

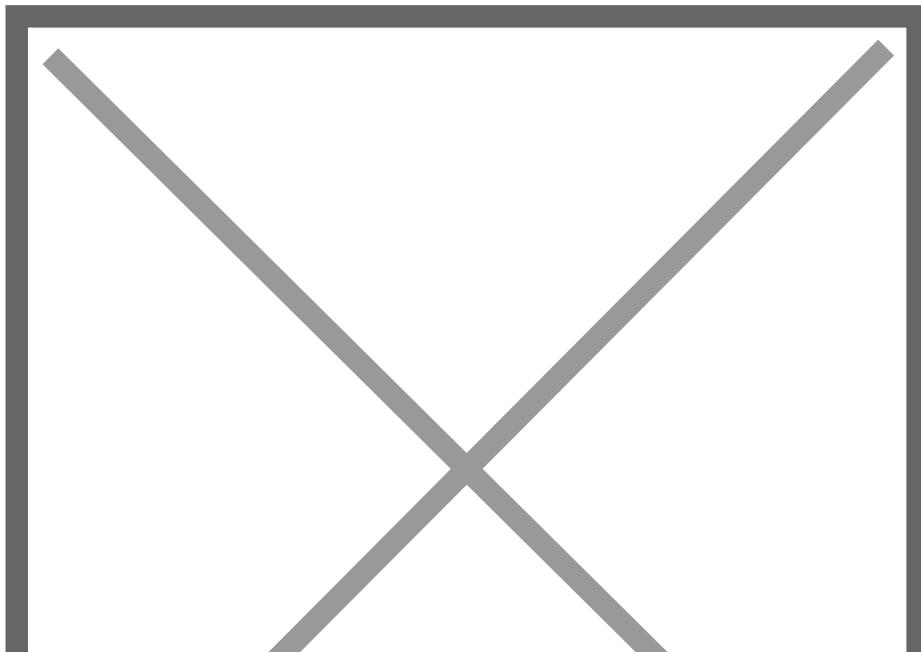
Reference

- [Athenizing Libguides: Workflow for Methodically “Athenizing” your Libguide links](#)

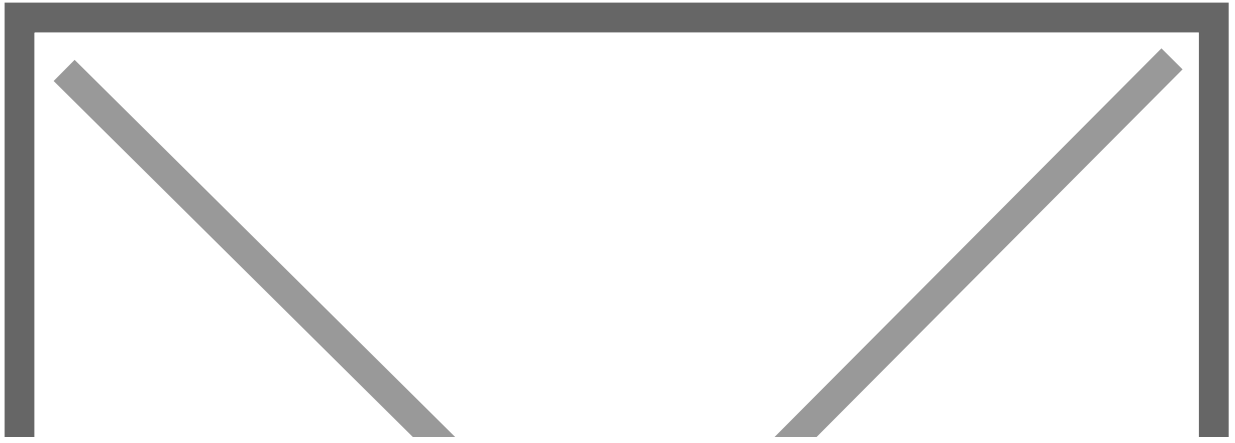
Athenizing Libguides: Workflow for Methodically “Athenizing” your Libguide links

Workflow for methodically “Athenizing” your libguide links:

1.
Log in to [Libguides](#)
2.
Go to the asset list (Content -> Assets from the menu):



3.
Filter the assets:
 - a.
Type “proxy” into the URL field.
 - b.
Select your name in the “Owner” dropdown.
 - c.
Click the blue “Filter” button to filter your results:

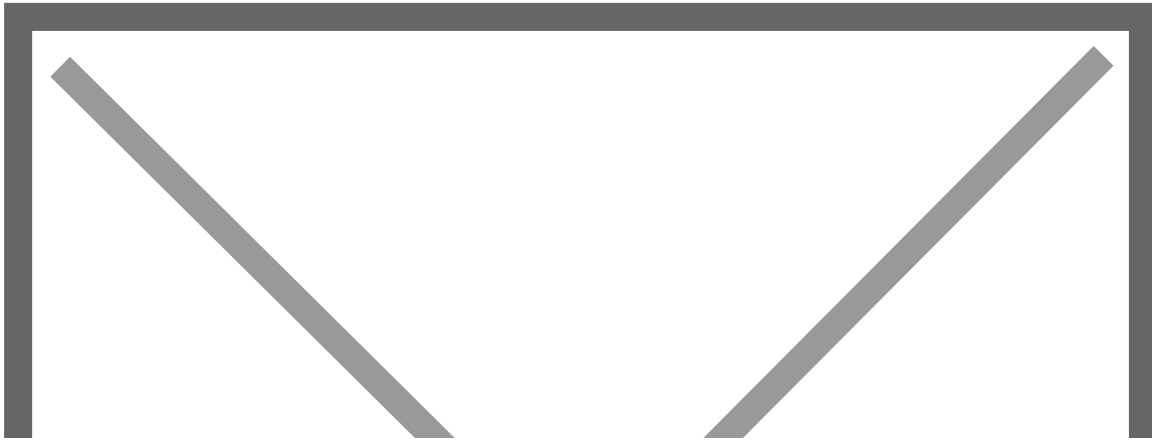


4.

