



To manage your access, you will need your organization's *administrator login credentials*; for assistance, please contact csc@aap.org.

Activating and Administering Your Account

To activate your account,

- Go to the **AAP eBooks Admin Center**: <http://dashboard.aappublications.org/>
- Enter your **Customer Number (AAP ID)** and follow the prompts to "Activate Your Online Subscription."
 - During this process, you will have the opportunity to set your **password** for the Admin Center tool.
 - You may also enter your **IP addresses*** at this time. If you require other **access options**, such as Athens or Referring URL, please contact csc@aap.org.

If your account has already been activated and you want to maintain access options or account contact information,

- Go to the **AAP eBooks Admin Center**: <http://dashboard.aappublications.org/>
 - Alternatively, you may access the AAP eBooks Admin Center from the **AAP eBooks LIBRARIAN RESOURCES** page available at www.aapebooks.org.
 - You will need your **Customer Number (AAP ID)** and **administrator** password.
 - For assistance, please follow the online prompts or contact our Customer Service Center at csc@aap.org or 866-THE-AAP1 (866-843-2271 or +1 847-434-4000).

*About IP addresses:

- If you don't know your IP addresses, please consult with your IT department, your internet service provider, or a web site (examples: <http://www.whoisip.org/> and <https://www.whatismyip.com/>.)
- IP addresses beginning with 192.168.x.x, 10.x.x.x or 172.16.x.x are *internal IPs* that *cannot be used to communicate over the World Wide Web*. **Please enter only external IP addresses** to authenticate your access.

Viewing Content after Activation: www.aapebooks.org

- Once your access options (IP addresses, Referring URL) are entered, you should see **your institution's name** in the upper right at www.aapebooks.org.
- **Direct links** to each of the **Collections** are on the **LIBRARIAN RESOURCES** and **FOR INSTITUTIONS** pages.
- **Access to content** on the site is controlled by the values in your **access options**. No individual sign-in credentials are required. Users of Athens or public username options will sign in with their institutional credentials.

Administrator Tools and Technical Support

- The AAP eBooks **LIBRARIAN RESOURCES** page available at www.aapebooks.org includes:
 - Direct links to each of the AAP eBooks **Collections**.
 - Direct links to the **Admin Center** (Dashboard) Home Page and **COUNTER Usage Reports**.
 - **Quick Reference Guides** for Librarians and Library Patrons
 - **MARC records and metadata**
- Other sources of information about AAP eBooks as well as other AAP publications include our **Institutional Licensing** site www.aaplibrary.org and our **Support Center KnowledgeBase** <http://kb.aap.org>.
- If you encounter any difficulty, please contact our Customer Service Center at csc@aap.org or 866/THE-AAP1 (+1 847/434-4000) and ask for **Technical Support**.