SALEM PRESS

User Guide

A step-by-step guide to navigating the Salem Press Online Reference Database

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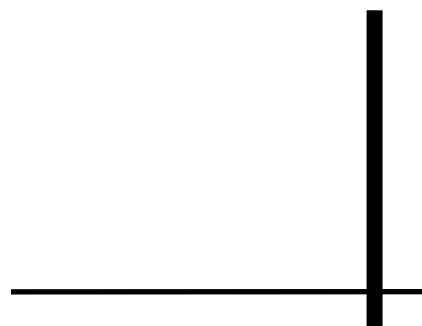
Overview

Thank you and welcome to Salem Press! When you purchase a print product from Salem Press, you receive free online access. Our Salem Online Database can be accessed at http://online.salempress.com anywhere at anytime. As a library administrator you can activate and access titles, download usage stats, manage your library's access points plus search by title or keywords, cite articles, save articles into 'my folder', and more.

A- Activate Titles / Administrator: login for administrators
top right hand corner

B- Remote Password: login for students

C- Library Card Number: login for students

D- Library Credentials: login for students

Registration

If you are new to Salem Press, you will need to register and set up an online account. Registration is quick, easy, and only necessary for brand new accounts with Salem Press.

1) Visit http://online.salempress.com
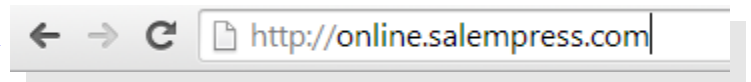
2) In the top right hand corner click **activate title / administrator login.**
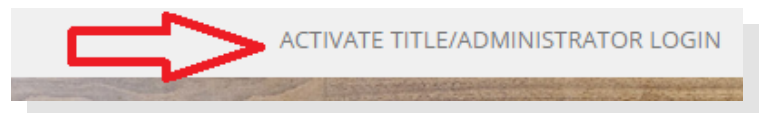
3) Click the red **Register Now** button.

Register Now !

First Name	Last Name
Email	Institution Name
Department/Campus	Book Code
	If no book code, Click Here

Choose a Category ▼	Specify other category here
School District Name	Zip Code
Country	State
City	
Address Line 01	
Address Line 02	
Address Line 03	

REGISTER

Login ✕

Login Name/Email Address

Password

LOGIN

Not a user? Register your institution
Forgot Password

REGISTER NOW

4) Enter the requested fields in the register window. *Book code is the activation code which is in the back inside cover of the print version.*

5) Click the blue **register** button.

6) Check your Email for the password link to set up your administrator login.
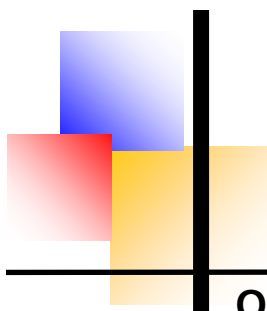
Part 1
Administrator Login

Once you register an account here is how you can login as an administrator. Administrators can activate titles, manage access and more once logged in.

1) Visit http://online.salempress.com

http://online.salempress.com
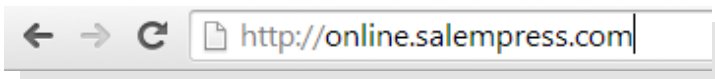
2) Click **administrator login** in the top hand right corner.

ACTIVATE TITLE/ADMINISTRATOR LOGIN
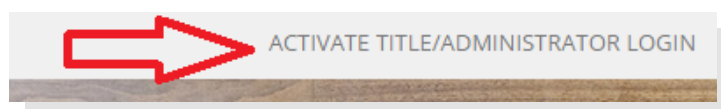
3) Login will pop up. Enter your E-mail and password then click login. *Please note that your login is case sensitive.*

Edit Library Info

Contact Name*	Salem	Tutorial
Email*	support@salempress.com	
Institution Name*	Salem Tutorial	
Department/Campus	Library	
Address 1*	2 University Plaza	
Address 2	Address 2	
Address 3	Address 2	
Institution Type*	Public Library	
Zip Code*	07601	
Country*	USA	
State*	NJ	
City*	Hackensack	

Update

Login ✕

Login Name/Email Address

Password

LOGIN

Not a user? Register your institution
Forgot Password

REGISTER NOW

4) Edit Library Info will pop up on your first login. If you have changes to make or information to add, fill in the blanks and click **update** at the bottom. Otherwise navigate to other pages using the links at the top of the page.

