Using the Institutional Administration Dashboard

A quick introduction to BioOne Complete’s institutional administration features
Institutional Administration Dashboard

The institutional administration dashboard allows you to easily manage several key features of your institution’s subscription.

1. **Sign In** - To access the institutional administration dashboard, log in to your account by clicking the **Sign In** link in the black bar at the top of the page at www.BioOne.org.

2. **Navigate to the institutional administration dashboard** - Once logged in, click the arrow next to your name.

3. **Institutional Administration**
   Select Institutional Administration from the drop down menu that appears. If this option does not appear, please contact helpdesk@BioOne.org.

The institutional administration dashboard has four tabs, each of which contains different functions: **Institutional Account Details**, **Counter Reports**, **Institutional Access**, and **Abuse Log**. Note that you can access your account details by clicking on the blue button titled **My Account**.

### Institutional Administration

This dashboard allows you to view your account and access information, and generate reports for your institution. If you are a consortium master, you may also view the dashboard(s) for member institutions.
Institutional Account Details

This tab is where you can edit basic account information and access details for your institution.

1. Account Information - View the name and email associated with the account.

2. Institutional Logo - Upload your institution's logo.

3. KBART and Title Lists - Access various formats of BioOne Complete's title list.

4. Consortia Information - If you are a member of a consortia, your consortial details will appear here.

5. Access Details - Manage and view the settings for various access methods:

   Master Username - Set up an institutional username and passcode for access without IP authentication

   Shibboleth - Edit your institution's EntityID and Federation

   OpenURL - Edit the Base URL, link text, and button image.

   IP Addresses - Manage your institution's IP addresses.

   LOCKSS - The registered LOCKSS IP for your institution will appear here. To update it, please contact helpdesk@BioOne.org.
COUNTER Reports

Access the COUNTER reports for your institution by clicking View COUNTER Reports.

Institutional Administration

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Institutional Access

View the license associated with your institution, its expiration date, and the content accessible to your institution.
Abuse Logs

View any abuse reports generated from your institution.

More Information

BioOne’s Library Resources page and Help Section offer you and your users in-depth tutorials for many of the site’s features.

1. Library Resources - At the bottom of each page are a series of footer links. Click Library Resources to access a page devoted to support documentation specifically for institutional administrators.

2. Help - The Help section is primarily for users, and has detailed information on the site’s tools and features, as well as general troubleshooting.

Please contact helpdesk@BioOne.org with any questions about the new dashboard or the transition process.