



# APS Article Approval & Self-Service Reporting Dashboard

The below screenshots document the approvals process for an article identified for inclusion in APS' open access agreements. Self-service reporting can also be accessed through the dashboard.

The dashboard is available at <https://oa-agreements.aps.org/login>. Access is provided via deep links. Enter the email address you have provided to APS or follow a deep link from an approval email.

The designated institution contact email address will receive an email notification each time an eligible article has been accepted for publication, requesting them to approve or deny inclusion in the agreement.

Users will follow the following steps:

1. Receive email notification of an article to approve. The link takes you directly to the request.
  - a. You may need to complete a login security process the first time or if using a new device.
2. Review article details including the PDF as necessary.
3. Click to approve or deny inclusion for the article in the agreement.
  - a. A reason must be provided if denying funding.

Approvals should be complete within **5 working days** of request as the article is held until this decision is made. If additional time is needed, please respond to the request email, but please respect that this will further delay the author's publication.

Screenshots of the steps are provided below.

## Request to approve an article for the agreement

You will receive an email request that looks like the below screenshot to review and approve articles. Click the link in the email to access the request. It is a deep link and it will take you directly to the request.

[Print] [Share]

## [APS] New article approval request: My example title

Open Access/OA approvals x

**o** oa-agreements@aps.org 11:31 AM (2 hours ago) ☆ ↶ ⋮  
 to OA-approvals@aps.org ▾

An article requires your approval under an open access publishing agreement with the American Physical Society.

**Article Title: Here is my example title**

Journal: PRL  
 Accepted 11/14/2023, 11:30:45 AM EST

To view details and approve or reject this request please visit:  
<https://oa-agreements.aps.org/funder/requests/6b2f6cb1-637e-49a1-aeb3-e9dd701c62ea>

## Specific article details and access to the article PDF

Details include the article title, author name, submission date, acceptance date, journal, corresponding author email address and institution. The article PDF is available through the provided link.

APS INSTITUTIONAL OPEN ACCESS AGREEMENTS  
Services to support institutional open access agreements.

Home **Requests** Agreements

### Example Article Title

[Approve](#) [Reject](#) [View PDF](#)

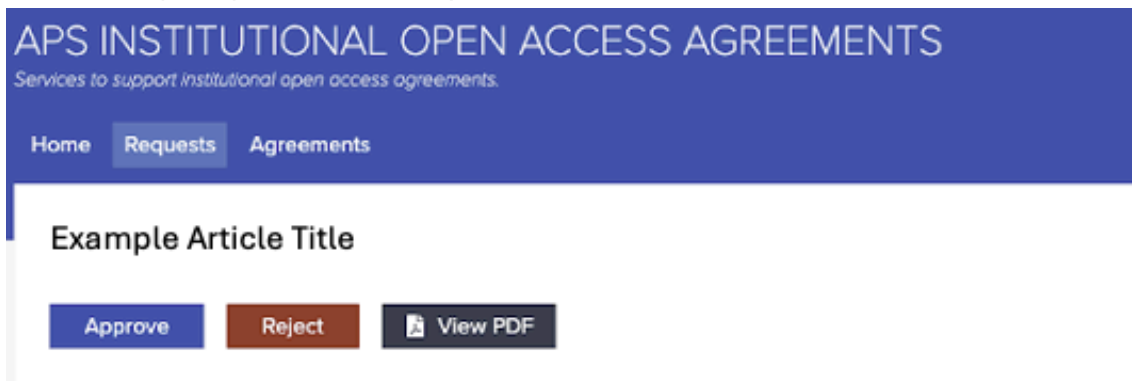
Request Info	
Approval Status	REQUESTED
Requested Date	18 December 2023
Closed Date	---
Reason	---

Article Info		<a href="#">View</a>
Title	Example Article Title	
Accepted Date	18 December 2023	
Submitted Date	12 January 2023	
Journal	Phys. Rev. Lett.	
Publication Status	ACCEPTED	
Submitting Corresponding Author Name	Author Name	
Submitting Corresponding Author Email	Author Email	
Submitting Corresponding Author Affiliations (†)	Lancaster University (United Kingdom)	

