

## **Academic Leader Account Instructions**

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**Academic Leader** provides the information deans, chairs, and other academic decision-makers use for effective leadership within their colleges or departments and fulfill their institution's primary missions of teaching and scholarship.

### **There are two ways to access the latest content or browse the archives:**

1. On-campus, go to [www.magnapubs.com/group](http://www.magnapubs.com/group) to view our group subscription content. It is not necessary to create an account or log in to access the subscription on-campus.
2. To access the group subscription from an off-campus computer follow the steps below.

### **STEP 1: Activate your group subscription access**

1. Go to [www.magnapubs.com/site-license/registration.html?v=magna167](http://www.magnapubs.com/site-license/registration.html?v=magna167)
2. Follow the three-step process by entering your information in each of the required fields. In the Authorization Code box, enter the group Authorization Code **DAYTON** and click Submit

*Please note: entering the Authorization Code is done only once. Please do not share the Authorization Code with anyone outside your institution.*

### **STEP 2: Access the group subscription**

1. Go to <http://www.magnapubs.com/profile>
2. If not already logged in, enter your email address and password and click Log In. If you do not know or remember your account password, use "Forgot your password?" to reset it
3. On the My Online Access page, you will see all the content you (or your institution) subscribes to or has purchased for online viewing. Click the appropriate "Go to" box to access the content
4. For Academic Leader subscribers: When taken to the Academic Leader web site, in the upper right corner, select Sign In. Re-enter your email address and Magna password. Click Sign In. You will now have full access to the articles and content on the site.

To sign-up to receive the weekly email updates, please visit our website <https://www.magnapubs.com/free-resources/>.

To update your account settings and preferences, On the Magna web site, hover over My Account in the upper right corner to select the appropriate option.

**Need help?**

- Call 800-433-0499 ext. 2 (outside the U.S. & Canada call 608-246-3590 ext. 2.). Our office hours are 8:00 am to 4:30 pm Central Time, Monday through Friday
- Email [support@magnapubs.com](mailto:support@magnapubs.com)