Institutional Account Activation and Administration

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.

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