Agreement Info		<a href="#">View</a>
Name	Agreement Name	

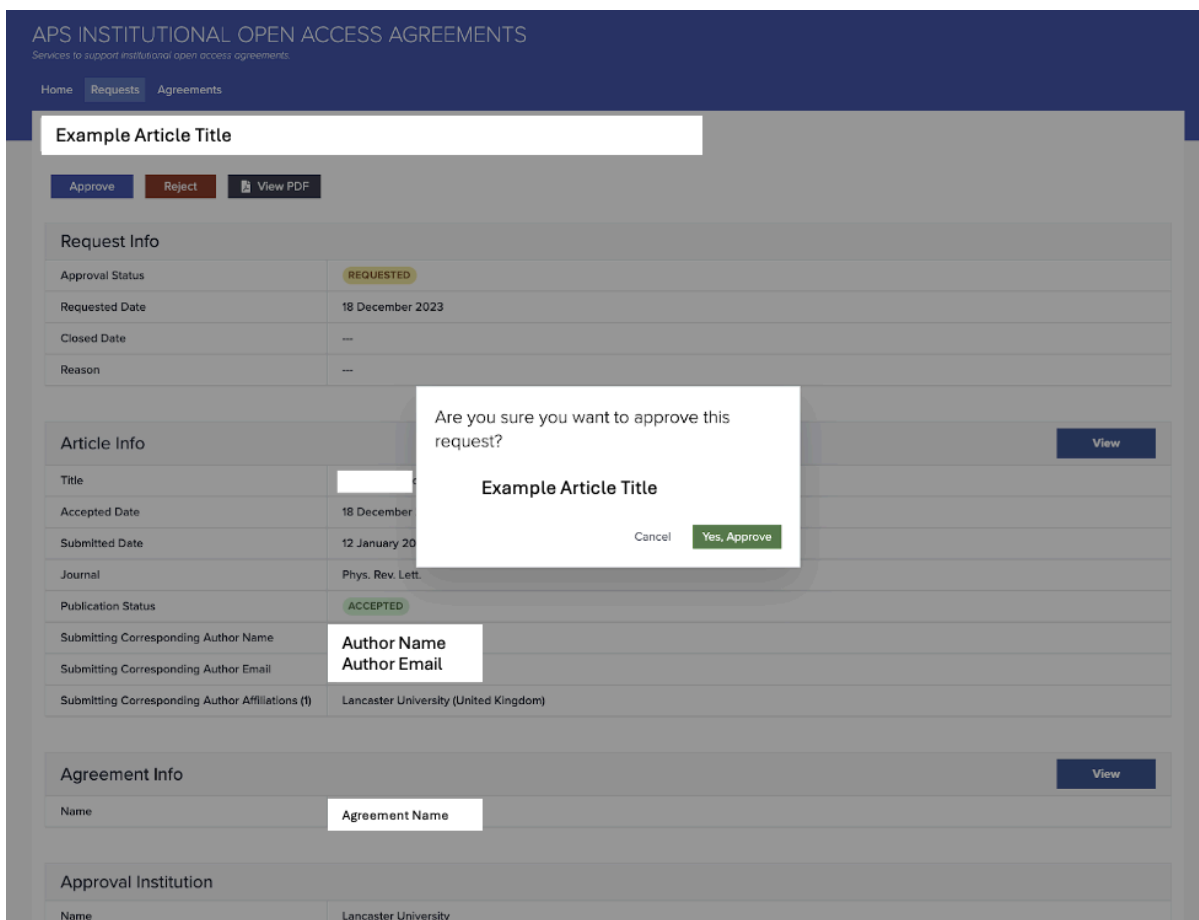
Approval Institution	
Name	Lancaster University

Click the appropriate button to approve or deny the request  
You will be prompted to confirm your selection.



## Approving an article

Clicking approve will open a confirmation box.



## Rejecting an article for the agreement

If you select reject, you need to provide a reason before confirming the rejection.

Are you sure you want to reject this request?

Please provide a reason.

Reason Provided

Cancel **Reject this request**

## Dashboard of pending requests

You can return to the 'Home' page to see a list of pending requests. Click on the article title to review the request.

### APS INSTITUTIONAL OPEN ACCESS AGREEMENTS

*Services to support institutional open access agreements.*

Home **Requests** Agreements

Welcome, uk-interim-approval@aps.org!

There are **5** pending requests.

PHYS. REV. LETT.

**My example title (this is a clickable link)**

Requested on 18 December 2023

## Reporting

If you wish to see a report of eligible accepted articles, click on the 'Reports' tab. You can enter a date range and download a .csv file detailing the articles approved within the selected timeframe. The dates used are the date the article was accepted for publication.

## Agreement Institutional Reporting

Create a report for all approved eligible articles that have been accepted for publication between the dates chosen

Preset Date Ranges

[Year to Date](#) [Previous Year](#)

**Start Date:**  
01/01/2024

**End Date:**  
31/12/2024

[Download CSV](#)

Current fields in the self-service report include:

Agreement Name; Approval Institution Name; Corresponding Author or Collaboration Name; Journal Name; Journal ISSN; Journal Type; Article Type; Title; Acceptance Date; Publication Date; DOI.

## Login Screen

If you get logged out you may be presented with a login screen. Fill in the email address you registered with us and click the 'email login link' to get a new deep link to log in.

APS INSTITUTIONAL OPEN ACCESS AGREEMENTS  
Services to support institutional open access agreements.

Funder Login

Email Address [Email Login Link](#) ↗

[APS Admin Sign In](#)

## Login security

You may be prompted to confirm your browser for security reasons. If so, follow the prompts on screen and use the registered email address to confirm your access.

Secure Modal



## Please register this device to continue

We sent a device registration link to

**Email address**

This quick one-time approval will help keep  
your account secure

Approve APS Open Access Agreements login? External Inbox x



Login <noreply@trymagic.com> [Unsubscribe](#)  
to me ▾

8:57 AM (0 minutes ago) ☆ ↶ ⋮

### APS Open Access Agreements

An unrecognized browser/device is  
trying to log in. Was this you?

Device: **Safari, Mac OS X**  
Location: **City, State** **USA**  
IP Address:

[Approve this login](#)

Link expires in 20 minutes. If you did not request this login, no  
action is necessary.

Continue to follow the security instructions and you should be logged in as normal. You can then proceed to the article approvals. If this fails, please contact the email address indicated on the login page or click 'contact APS in' in the top right corner.