

Three Steps to Set Up Your *Chronicle of Higher Education* Site License

To ensure your institution enjoys seamless access to *The Chronicle's* articles, data, and resources, follow these key steps to optimize your site license access:

1. Add *The Chronicle* To Your Catalog.

List *The Chronicle* in your library's discovery service/catalog and journal-search records as well as in your database list.

For discovery/catalog and journal-search records, be sure a direct link to *The Chronicle* is included (not a link to an aggregator like ProQuest), so that your patrons have access to *Chronicle* content as soon as it's published.

2. Check Any Proxy Servers.

- If you are using a proxy server, make sure your users know that they will have to log into that server before gaining access to chronicle.com.
- If you use Shibboleth, *The Chronicle* is not currently a federation member. Please ensure you also have a proxy server in place, so that your users are getting the most up-to-date information from *The Chronicle*.

3. Check For Missing IPs.

Confirm that your IP addresses align with what's on file with *The Chronicle*, by emailing sitelicense@chronicle.com.

Once you've taken these important steps, you'll be ready to share site license access with everyone at your institution. Make sure to remind your users to register for an account on chronicle.com for additional benefits.

If you have questions, please reach out by emailing us at sitelicense@chronicle.com.

