This guide provides instructions for accessing Harvard Business Publishing resources, which are available to University of Melbourne teaching staff only. Students are not able to access Harvard Business Publishing resources.

About Harvard Business Publishing

The Harvard Business Publishing database contains over 30,000 online articles, cases, eBooks, teaching notes and interactive simulations covering a broad range of disciplines, including: accounting, ethics, human resource management, information technology, marketing and management.

Register an Educator Premium account

To view the full range of Harvard Business Publishing resources, University of Melbourne teaching staff only can register an Educator Premium account. Registration takes approximately 1-2 working days to be processed. To register:

1. Go to http://hbsp.harvard.edu/
2. Click Register Now in the top right-hand corner of the page.
3. On the registration page, click Register Now under Educator Premium.
4. Complete all the details on the registration page. You must verify your status as a University of Melbourne teaching staff member by providing a staff email address and faculty webpage link.
5. Click Register at the bottom of the page. Harvard Business Publishing will verify your status as a University of Melbourne teaching staff member and provide you with an Educator Premium account via email in approximately 1-2 working days.

Searching and browsing review copies of Harvard Business Publishing resources

After you have registered an Educator Premium account, you will be able to search and browse full-text review copies of Harvard Business Publishing resources. To browse review copies:

1. Go to http://hbsp.harvard.edu/
2. Click Login Now in the top right-hand corner of the page.
3. Login with your Educator Premium account username and password.
4. Enter search terms in the search box at the top of the page. You can search by keyword, title, author, subject, product number, or learning objective.
5. In the search results, click Teaching Note or Educator Copy to browse review copies.
• **Teaching Notes** are instructor information restricted for use by University of Melbourne teaching staff only, watermarked with ‘Do not copy’. Teaching Notes must **NOT** be copied or distributed to students under any circumstances.

• **Educator Copy** is the full-text of the resource, watermarked with ‘Do not copy’. University of Melbourne teaching staff may download and print Educator Copies for personal use, but Educator Copies must **NOT** be copied or distributed to students under any circumstances. Staff may provide access to students following the process below.

**Requesting student copies of Harvard Business Publishing resources**

The library can provide full-text copies of Harvard Business Publishing materials to University of Melbourne teaching staff for distribution to students via the LMS or in hard-copy. To request resources:

1. Copy and paste the following information into an email addressed to: [harvard-publishing@unimelb.edu.au](mailto:harvard-publishing@unimelb.edu.au)

<table>
<thead>
<tr>
<th>Your name:</th>
<th>Name of subject:</th>
<th>Subject code:</th>
<th>Subject start date:</th>
<th>Subject end date:</th>
<th>Degree level:</th>
<th>Number of students enrolled:</th>
</tr>
</thead>
</table>

   Please include the **title, authors** and **product numbers** of any resources you request. Note: You must send this email from your University of Melbourne staff email account.

2. Library staff will process your request in approximately 1-2 working days and you will receive an email containing links to the requested resources.

3. Harvard Business Publishing resources can **ONLY** be distributed to students via:
   - Links in an LMS subject (see the LMS guide to [Adding External Links](#) for details)
   - Hard-copy

   Note: Links to Harvard Business Publishing resources expire at the subject end date, or after a maximum of six months. You must request access to Harvard Business Publishing resources at the beginning of each semester or teaching period.

**Getting help**

If you need any assistance with registering an account or accessing Harvard Business Publishing materials, please email [harvard-publishing@unimelb.edu.au](mailto:harvard-publishing@unimelb.edu.au).

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Please report any errors or omissions in this guide to [harvard-publishing@unimelb.edu.au](mailto:harvard-publishing@unimelb.edu.au)