

## New to Institutional Access.

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### 1. Access Types

There are five types of access that is provided to institutions to access the eBooks.

1. **Remote Access:** Common Username/Password and Referral URL
2. **Common Username/Password:** A single username and password is shared with all the users to access the eBooks remotely.
3. **Referral URL:** Placing a button or a link on the authenticated page thereby allowing users to read the eBook by just clicking the button/link.
4. **IP Address Range:** It allows the institution to setup their account on the portal so that any user accessing the portal from within their premises can get direct access to the bookshelf. The IP authentication requires specifying the IP address or the range of IP addresses.
5. **Library Card Authentication:** If your library uses Library Card/ Bar Code access, these can be configured on the eBook site as an authentication.

### 2. System Requirements

To access your subscribed eBooks Online, you must have a computer with the following minimum specifications:

#### **Online Reader**

Computer or device with an Internet connection and current web browser:

#### **Windows**

#### **Macintosh**

Internet Explorer -> Version 8.0, 9.0 or above

Safari: Version 5.3 or above

Firefox -> Version 16

Firefox: Version 16 or above

Google Chrome-> Version 23

Opera: Version 12 or above

Opera-> Version 12

#### **iPublishCentral Reader for COMPUTER [offline]**

PC or Mac: Download **iPublishCentral Reader** from the My Bookshelf page with Internet connection and current access rights to title.

[Adobe Air](#) version 2.7 and above.

## 3. Common Username/Password Access

### **Accessing the site on a PC/MAC using Common Username and password.**

Go to <http://mcgrawhilleducation.pdn.ipublishcentral.com/>

-Click on Login as indicated in the Screenshot and enter the Common User Credentials.



- Once logged in to the Institution, you will see a Welcome Message with the Institution/Library's Name
- You will also find an additional login option that is available.
- Admin users can login through this option and further take control of the account.



- Once you are logged in under the institution, you will be redirected to the Bookshelf page.
- You will find your subscribed eBooks in here with reading options.
- Admin user/ Common User can click on Login to sign up as sub-user under same institution.

### **Reading Options**

- Click the subscribed eBook title from Bookshelf to get reading options.



- You can read the eBook online through your browser.
- eBook can be downloaded to read offline using iPublishCentral Reader.
- Once you click on download, you will get a screen to download iPublishCentral Reader.



When you use iPublishCentral reader for the first time, you need to login(top right corner) with the following information:

Select Institutional User and enter site URL :

<http://mcgrawhilleducation.pdn.ipublishcentral.com>

## 4. IP Authentication

Open the eBooks site by going to the URL

<http://mcgrawhilleducation.pdn.ipublishcentral.com> and you will see the Institution's name in the Welcome message right at the top of the website.

All you have to do is click on the Bookshelf Tab and you will have your subscribed eBooks with Reading options.



There will not be any Common Username and password for IP Based Authentication. The access will be provided based on range of IP address for the institution.



## 5. Accessing the site on an iPad or Android Tablet

### **Content Protected DOWNLOAD (CP) ANDROID**



#### **System Requirements for Android**

- Requires ANDROID :4.0.3 and up.
- Tablet Size : 7 Inch and Above.

#### **Steps to Download on Android Tablets**

1. Download and install the iPublishCentral Reader android app from the Google Play Store.
2. The link is:  
[https://play.google.com/store/apps/details?id=com.impelsys.ioffline&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.impelsys.ioffline&hl=en_GB)
3. Open the eBook site using the default browser on your Android/iPad Tablet.
4. Go to the Bookshelf Page and choose the eBook you wish to download.
5. Click on the button 
6. You will be redirected to the download page .
7. Click on the button 
8. Once the file is downloaded, open it with the iPublishCentral Reader app to read.

#### **Steps to Download on iPad**

1. Download and install the iPublishCentral Reader iPad app from the Apple App Store.
2. The link is :  
<https://itunes.apple.com/in/app/ipublishcentral-reader-read/id510322929?mt=8>
3. Open the eBook site using the default browser on your Android/iPad Tablet.
4. Go to the Bookshelf Page and choose the book you wish to download.
5. Click on the button 
6. You will be redirected to the download page .
7. Click on the button 
8. Once the file is downloaded, open it with the iPublishCentral Reader app to read.

## 6. Personalization

There are two types of users under one institution.

1. Admin user
2. Regular user

Once the users are under one institution, they will have the option to login again and access the eBooks. The admin user will have more rights to manage the institution. The admin user and regular user accounts will be managed by iPublishCentral admin site.

To access admin user management options, login as admin user under the

Institute. Click on **My Folders** option at top right of the screen. Then select **Profile Settings**.



As Admin user, one can have following access:

1. Edit Profile Details.
2. Change Password.
3. Edit Institution.
4. Manage Institutional Users.
5. Add Institutional Users.
6. Manage IP Range.
7. Add IP Range.
8. Manage HTTP Referer.
9. Add HTTP Referer.
10. Manage Common Users.
11. Add Common Users.
12. Book Usage Report.
13. Counter Reports.

**Normal Users** can further utilize their eBooks with additional options:

- Bookmarks
- Notes
- Highlights
- Citations

These features are available when they create sub accounts under an Institutional account.