

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.

Search for or browse to *one* Intellect journal title 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. Only one title needs to be added in order to activate access to the Intellect Full Collection.

Click the 'add' link at the top or bottom of the journal list.

Institutional Subscriptions

Current Add

Step 2: Check the box on the left to select a title
If a text box is displayed to the right of the title, please enter your subscription number. If no box is displayed, then no subscription number is required for this title. Please click **add** to submit the form once you have made your choices.

S indicates a subscription to this title has been activated. If you wish to claim additional access under this subscription please proceed as above.

[Search again](#)

Add

<input type="checkbox"/> Animation Practice, Process & Production, Intellect, ISSN 2042-7875	<input type="text"/>
<input type="checkbox"/> Applied Theatre Research, Intellect, ISSN 2049-3010	<input type="text"/>
<input type="checkbox"/> Art & the Public Sphere, Intellect, ISSN 2042-793X	<input type="text"/>
<input type="checkbox"/> Art, Design & Communication in Higher Education, Intellect, ISSN 1474-273X	<input type="text"/>
<input type="checkbox"/> Asian Cinema, Intellect, ISSN 1059-440X	<input type="text"/>
<input type="checkbox"/> Australasian Journal of Popular Culture, Intellect, ISSN 2045-5852	<input type="text"/>
<input type="checkbox"/> Baha'i Studies Review, Intellect, ISSN 1354-8697	<input type="text"/>
<input type="checkbox"/> Book 2.0, Intellect, ISSN 2042-8022	<input type="text"/>

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, all full collection titles to which you have access will appear in your current subscriptions list.