



Publisher Accounts and the National Instructional Materials Access Center (NIMAC)

Frequently Asked Questions

Q. What is a “super user” account?

A. This is an account that has the most extensive rights. It includes the ability not only to upload files, create reports, manage content, etc, but it also includes the right to establish accounts for others.

Q. How many “super user” accounts may a publisher have?

A. Because this account has the highest authority level, the number should be limited. However, each publisher needs to determine whether one “super user” account for the entire company is sufficient or if one is needed for each division or imprint as well.

Q. How do conversion houses/vendors gain access to upload files?

A. The holder of the “super user” account may establish an account to allow the vendor to upload files. This vendor or conversion house would hold more limited rights, as established by the “super user.”

Q. How does a publisher set up a “super user” account?

Send an email with all the following information to NIMAC@aph.org

Company Name

Web site address

Mailing address

Telephone number for company

Fax number (if available and you wish to provide)

Contact name

Contact job title

Mailing address

Email address

Contact phone number

Contact fax (if available and you wish to provide)

Q. What happens next?

A. The NIMAC will email you a user id and password in two separate messages. With these, you may log on to the NIMAC and establish the additional accounts for others in your company or the vendors that produce NIMAS files with whom you work.

Q. When can I start?

A. Today!



Summary of Process

1. Register super user account by emailing all requested information to: NIMAC@aph.org
2. Log on with user ID and password that will be provided to you via email by NIMAC.
3. Change the password under Manage User Information.
4. Set up additional accounts as desired under the Manage User Accounts tab!
5. Download validation tool by going to Support tab on top menu bar after logging in to NIMAC.
6. Use Manage Inventory to upload files.

National Instructional Materials Access Center
1839 Frankfort Ave.
Louisville, KY 40206

NIMAC@aph.org

(502) 899-2230

<http://www.nimac.us>