



MACQUARIE DICTIONARY

Welcome to the Macquarie Dictionary! Our QuickStart guide below covers everything you need to know to get started using your subscription.

Whether you are an individual subscriber or an institutional administrator, this guide covers what you need to know about managing your account, setting up access, and troubleshooting.

[For a more detailed guide, see our website.](#)

What is 'My Account'?

My Account is your central hub for managing your Macquarie Dictionary subscription.

- **Individual subscribers** are the administrators of their own accounts and have full access to this portal.
- **Institutional/Business subscribers** will only access My Account using the primary administrator login. (*Note: General staff or students will have shared access to the dictionary but will not have access to the My Account admin portal*).

How to Log In

Accessing your account is simple:

1. Navigate to the top right-hand corner of the Macquarie Dictionary website.
2. Click the **'Login'** button located beside the search bar or beneath the user icon.
3. Enter your username and password (note that these are case-sensitive).
4. Once logged in, click the **'My Account'** link in the top right corner to enter your dashboard.

Tip: Always use the 'Sign out' button when you are finished, rather than just closing your browser, to prevent login errors during your next session.

Updating Your Profile & Password

Need to change your details?

1. Log in to **My Account**.
2. Navigate to the '**Account**' tab.
3. Scroll down to find the '**Edit Profile**' (to change your username or details) and '**Edit Password**' buttons.
4. Enter your new details and click '**Update**' or '**Submit**'.

Forgot your password? Simply click the '**Forgot your password?**' link on the login screen, enter your registered email address, and a reset link will be sent to you.

Setting Up Team Access (For Institutions & Businesses)

If you manage a subscription for an organisation, you have a few ways to grant your team seamless access:

- **Shared URL (Easiest Method):** In the '**Shared Access**' menu under the '**Users**' tab, you can create a Shared URL by clicking '**Add User**'. After you have filled out the details, return to the **Shared Access** tab and generate the encrypted Shared URL by clicking the '**Key**' icon. Your staff can bookmark this link to access the dictionary instantly without needing a username or password.
 - *Important:* When you renew your subscription, you will need to regenerate this Shared URL.
- **IP Whitelisting:** To add an IP address, go to the '**Access**' tab. Select '**Add IP Address**' to whitelist either an IP Address Range or an Individual IP Address.
- **EZProxy:** Seamless access via EZProxy is also supported (requires enabling AnonymousURLs, setting the main URL, and including essential hostnames).

Managing Your Subscription

- **Check Expiry Date:** Under the **Account** tab in My Account, you can see a running record of exactly how many days are left on your subscription. (You will also receive a reminder email 30 days before it expires).
- **Auto-Renewal:** If you wish to opt out of automatic renewals, navigate to '**Manage Subscription**' via the **Account** tab. Under '**Active Subscriptions**,' click '**Cancel Subscription**'.
- **Usage Stats:** Administrators can track how much the dictionary is being used by navigating to the '**Usage Stats**' tab and using the calendar filter to view data from specific time periods.

Quick Troubleshooting

Having trouble logging in or seeing an "Error. Something went wrong" message?

- **Hard Refresh:** Press Ctrl and F5 at the same time on your keyboard to force your browser to refresh.
- **Clear Cache:** Clear your browser's cookies and cache, then try logging in again.
- Check to ensure your subscription hasn't expired!

Need more help?

If you ever get stuck, you can always check out the 'Search Help & Resources' or the FAQs directly on the Macquarie Dictionary website, or contact our support team. Happy searching!