John Benjamins e-Platform

Information for institutional site administrators
(last updated 2024/11)

Site administrator account

When a new institutional customer contacts us for e-content (books or journals) we will send an email message to set up the institutional site admin account to the email that was provided to us. For existing customers, if you do not already have an account set up, please contact subscription@benjamins.nl (with your JB client number) to make the necessary arrangements.
If you know the email address, but have forgotten the password that was created, use this form https://www.jbe-platform.com/registration/forgotteninstitution
When you log in as a site administrator, you have access to "My profile" and to "Administration".
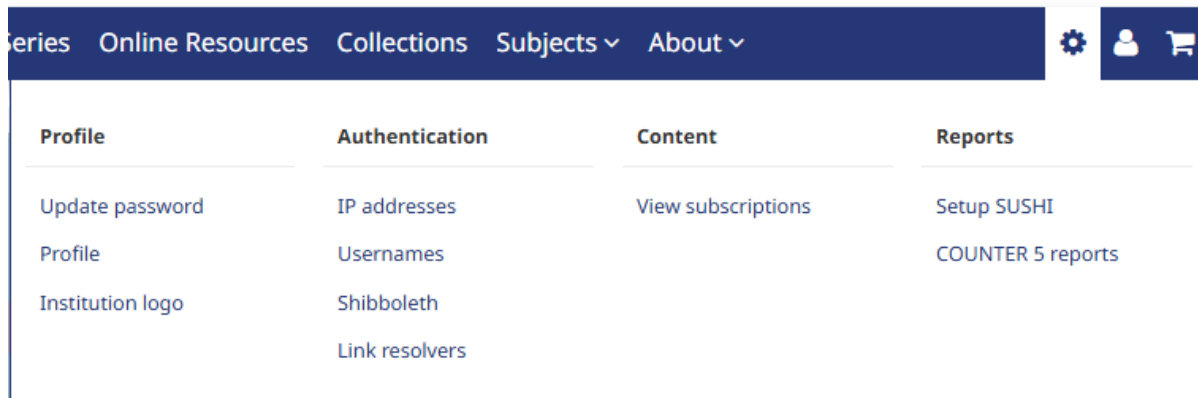
My profile

In **"My profile"** you can put your own personal settings, for the site administrator as an end user. It allows you to see the options that your patrons have as end users with their accounts, if they have created an additional personal login. For instance, end users can sign up for alerts about specific publications or subjects, see their search history and saved searched, and see their favorites.
This is not for site administration! For that, you need to go to:

Administration

For site administration, go to "**Administration**", where the site administrator can control the settings for the institutional preferences, branding, access to COUNTER statistics, etc.

Profile	Authentication	Content	Reports
Update password	IP addresses	View subscriptions	Setup SUSHI
Profile	Usernames		COUNTER 5 reports
Institution logo	Shibboleth		
	Link resolvers		

Profile > Update password
Here you can change the password for the site administrator.

Profile > Profile
Here you can change and update the contact information that the JB e-Platform will use for contacting the site administrator, usually via automated email messages.
Please note that this information is not fed back into the John Benjamins subscription administration, so if the address of your institution changes and you want to make sure that the publisher is able to contact you, always send your change of address to info.jbe@benjamins.nl or subscriptions@benjamin.nl as well.

Profile > Institution logo
Here you can add or change the logo for your institution, which will be displayed on the site (on the basis of IP recognition). You can also provide alt text for the logo and a link to a webpage.

Authentication > IP addresses
Here you can add or change IP addresses and ranges that apply to your institution.
An asterisk will match any value in that part of the address, e.g. 192.168.0.* translates to the range from 192.168.0.0 to 192.168.0.255. Two numbers separated by a hyphen indicate an inclusive range in that part of the address, e.g. 192.168.0.23-45 translated to the range from 192.168.0.23 to 192.168.0.45. At present, we can only handle IPv4; we expect to be able to handle IPv6 soon.
If you have any problems adding IP addresses or ranges to your institutional account, please contact the publisher at subscriptions@benjamin.nl

Authentication > Usernames
This is where you can provide a password login which can you can use to offer remote access to Authorized Users, as defined in the Terms of Use.

Authentication > Shibboleth
Here you can identify your institution for Shibboleth (Athens) sign-in. Please consult your Shibboleth documentation for details on the Shibboleth set up. If you cannot find your institution in the list, it may be because we do not (yet) have a contract in place with the relevant federation. Please contact us at subscriptions@benjamin.nl

Authentication > Link resolvers
Here you can manage your institution's OpenURL profile, including the URL to your link server.

Content > View subscriptions
This provides you with a list of all John Benjamins journal subscriptions and book purchases that your institution has access to.
On the platform, materials to which the account (IP ranges) has access will be marked with .

Reports > Set up SUSHI
For more information, visit https://www.jbe-platform.com/help/sushi .
To retrieve your Customer ID and Requestor ID, you need to be logged in to the institutional admin account, and go to https://www.jbe-platform.com/counterstats/requestform . If you had already set those up for COUNTER 4, the same credentials continue to apply.

Reports > COUNTER 5 Reports
Here you can select a number of standard COUNTER 5 reports, for a specified date range, to be sent to the administrator's email address.

How to purchase content on JB e-Platform
Please note that our platform is for **electronic content only**.
For print products, please visit https://benjamins.com.
To set up a journal subscription, you always need to contact our subscriptions department through subscriptions@benjamins.nl , or use the form available for the relevant journal on https://benjamins.com.

To purchase e-books directly on the platform, you need to be logged in as a site administrator for your institution.

Find the book (collection) that your want to buy, and click "Add to basket". Check out is accessible through the shopping cart logo, and can be done solely through credit card payment.

For any other kind of payment, or if you require an invoice and/or a PO, please order through bookorder@benjamins.nl or work with your preferred agent.

E-books on JB e-Platform can also be purchased through GOBI or PubDirect (OASIS, RIALTO). For more information on other vendor platforms where our e-books are available, please visit https://benjamins.com/content/customers/bookorders/ebooks .