JLG Digital – Setup Instructions

1 Check your inbox for your **registration email** from jlg.support@ipublishcentral.com. Follow the instructions detailed in the email to begin account setup. If you did <u>not</u> receive the email and it is not in your Spam/Junk folder, please email asmith@juniorlibraryguild.com to let her know and include your school name and customer number, if possible.

2 Click the link provided in the registration email to set the password for your **Admin account**. This is your personal password that only you will use to log into the portal. After you've set your password, click the Update Now button, which will take you to your Admin Dashboard.

If your school utilizes Google Single Sign-On, skip this step and move on to Step 4.

3 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**. You should be on the Manage Institutional Users page within the Admin Dashboard. Click the orange Create button, change the user role to Common on the right side, type in your username and password, then click Create. Character requirements can be found on the webpage.

To login, students will go to https://jlg.ipublishcentral.com and type in the Common username and password. You can also paste your school's **unique URL** on your library webpage, in the students' school portal, or anywhere else they can access it. When students click this special link, it will <u>automatically</u> log them into the Common user. This URL can be found in your Admin Dashboard under Edit Institution.

Step 4 is <u>optional</u> (unless utilizing Google SSO). The only benefit of giving your students personal accounts is that it gives them the ability to create highlights and bookmarks in the books. If interested, continue to Step 4. If not, setup is complete!

4 Click **Import Users** in the lefthand menu. If your institution utilizes Google Single Sign-On, click on Import Gsuite Users. If not, you'll create general Regular users for your students either via Microsoft Excel (CSV) or Google Sheets – choose accordingly. Then, read over the appropriate instructions for importing users found here, under Instructional Materials. You can also check out the Tutorial videos for a visual walkthrough.

To log into a personal account, students with general Regular user accounts will first login to the Common user, either by going to https://jlg.ipublishcentral.com and typing it in, or by clicking on the unique URL you've provided to them. Then, they'll click the orange Sign In button on the Bookshelf and enter their Regular user login. Students with Gsuite accounts will simply go to https://jlg.ipublishcentral.com and click Sign in with Google.

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.

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