PRE-LAUNCH (before February 10)

- **Confirm your journal, book, and proceedings entitlements.** Note what content you currently have access to on the current Project Euclid platform.

- **Prepare for link resolver, URL, discovery layer, and ERM changes.** Examine your system’s requirements. Will updates to records occur through an automated process through your vendor, or do you need to deactivate any old records and activate new records? Do you need to update your system with the new URLs? Project Euclid will maintain redirects from old URLs.

- **Contact your knowledgebase vendor.** Project Euclid is in touch with the major vendors, including EBSCO, OCLC, and ProQuest, about this migration, but requests from librarians may be more effective in prompting the timely updating of vendors’ systems.

- **Gather pre-2019 usage statistics.** The new platform will host COUNTER 5 usage data starting with January 2019. Customers should download all earlier statistics and previous formats from the current platform before February 2021.

PREVIEW SITE TESTING (from mid-November through February 10)

- **Log in to your account on the preview site using your existing Project Euclid account email address.**
  - Click on Sign-In and then “Forgot your password?” in the pop-up window.
  - Enter the email address associated with your current Euclid administration account.
  - Follow the instructions to create a new password for your account on the new site. If you would like to edit or replace the email address, you may do so after you have successfully signed in.

  Once logged in, your account should be recognized as an administrator for your institution. If you are not already set up as an administrator for your library, please contact platformqueries@projecteuclid.org.

- **Verify your library administration account information.** Check your IPs, your proxy IP address, contact information, user name, email address, OpenURL, and library branding preferences. After launch, you will be able to edit this information directly. To make account updates before launch, please email platformqueries@projecteuclid.org.

- **Verify your subscription holdings and entitlements.** In the account administration area, check your institution’s holdings under Access & Downloads.

- **Test your access.** IP-based access controls should be working. If you are connected via your campus network, please verify that you can download PDFs from subscribed publications.
LAUNCH DAY

☐ Verify you have access.

☐ Verify Shibboleth and your preferred authentication methods. If your institution currently uses Shibboleth, we have imported your settings to the new platform. Click the Sign In link in upper right of the page, then click "Sign in with your institutional credentials" at the bottom of the pop-up window. Select the Federation and Organization associated with your Shibboleth credentials and follow the links and guidance to sign in. You are successfully authenticated if your institution’s name is displayed at the bottom right of the page. Then try downloading PDFs from subscribed publications.

☐ Sign in and edit your library’s account information if needed.

POST-LAUNCH

☐ Verify that metadata in your catalog and knowledgebases has been updated.

☐ Gather usage statistics on the new platform. Establish SUSHI feed if desired.

☐ Please share announcements about new features and content with users.

Please send all feedback, questions, and requests to platformqueries@projecteuclid.org.

Thank you for your time and assistance.