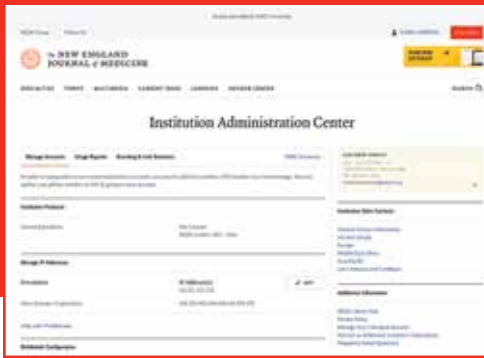


# NEJM.org: 机构管理员指南



您机构的所有帐户信息均可在  
[www.nejm.org/institutional-administration-center](http://www.nejm.org/institutional-administration-center)

上查找到 要更新您机构的 IP、访问您的 COUNTER 报告以及管理品牌和链接解析器,请遵循以下步骤。

## 第 1 步:登录

进入 [www.nejm.org](http://www.nejm.org) 并登录。如果您还未确认您的帐户,系统会要求您进行确认。您的电子邮件地址将成为您的用户名。

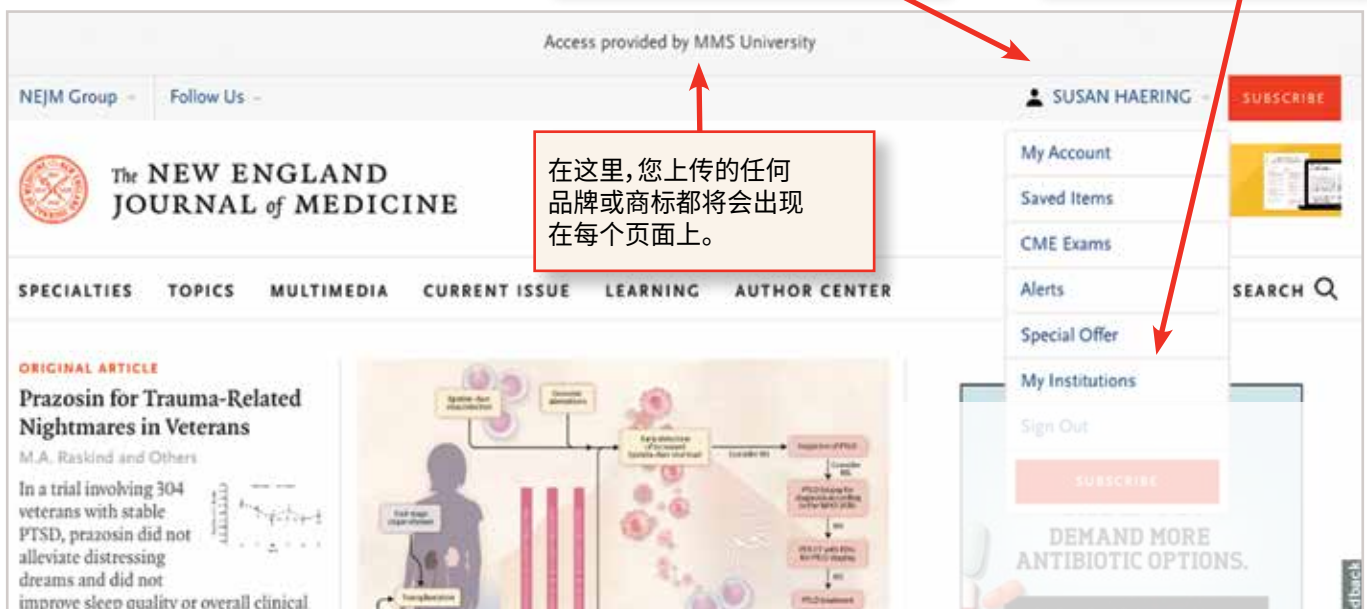
登录后,您可以使用页面顶部的 My NEJM 下拉菜单导航至机构管理中心。

作为管理员,您也可以建立您自己的个人 My NEJM 帐户,在这个帐户中您可以管理您的个人信息、提醒偏好以及已保存项目。

首先,在 NEJM.org 的任一网页顶部登录您的管理员帐户。

在 My NEJM 的下拉框中选择“我的机构”。

在这里,您上传的任何品牌或商标都将会出现在每个页面上。



## 第 2 步:机构管理中心——管理帐户选项卡

[www.nejm.org/institutional-administration-center](http://www.nejm.org/institutional-administration-center)。该中心由一系列的三组选项卡构成。这是第一个选项卡。