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Part 2
Administrator Login

Once you edit your library information you will be able to navigate as an administrator. You will have a grey toolbar on top. The red font indicates which feature you are currently viewing.

STUDENT HOME	EDIT LIBRARY INFO	MANAGE ACCESS	ACTIVATE TITLE	MANAGE USERS	USAGE REPORTS

Edit Library Info

Institution details updated successfully.

Contact Name*   Salem   Tutorial

Email*   support@salempress.com

Student Home: View your account as a student/user and access your titles.

Edit Library Information: View and update your account information.

Manage Access: Manage the access points of your account. Salem supports IP authentication, EZproxy server, a remote access passcode, library card prefix number, and library card credentials. *(Refer to pages 5-7)*

Activate Title: Enter activation codes for online access. Codes are located on the back inside cover of the print version. *(Refer to page 8)*

Mange Users: View, add, and manage additional library administrators on your account.

Usage Reports: Available at the beginning of every month. You will be able to run reports for 2015 forward. If you would like to run a period from 2014 or earlier please contact customer service at csr@salempress.com.
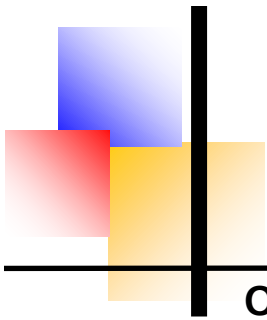
IP Authentication
Manage Access

Our Salem database offers IP authentication. This allows users to access the database on campus without having to login.

Manage Access

IP Ranges

Please call customer service at (800) 221-1592 to add additional IP ranges

Enter IP Ranges

[   ] [   ] [+]

Existing IP Ranges

Lower IP	Upper IP	Action
No data available in table		

IP Authentication– You can add up to 3 IP addresses. If you would like to add more than 3 please contact customer service at csr@salempress.com or call 1-800-221-1592. If you are unsure of your IP address, you can ask your IT department or visit www.whatismyip.com.

To enter an IP address: Enter the IP in both boxes and click the + button.
To enter an IP range: Enter starting IP in the left box. Enter the ending IP in the right box. Then click the + button.
To remove a range: Click the X under Action next to the IP you want removed.
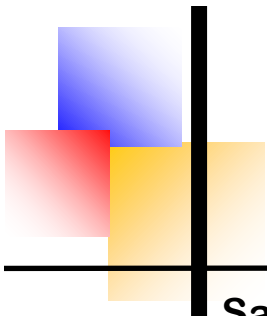
IP Ranges

Please call customer service at (800) 221-1592 to add additional IP ranges

Enter IP Ranges

[   ] [   ] [+]

Existing IP Ranges

IP Range added successfully

Lower IP	Upper IP	Action
69.124.122.7	69.124.122.7	✖

5

EZproxy
Manage Access

Salem Press supports EZproxy authentication. This allows authentication on campus and remotely without needing a login.

EZ Proxy

| | + |

Existing EZ proxy

URL	Action
No data available in table	

Step 1: Add your **proxy prefix** to your account in the above area

Step 2: Add your **proxy IP** to your account. *(Refer to page 5)*

Step 3: Update the **EZproxy stanza**. Send this stanza to your Network Administrator.

Title Salem Press Stanza
URL http://online.salempress.com/home.do
HJ www.salempress.com
HJ www.history.salempress.com
HJ history.salempress.com
HJ www.literature.salempress.com
HJ literature.salempress.com
HJ www.science.salempress.com
HJ science.salempress.com
HJ www.health.salempress.com
HJ health.salempress.com
HJ salempress.com
DJ salempress.com
HJ online.salempress.com
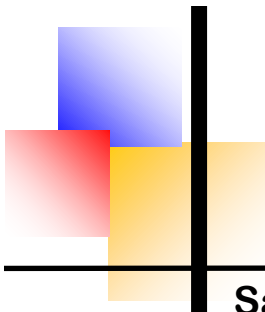
Manage Access

Salem supports remote access password, library card prefix login, and library credentials login. These can be used on or off campus.

