

Access Tokens - An Administrator's Guide

What is an access token?

An access token contains the security credentials required to authenticate a user's access rights to a secured application. Access tokens provided by Emerald give users access to content on Emerald Insight.

It is of particular relevance to librarians and information managers responsible for ensuring an institution's access to **www.emeraldinsight.com**.

Who needs an access token?

Users that do not access Emerald Insight via Athens, Shibboleth, IP, trusted proxy or any other method of authentication will need an access token. This applies to all users; library admins, academic staff and students. Each user will need to independently activate the token themselves in order to obtain access to the subscribed content.

What are the benefits of access tokens?

For administrators, benefits of access tokens include:

- Customizable access rights: administrators are able to better manage user access rights throughout an institution by controlling the distribution of tokens to users.
- Heightened security: particularly for increasing home working and distance learning requirements.

How do I activate an access token?

Users can activate tokens by using the activation URL provided by Emerald. To activate the token, click on the activation URL to register, or login if you are a returning customer. Simply follow the on-screen instructions and once activated, you will have access to the content specified in your subscription/ license agreement.

What do the error messages mean?

Possible error messages include:

- ‘Access token has been activated already’ – this means that this token is already taken, or the maximum number of token activations has been reached.
- ‘Access token expired’ – this means that you are attempting to activate the token outside of the activation window.

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