Instructions to access the Delta State University Magna Commons and 20-Minute Mentor Commons Subscription

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STEP 1: Activate your subscription

- Go to: <u>www.magnapubs.com/sitelicense/registration.html?v=magna526</u> (Use this link, do **NOT** try to enter an account from a link from their web page – this link was created just for DSU.)
- 2. Enter information in each of the required fields. In the Authorization Code box, enter the group Authorization Code **DELTASTATE447** and click Submit *Please note: entering the Authorization Code is done only once.*

STEP 2: Access the Commons libraries

- 1. Go to www.magnapubs.com/profile
- 2. Enter your email address & password & click Submit. If you do not know or remember your account password, use "Forgot your password?" to reset it.
- 3. On the left side of the screen, under My Account, My Online Access, select Subscriptions. The online content for both Magna Commons & 20-Minute Mentor Commons will be listed to the right. Click the appropriate "View On-Demand Videos" to access the library of your choice.

Access to Magna Commons is also available to registered members at www.magnacommons.com.

Access to 20-Minute Mentor Commons is also available to registered members at www.mentorcommons.com.

Use the Filter menu on the right side of the page to easily see the videos available in each topic.

Please do not share the Authorization Code with anyone outside our campus community.

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 5:00 pm Central Time, Monday through Friday.
- Email support@magnapubs.com
- Online chat