Now, go through the links one by one.

a.

Check the “Mapping Count” of the link.



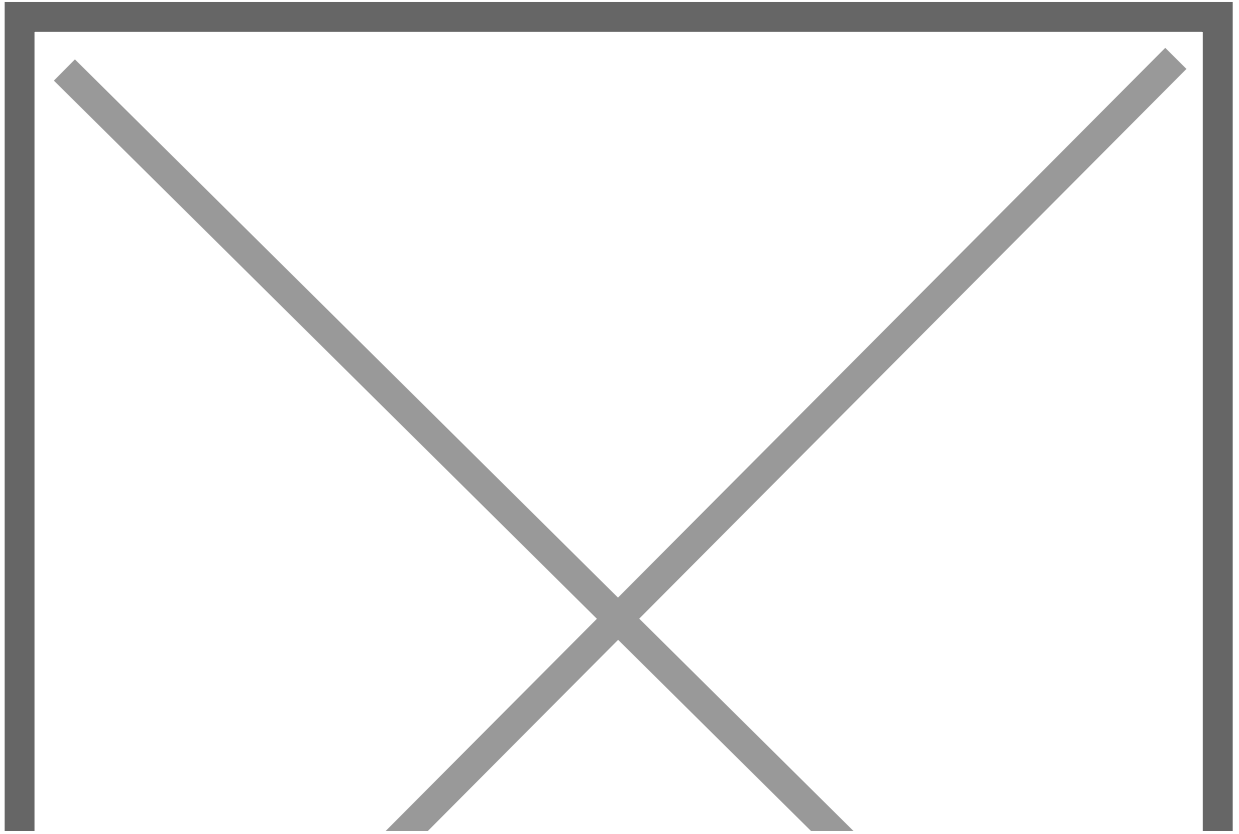
i.
If the link isn't currently used in any guides, it can most likely be deleted.

ii.
If it IS in one or more guides, use the link to open one of them in another tab or window. It will be helpful for the next steps.

b.
Is the linked item a subscription database (e.g. JSTOR, ProQuest Dissertations and Theses, etc.)? In that case it should be replaced by the link from the Databases A-Z list, using the Add Database dialog.

c.
Otherwise:

i.
Update the link. (Click the little "Edit Item" pencil to bring up the menu). **Remove** the proxy prefix (everything up to and including the equals sign, =) and change "use proxy" to "yes". This should automatically prepend the proxy to your link when someone clicks it in the libguide. See below:



ii.

Test the link. This is when it's helpful to have one of the libguides to which this link is mapped open in another tab or window. Switch to that guide, refresh the page, then click on the link.

iii.

IF you still get a redirect, or have other login issues, try Athenizing the link via the interface from the [OpenAthens transition libguide](#).

iv.

If it still doesn't work, report the non-working service to ereshelp@gwu.edu