

Managing your  
**Gale resources**  
has never been easier



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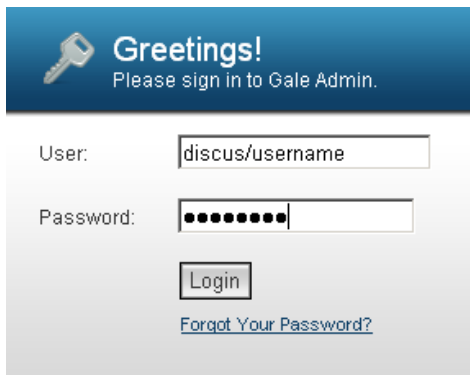
**New admin tool designed with you in mind**


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Introducing **Gale Admin** – our new and dynamic management tool that replaces IT Config. This Web-based administrative and reporting utility gives you the ability to easily manage your library's resources. Click [HERE](#) to get your credentials and start using Gale Admin today!

Your IT Config access URL is currently: <http://infotrac.galegroup.com/itconfig/discus>

Your NEW access URL to the Gale Admin program will be: <http://admin.galegroup.com>.  
Your user name and password will remain the same. The user name for the Gale Admin program will need to be prefixed by: "discus/"



 **Greetings!**  
Please sign in to Gale Admin.

User:

Password:

[Forgot Your Password?](#)

With the Gale Admin tool you can:

- Customize and personalize settings easily to suit your specific needs
- Access up-to-date usage statistics using the new Gale Usage Portal from within the Gale Admin tool.
- Easily manage individual product preferences via a new Product Preference Module
- Control authentication, including passwords, IP addresses, remote authentication,
- Set up barcode authorization and referring URLs
- Experience new functionality with access tools designed to increase usage, including product widgets, AccessMyLibrary and mobile apps

Training opportunities are available via prerecorded Guided Tours and Live Webinars.

**Guided tutorials:**

[How to Navigate Gale Admin](#) (4:11)

[How to Configure Product Preferences](#) (3:25)

[How to Add and Delete Passwords](#) (2:23)

[How to Configure IP Addresses](#) (1:55)

[How to Configure Referring URLs](#) (2:14)

[Searching in Gale Admin](#) (2:43)

Usage Portal specific:

[Setting up your Internet Explorer web browser](#) (3:11)

[Setting up your Firefox web browser](#) (2:01)

[How to Schedule a Report Recurrently](#) (2:39)

[Customer Report & My Folders Tab](#) (6:35)

[My Activities and Schedules](#) (2:35)

**Live Webinars:**

<http://www.gale.cengage.com/webinar/> (Click the training webinar icon to review all available dates)

-Gale Usage Portal January 26th, 2011 at 1:00pm EST

-Gale Admin Tool January 27th, 2011 at 1:00pm EST

**Request your [free credentials](#) today!** Please contact Gale Technical Support for all related questions at 800-877-4253 Option 4.

\*If your library previously received Gale Statistics Reports generated from IT Config, please contact Technical Support at the number above for assistance. The IT Config program is set to be shut down at the end of March.