Setting up a Remote Password: Enter the password you would like. Next click the + button . When it is successfully added it will display as shown below.

Remote Access

Enter your remote password or your 5 digit library card prefix. Separate multiple entries with a comma.

Remote password ∨

| ENTER PASSWORD HERE | ✕ |

+

Existing Passwords

Remote access key added successfully

Access Key	Remote password / Library card prefix	Action
ENTER PASSWORD HERE	Remote password	✖

Setting up Library Card Prefix: Click the drop down box where it says remote passcode. You will then see a library card prefix option as shown below.

| Remote password |
| Library card prefix |

* Minimum 5 characters allowed

+

Remote Access

Enter your remote password or your 5 digit library card prefix. Separate multiple entries with a comma.

Library card prefix ∨

| ENTER LIBRARY PREFIX HERE | ✕ |

+

Existing Passwords

Setting up Library Credentials: Enter desired username in left box and password in the right box. Then click the save button.
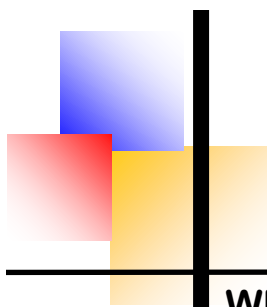
Library Credentials

Note– Library credentials will allow all of your students to log in with the same username & password

| USERNAME | PASSWORD | ✕ |

Save

Activating Titles

When you purchase a print title from Salem Press you receive free online access to that title on our online database. Each title will have an activation code on the inside back cover of the book. Or the inside back cover of the first volume of a multi–volume set. This code can be used one time only.

STUDENT HOME   EDIT LIBRARY INFO   MANAGE ACCESS   ACTIVATE TITLE

Activate Title

* Please fill in the empty field

Lookup

Activate

To activate a title: Select activate title from the grey toolbar. Enter the code in the textbox above. You can look up the book to check it is the correct one. Then click activate. Once activated immediate online access is granted to the title.
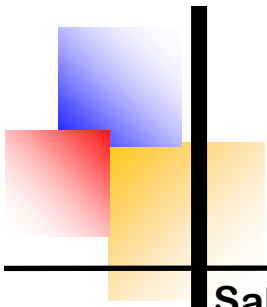
Invalid Code: First check that the code is entered correctly. Common mistakes are confusing O as zero or 1 as I. If you are still having trouble please contact customer service at csr@salempress.com.

Activate Title

Activation Code is invalid

M12345F

Lookup

Activate

Usage Statistics

Salem Press provides usage stats every month. We have usage stats available for 2015 forward. We have them available in PR1 BR2, BR3 and BR4 formats. Usage stats are typically available at the beginning of every month. We send out an E-Mail to all library administrators when the stats are available to download from the database.

Please click on the below button to download usage reports:

GHP - Salem Press - (GHPADMIN)

Start Date	End Date

OR

☐ Previous Month

OR

☐ Current Month

Format: Excel Sheet ▾   Type:
Platform Report 1 ▾

Download Report

We have archived usage stats available prior to 2015. If you would like to run a report for 2014 or older please contact customer service at csr@salempress.com

We can send the # of times a full text or PDF was accessed. We can send a report by the full year(s) or by particular month(s).

