

Creating the Common User

To give students access to your digital library, you will create a universal username and password that every student will use to login. This will be your **Common user**. The Common user acts as your school account and allows all your students to access and read the streaming books simultaneously.

1

Log into your Admin account and click on Admin Dashboard. Then, in the lefthand menu, click on **Manage Institutional Users**.



2

Click on the orange **Create** button. On the right side of the popup window, select Common User Role. Then, type in a username and password for your Common user. Finally, click Create. Character requirements can be found on the webpage.



Students have two ways of getting logged in to the Common user. See the options below.

Option
1

In the lefthand menu, click Edit Institution. You will see a long link underneath **Bookshelf Access URL**. You can paste this link on your library webpage, in the students' school portal, or anywhere else they can access it. When students click the link, it will automatically log them into the Common user you just created. ****This link cannot be Bookmarked or Favorited, it must be clicked on****



Option
2

Students can go to <https://jlg.ipublishcentral.com> on their web browser, or open the JLG Digital app on their mobile device, and type in the Common username and password to get logged in.



For more help and information, click [here](#). Scroll down to **Instructional Materials** for various how-to documents or check out our Tutorial videos at the top of the page. Still have a question? We're happy to help! Feel free to contact our Customer Service department via phone, email, or online chat at [juniorlibraryguild.com](mailto:customerservice@juniorlibraryguild.com).

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