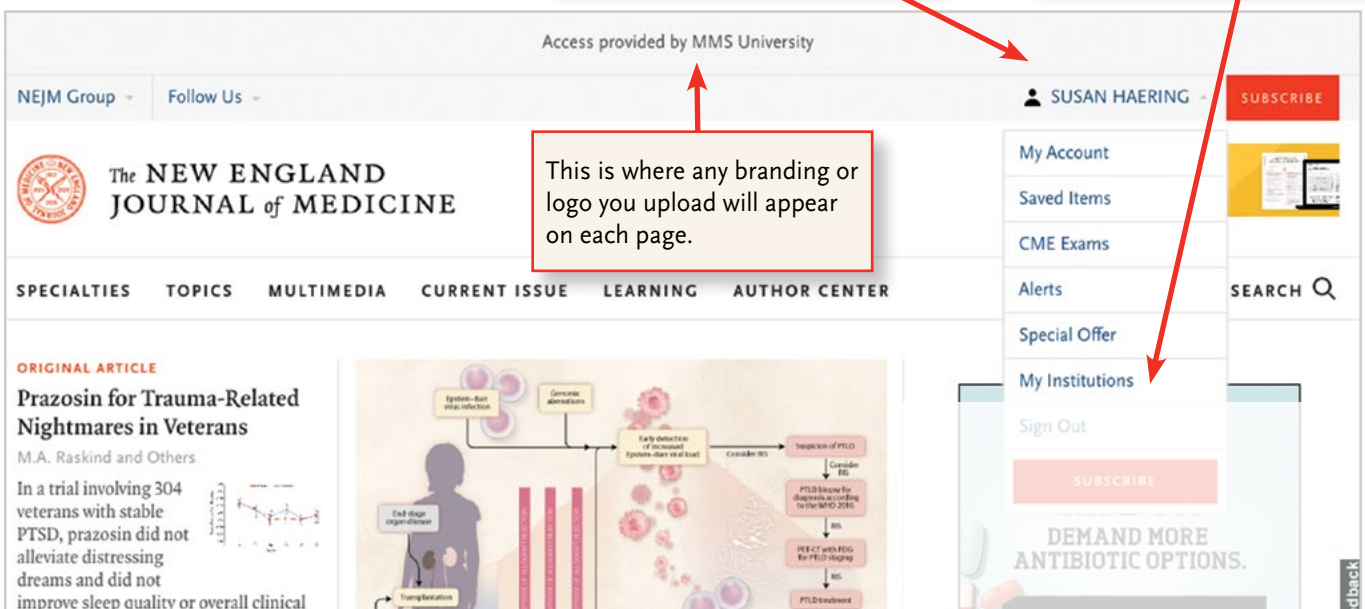
Go to www.nejm.org and sign in. If you haven't already confirmed your account, you will be required to do so. Your email address will become your username.

After you've signed in, you can navigate to the Institution Administration Center using the My NEJM drop-down at the top of the page.

As an administrator, you also have your own individual My NEJM account, where you can manage your personal information, alert preferences, and saved items.

First, sign into your administrator account at the top of any page on NEJM.org.

Select "My Institutions" from the drop-down box at My Account.



Step 2: The Institution Administration Center — Manage Account Tab

The [Institution Administration Center](#) is organized in a series of three tabs. This is the first tab.

The Admin Center is organized in tabs. This is the first tab. Click on the tabbed links to access the other tabs.

If you manage multiple institutions with the same administrator account, you would see each listed in this drop-down.

Institution Administration Center

[Manage Accounts](#) [Usage Reports](#) [Branding & Link Resolvers](#) [MMS University](#) ▾

In order to safeguard access to your institution's account, you may be asked to confirm a PIN number via a text message. You can update your phone number on file by going to your account.

Institution Products

Licensed Products

Site License - ONA

View IP Addresses

Description	Active IP Address(es)
045.025.056.005/045.025.056.005	45.25.56.5
198.115.092.000/198.115.092.000	198.115.092.000
221.225.012.023/221.225.012.023	221.225.12.23

If you need to review or update IPs, please contact support@ovid.com. NEJM Group will then be notified of any changes.

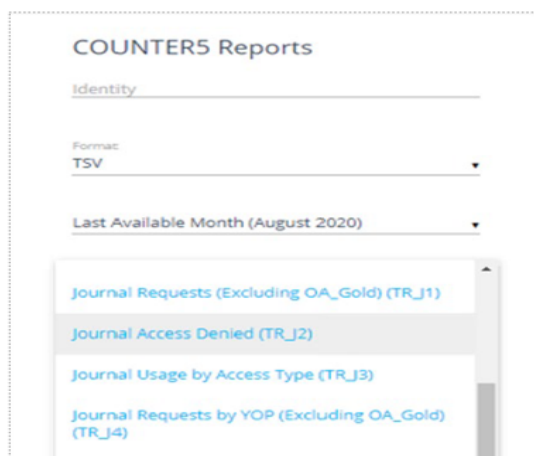
Step 3: The Institution Administration Center — Usage Report

Manage Accounts Usage Reports Branding & Link Resolvers

MMS University ▾

COUNTER REPORTS

Usage reports are available for download. In the administration center, simply click on the "COUNTER 5 REPORTS" box to be directed to the area (shown below) for running reports.



COUNTER 5 Report Retrieval via SUSHI

Report Retrieval via SUSHI

If your organization operates a SUSHI client, you may use it to retrieve COUNTER reports from this platform.

Host SUSHI request URL

Enter Report ID from the list above

[https://www.nejm.org/reports/TR_J1?
requestor_id=dwoolfrey@mms.org&customer_id=000100941305&begin_date=2019-03-01&end_date=2019-03-31](https://www.nejm.org/reports/TR_J1?requestor_id=dwoolfrey@mms.org&customer_id=000100941305&begin_date=2019-03-01&end_date=2019-03-31)

Your administrator email address/
username

Your Customer ID

Enter dates for report in
YYYY-MM-DD format

Contact support@ovid.com with any questions about configuring your SUSHI server.

Step 4: The Institution Administration Center — Branding and Link Resolvers Tab

Manage Accounts

Usage Reports

Branding & Link Resolvers

MMS University ▾

Institution Branding

Institution Text

Customize the institution name displayed to your users when they access NEJM.org.

Max 60 characters

Institution Logo

Logos must be greyscale of up to 200 x 28 pixels, in .jpg, .gif, or .png formats. If you upload a logo, it will override and display in lieu of any customized text you have entered.

 BROWSE

Max 200 x 28 pixels

CANCEL

SAVE CHANGES

Link Resolver

Link Server

If your institution has a local OpenURL-compliant link server, you can choose to display OpenURL reference links here.

Open URL

DELETED

 BROWSE

OpenURL Image

If you do not upload an image, the default OpenURL image will display. Maximum dimensions: 85x25 pixels.

CANCEL

SAVE CHANGES