



## Institutional registration and subscription activation on IngentaConnect

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In order to register and activate your journal subscriptions please go to [www.ingentaconnect.com/register/institutional](http://www.ingentaconnect.com/register/institutional) or alternatively click on 'sign up here' from [www.ingentaconnect.com](http://www.ingentaconnect.com) and select the 'Institutional Registration' form.

The whole process involves 4 simple steps and should take you no more than 5 minutes. Please have the following information ready:

### Contact details:

As administrator, your basic contact details  
name and address of your library / institution  
IP address/range

### 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.

The four registration steps are:

- Step 1 – Institutional and administrator contact details
- Step 2 – Authentication
- Step 3 – Admin sign in
- Step 4 – 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.

You can now click on the option to set up your institutional subscriptions.

If you are already registered with Ingenta and wish to request additional access to a journal just sign in with your Administrator username and password and select the subscriptions option. You can then view the titles to which you currently have access, or activate new ones.