My Folder

My Folder is where users can save articles, save citations and take notes. Once a user / student is authenticated into your institutions account they have an option to create their own folder.
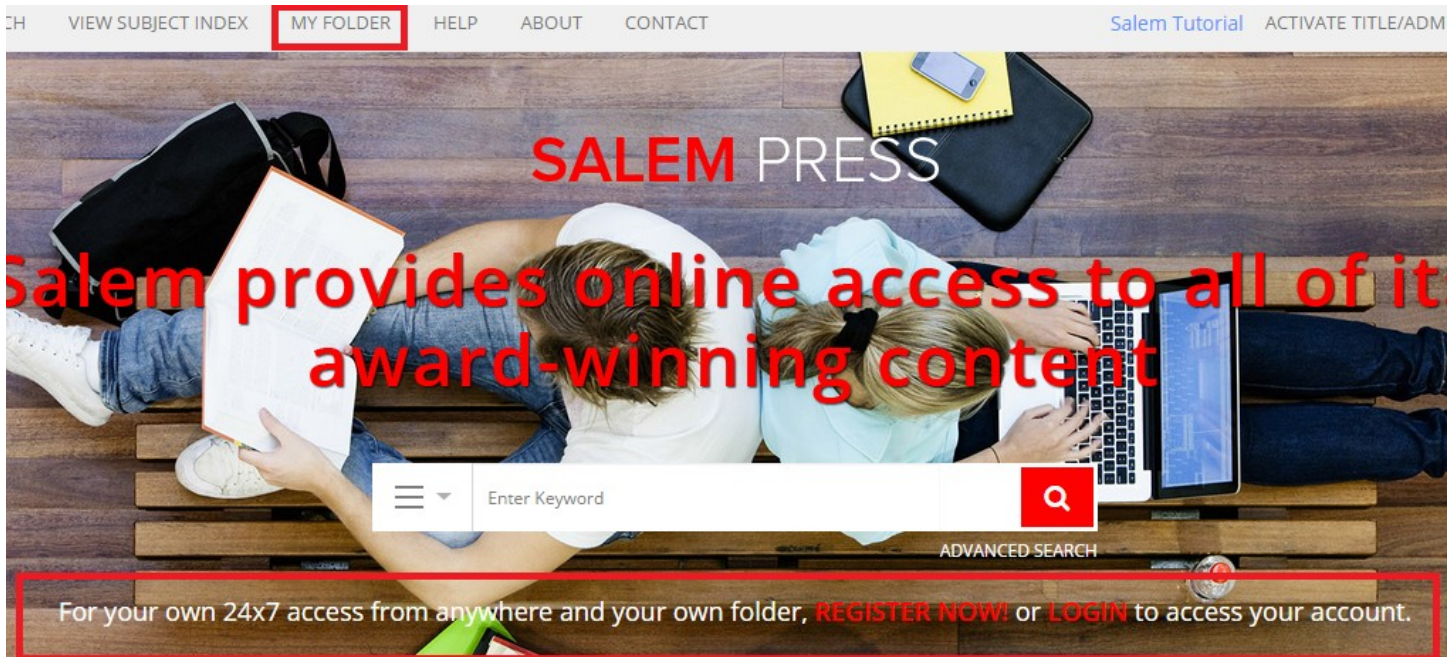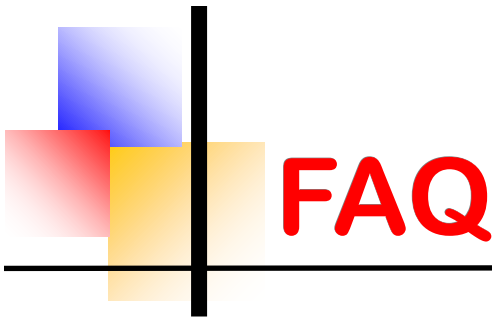

Register my folder:

The red boxes indicate how to access your folder.
1) Click ' My Folder'
2) Click Register
3) Enter Requested Fields
4) Click Register button

Login to my folder:
1) Click 'My Folder'
2) Enter Email & Password
3) Click Login

Register Now !

Registered users can save articles, take notes, save searches and citations for easy access in the library or from home. Your saved materials can be accessed by clicking on the MY Folder link.

FIRST NAME   LAST NAME

Email

Password   Confirm Password

REGISTER

FAQ

1) Where can I access the Marc Records? First make sure your titles are activated then visit:
http://www.salempress.com/marc_download.html
Or go to www.salempress.com and then click services.
Right Click >> Save As >> Select where to save >> Save

2) Can multiple users access at the same time? Yes.
There is no limit.

3) I forgot my password, now what? You can click activate title / administrator login >> forgot password. This will send a link to your E-mail. Or contact customer service at csr@salempress.com.

4) Can our institution have more than 1 administrator? Yes. You can have more than 1 administrator on the account. Each administrator will have their own login information.

5) My activation code is missing or invalid. Now what? Please contact customer service at csr@salempress.com or call 1-800-221-1592 or 201-968-0500.

6) I have not received an E-mail to set my password: First check your junk folder and spam. Also check with your filtering system that our support E-mail support@salempress.com is not blocked. You can also contact us at customer service at csr@salempress.com or call 1-800-221-1592 or 201-968-0500.