

Access the Administrator Dashboard. *Each step is required in this specified order.*

Please be patient when waiting for your screen to load. We recommend using Internet Explorer for the fastest load times.

1. To create a new password, please visit <https://read.dukeupress.edu/my-account/forgot-password>.
2. Enter your username. If you don't know your username, please contact platformqueries@dukeupress.edu.
(Usernames are not case sensitive.)
3. Check your email. You will receive an email with a link to reset your password. You will use this password along with your username to login to the Administrator Dashboard.
When creating a password, be aware of these restrictions:
 - Minimum 10 characters
 - At least one uppercase character
 - At least one number
4. Go to the Administrator Dashboard at sitemaster.read.dukeupress.edu/admin/login.aspx.
5. Log in with your username and password.
6. In the future, you can return directly to the Administrator Dashboard at sitemaster.read.dukeupress.edu/admin/login.aspx. You do not need to repeat the full instructions for access after the first time.

From the Dashboard, you can

- update and add to your list of IP addresses. IP addresses cannot overlap. If your IP range overlaps with another institution's range, please contact us at platformqueries@dukeupress.edu.
- download COUNTER-compliant usage statistics.
view the user guide, available as a link on the bottom right corner of each screen.
- edit Shibboleth information.
- add your OpenURL information.

Coming soon, the Dashboard will allow you to

- view your book and journal entitlements. This information is available now upon request from platformqueries@dukeupress.edu.
- retrieve COUNTER-compliant usage statistics via SUSHI.
- edit your contact information. If you need to change contact information, please [contact us](#).

We hope that you find this tool easy to use. Please contact platformqueries@dukeupress.edu if you have any questions about this tool.

Best regards,
Kim Steinle
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Duke University Press