Personal registration and subscription activation on ingentaconnect

In order to access your personal subscriptions online, you must complete a one time simple 2-step process.

1. Register

Go to: www.ingentaconnect.com/register/personal

Enter your information in the fields provided

Choose a username and password (username/password must be at least 5 characters)

Click on the 'Register' button at the bottom of the page.

You will receive an email from ingentaconnect thanking you for registering on ingentaconnect.

2. Activate Subscriptions

Click the 'Activate your subscription(s)' link.

Click the 'Add' tab.

Search for or browse to the journal title(s) you subscribe to.

Enter your publisher subscription number in the box provided to the right and tick the box to the left of the journal title, and click the 'add' link at the top or bottom of the journal list.

You will then receive an on-screen confirmation message that your request has been received. Once access has been verified, the journal title will appear in your current subscriptions list.

To request access to additional titles just sign into ingentaconnect with your username and password, and select the 'View current subscriptions' link. You can then view the titles to which you currently have access, or activate new ones by selecting the 'Add' tab

Institutional registration and subscription activation on ingentaconnect

If your institution does not already hold an ingentaconnect registration, you can register and activate your institutional journal subscriptions by going 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 the following information available before you begin:

- As administrator, your basic contact details
- Your library/institution's name and address – please make sure you enter your postcode/zipcode
- IP address/range for your institution if you wish to be IP recognized to access subscribed content.

Step 1 – Institutional and administrator contact details

You will need to enter your organization name, address, and provide an administrator contact name and email address.

Step 2 – Authentication

Authentication details: How do you want to access the publications you are subscribed to?

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. For more than one IP address or range, insert a semicolon between each. *Ex. 78.123.456.789;78.456.567.765-768*
- User name and password. This will be the shared login for general student/staff access.

Step 3 – Administrator sign in

This will be the login to access the administrator home page. From here you can create payment accounts, setup subscription access, view statistics, sign up for alerting, change administrator or authentication details, and configure library branding. The administrator username must be different from the shared username created in the previous step.

Once all details are complete, tick the box after "I agree to Ingenta˝s terms and conditions" and select the 'Register' button.

Step 4 – Confirmation of Registration

The confirmation screen will provide you with your IngentaConnect customer ID number. This is your registration ID - please provide this number whenever you contact Ingenta as this will allow us to bring up your registration details immediately.

Step 5 – Set up subscriptions

You can now click on the link 'set up subscriptions' to add your institutional subscriptions.

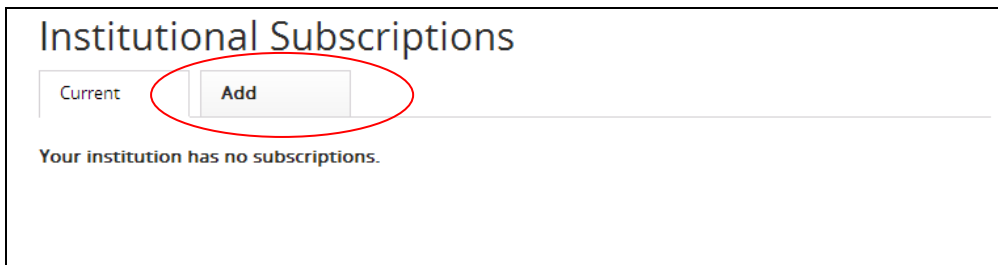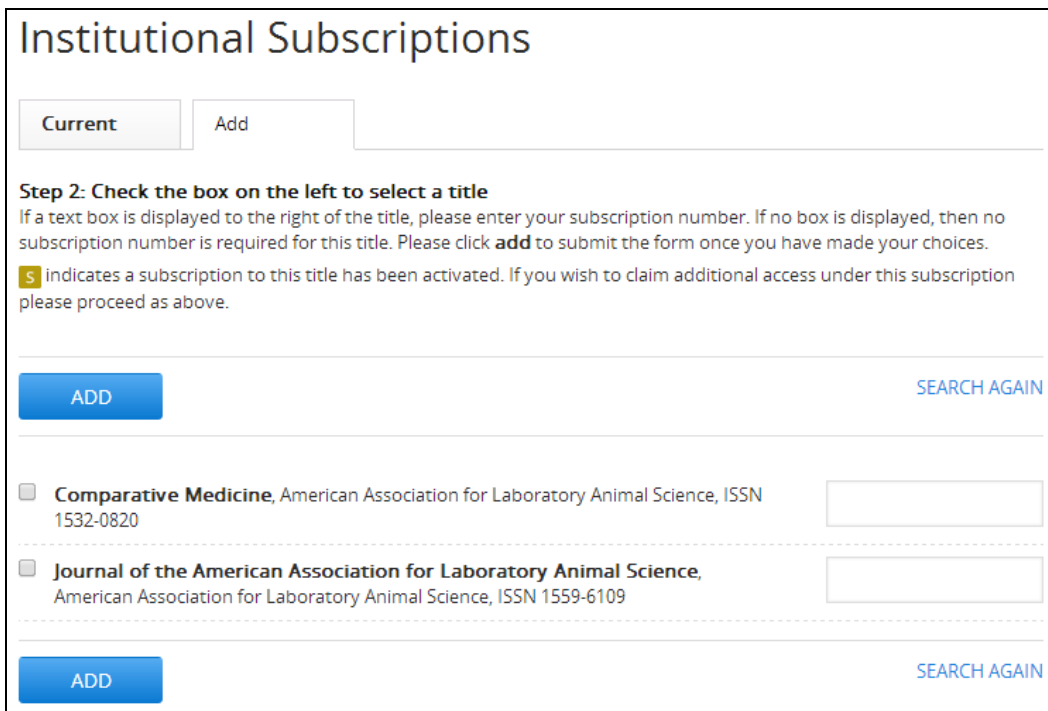Click the 'Add' tab

Search for or browse to the journal title(s) you subscribe to.

Enter your publisher subscription/customer/membership number in the box provided to the right of the publication title and tick the box to the left of the publication title. (If there is no box to provide a subscription number, the publisher does not require one. Proceed without entering this number.)

Click the 'ADD' button at the top or bottom of the journal list.

You will them receive an on-screen confirmation message that your request has been received. Requests for access will be validated by the publisher or their agent, and confirmation will be emailed to you at the address you supplied as part of the registration process. Once access has been verified, the publication title will appear in your current subscriptions list.

In the future, to request access to any further titles, go to www.ingentaconnect.com and login with your administrator username and password. Once logged in, you will be on the IngentaConnect administrator Home Page where you can select the link „set up subscriptions" to activate access to new subscriptions. You will need to search for the publication title and then enter your subscription/customer/membership number before submitting the request. The request will be sent to the publisher for verification, and you will be emailed when access has been enabled.

Subscription Agent Activation on behalf of the Publisher

To arrange for your subscription agent to setup access on your behalf please access www.ingentaconnect.com and login in using your administrator username/password. Next, select the link 'Activate your access using your Subscription Agent' and check the box next to the name of your agent. Your agent will receive notification that you wish for them to activate your subscription access.