



## To Activate your Online Subscription

### Instructions for Administrators of Institutional Subscriptions:

1. Go to <http://www.aappublications.org/subscriptions/institutional.shtml> to administer your institutional subscription.
2. Click on "Activate Your Institutional Subscription"
3. Enter institution's AAP ID number. (The institution's AAP ID number is its permanent user name for American Academy of Pediatrics online journals.) Click "Submit". If you do not know the institution's AAP ID number, please contact the AAP Customer Service center.

### Institutional Activation is a two-part process.

#### Part One:

1. Instructions "B. Administrator Contact Information" please enter all contact information (first name, last name, title, e-mail address, phone, fax) where requested.
2. At "C. Administrator User Name and Password". As the administrator of the subscription for your institution you need to select a password. Your user name is preset to the institution's AAP ID number. Passwords are case sensitive. It is recommended that you use all lower case letters when setting your password. Create password.
3. Re-enter password for verification.
4. Read the terms and conditions of the subscription option and check the box if you agree to the terms. If you do not agree, do not complete activation and contact us at [institutions@aap.org](mailto:institutions@aap.org).
5. Click "Send Form".

PLEASE NOTE: User name and password will only be used for administration purposes and is *not* necessary to access journal content. **This username and password should not be distributed for patron use.**

If any Part One activation information is missing, the system will immediately prompt you to correct or add information. Then click "Send Form" again. If Part One is completed correctly, you will move to Part Two of the activation process.

### **Part Two:**

1. Click on the button that describes how your users will access the site: via registered IP addresses or by user name and password.
  
2. When you click on the button the administrator will be prompted to sign in via their account username (AAP ID#) and the password they just selected. Be sure to sign in as an institution.
  
3. If Activating Via IP Addresses:
  - Click on "HELP with IP Addresses" link for detailed information on ranges, wild cards and examples of how to enter IP addresses.
  - At "Edit your Institution's IP Address(es)" enter IP addresses in the box.
  - When finished entering all IP addresses, click "Save".

The contact administrator will receive an e-mail confirmation of activation.

### **If Activating Via Username/Password**

- Create your public username and password. The password is case sensitive. This user name and password may be distributed to your institution's authorized users only, allowing them access to content without giving them administrative privileges associated with administrator username and password. Limited Access Subscriptions allow for up to three (3) patron usernames and passwords, one for each of three workstations in a single location such as a library.
- Enter password again for verification
- Click on "Send Request".

The contact administrator will receive an e-mail confirmation of activation.

### **Information and Services for Institutional Subscribers:**

You can find links for subscription information and maintenance of IP addresses or patron usernames/passwords at:

<http://www.aappublications.org/subscriptions/institutional.shtml>

**Counter-Compliant Usage Reports**

Pediatrics: <http://pediatrics.aappublications.org/cgi/instusage>

Pediatrics in Review: <http://pedsinreview.aappublications.org/cgi/instusage>

NeoReviews: <http://neoreviews.aappublications.org/cgi/instusage>

AAP Grand Rounds: <http://aapgrandrounds.aappublications.org/cgi/instusage>

AAP News: <http://aapnews.aappublications.org/cgi/instusage>

If you need assistance call the AAP Customer Service Center at 1-866-THE-AAP1 (866/843-2271) Monday through Friday, 7:00 AM - 5:30 PM Central Time. International subscribers call 1-847-434-4000. Or email [journals@aap.org](mailto:journals@aap.org)