管理中心由多个选项卡构成。这是第一个选项卡。单击分页式链接以访问其他选项卡。

如果您使用同一个管理员帐户管理多个机构,那么您将会在这个下拉列表中看到每一个机构。

SPECIALTIES TOPICS MULTIMEDIA CURRENT ISSUE LEARNING AUTHOR CENTER SEARCH

### 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 NEJM Archive 1812 - 1944
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#### Manage IP Addresses

Description	IP Address(es)	EDIT
	111.111.222.222	
Aries Systems Corporation	198.115.092.000:198.115.093.255	

Help with IP Addresses

#### Shibboleth Configuration

If your institution uses Shibboleth or OpenAthens and need to confirm or update your configuration with us, please contact Customer Service at [institutionservice@nejm.org](mailto:institutionservice@nejm.org) or 781-434-7888.

Entity ID: <https://id.nejm.org/openathens>

Organization ID:

Help with Shibboleth

#### CUSTOMER SERVICE

8am - 4pm ET Mon - Fri  
1-800-843-8336 or 781-434-7888  
781-851-0411 (fax)  
[institutionservice@nejm.org](mailto:institutionservice@nejm.org)

#### Institution Sales Contacts

General Contact Information  
US and Canada  
Europe  
Middle/East Africa  
Asia/Pacific  
Latin America and Caribbean

#### Additional Information

NEJM Library Hub  
Privacy Policy  
Manage Your Individual Account  
Activate an Additional Institution Subscription  
Frequently Asked Questions

在此处添加 IP 地址。通过输入第一个地址,按下回车键,再输入下一个地址,然后单击 <添加 IP 地址> 来添加多个 IP 地址。  
您还可以将一系列 IP 地址复制粘贴至框中并单击 <添加 IP 地址>。  
使用“描述”字段来描述 IP 地址(如果您选择)。

### 第 3 步:机构管理中心——使用情况报告

The screenshot shows the 'Usage Reports' section of the MMS University account management page. The page is divided into several sections: 'Manage Accounts', 'Usage Reports', 'Branding & Link Resolvers', and 'MMS University'. A red circle highlights the 'Usage Reports' tab. Below the navigation, there is a warning message about account security and a 'CUSTOMER SERVICE' contact box. The main content area is titled 'COUNTER Reports July 2010 - Present'. It includes a 'Delivery Via Email' section, a '1. Select Time' section with a 'Select Year' dropdown set to 2018 and 'Select Range' options for 'From' and 'To' (both set to January 2018), a '2. Select Reports' section with various report checkboxes, a '3. Select File Formats' section with 'HTML' selected, and a '4. Email Reports' section with an email address field containing 'shaering@mms.org'. A 'SUBMIT' button is at the bottom. A 'Report Retrieval Via SUSHI' section provides API details. Three red callout boxes with arrows point to specific parts of the interface: one to the 'Usage Reports' tab, one to the 'HTML' checkbox, and one to the SUSHI API information.

通过此功能只能获取 2010 年 7 月至今的 COUNTER 报告。  
更早的报告要通过下方的“报告:2005 年 1 月 - 2010 年 6 月”部分进行访问。

HTML 是最易于阅读的格式。

此报告的格式是文本格式。您可以通过打开文件,复制内容,然后粘贴至 Excel 文档中以转换成 Excel 格式。

使用此信息来配置您的 SUSHI 服务器。

## 第 4 步:机构管理中心——品牌和链接解析器选项卡

SPECIALTIES TOPICS MULTIMEDIA CURRENT ISSUE LEARNING AUTHOR CENTER

# Institution Administration Center

Manage Accounts Usage Reports **Branding & Link Resolvers** MMS University

CUSTOMER SERVICE  
8am - 4pm ET Mon - Fri  
1-800-843-6356 or 781-434-7888  
781- 893-0413 (fax)  
institutionservice@nejm.org

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### Institution Branding

**Institution Text**  
Inform users that access to [nejm.org](http://nejm.org) is being provided by your institution.

MMS University

**Institution Logo**  
If you wish to display your institution's logo along with the text, upload the logo.

Help with Institution Branding

### Link Resolver

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

EDIT

**OpenURL Image**  
If you do not upload an image, the default OpenURL image will display.

Open URL

Additional Information  
NEJM Library Hub  
Privacy Policy  
Manage Your Individual Account  
Activate an Additional Institution Subsc  
Frequently Asked Questions

Input the brand and trademark information you want to use here and save your changes. This brand or trademark information will be displayed in the top center of most pages on NEJM.org for your users.

Input your link resolver information here and save your changes.