

Institutional registration and subscription activation on Ingenta Connect

To register and activate your Institutional journal subscriptions go to:

<https://www.ingentaconnect.com/register/institutional>

The whole process involves 5 simple steps and should take you no more than 5 minutes.

Please have ready the following information:

Contact details:

- As administrator, your basic contact details
- Your library/institution's name and address
- If articles are to be received via fax or Ariel, a default fax number or the IP number of your Ariel machine (optional).

Authentication:

Access to IngentaConnect can be set up in two ways. You may choose one or both methods of authentication.

- IP address/range (users accessing from computers within an IP range defined by the site administrator) - You may need to consult your network administrator for this information.
- User name and password.

Step 1 – Institutional and administrator contact details

Step 2 – Authentication

Step 3 – Article delivery information

Step 4 – Admin sign in

Step 5 – Confirmation of Registration

The confirmation screen will provide you with your Ingenta customer ID number. Please provide this number whenever you contact Ingenta as this will allow us to bring up your registration details immediately. After reading about the benefits of IngentaConnect Premium, you can click 'continue'. You can now click on the link 'set up subscriptions' to set up your institutional subscriptions.

At a later date, to request access to additional titles just sign in with your Administrator username and password and select the link for 'subscriptions' on the right navigation. You can then view the titles to which you currently have access to, or set up new ones.