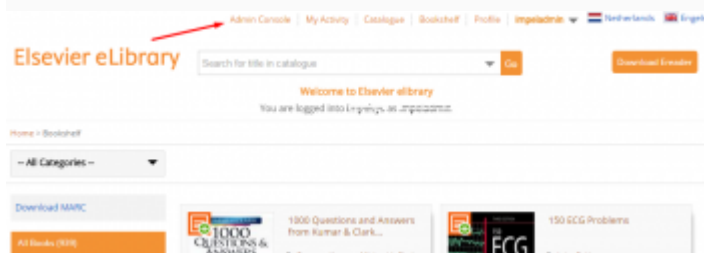
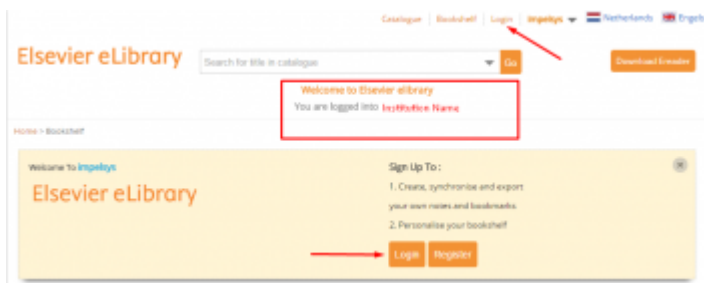




Sub-User Account With Admin Rights

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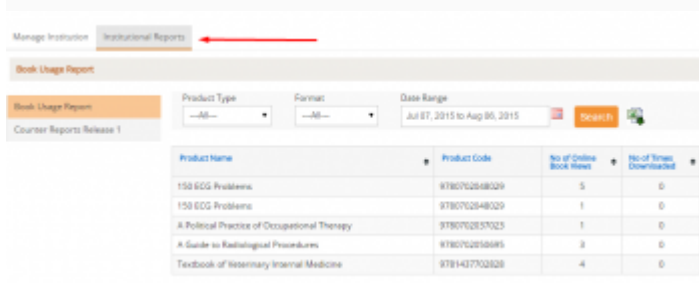
We have created a sub-user account with Admin rights with your email address (**test@testmail.com**). Once you are authenticated into the institutional Account, you will find an additional log-in option on the site as indicated in the screenshot below. Click on this log-in with the username and password sent your email.



Admin User

As an Admin user you will have additional rights to manage the regular user accounts for the institution.

- Edit Institution: Admin user can edit the details of the institution and save them.



§ Manage Institutional User: Admin user can edit and manage the existing users under the institution.

§ Add Institutional User: Admin user can add new users to the institution and manage the user details.

- § Manage IP Range: Admin user can manage the institution's IP range details if the institution is under IP range.
- § Add IP range: Admin user can add the IP range for the institution and manage it.
- § Manage Referrer: Admin User can manage the referrer URL for the institution
- § Reports: Admin user can view the reports of the successful section requests by month and title of the eBooks