



# Insight Online – IngentaConnect Registration

## 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 five simple steps and should take you no more than five 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-recognised to access subscribed content.

### **Step 1 – Institutional and administrator contact details**

You will need to enter your organisation's name and 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, for example: 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, set up subscription access, view statistics, sign up for alerting, change administrator or authentication details and configure library branding. The administrator user name must be different from the shared user name 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 IngentaConnect 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.

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.

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. 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](http://www.ingentaconnect.com) and log in with your administrator user name 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 set up access on your behalf, please access [www.ingentaconnect.com](http://www.ingentaconnect.com) and log in using your administrator user name/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.