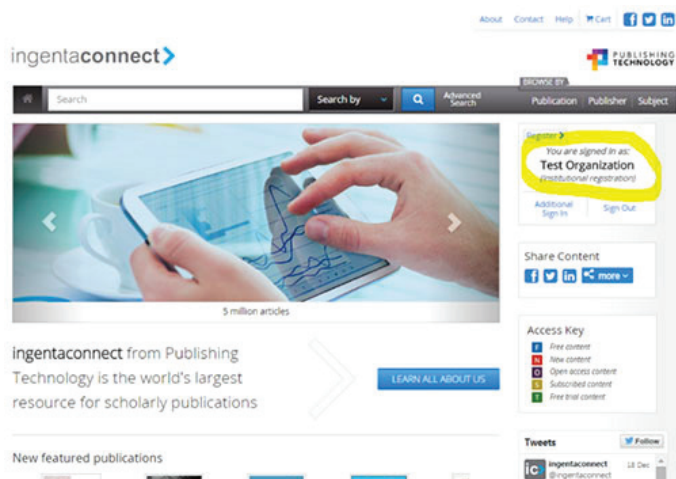


How to create an institutional registration and activate a subscription on ingentaconnect™ and utilize the Administrator page

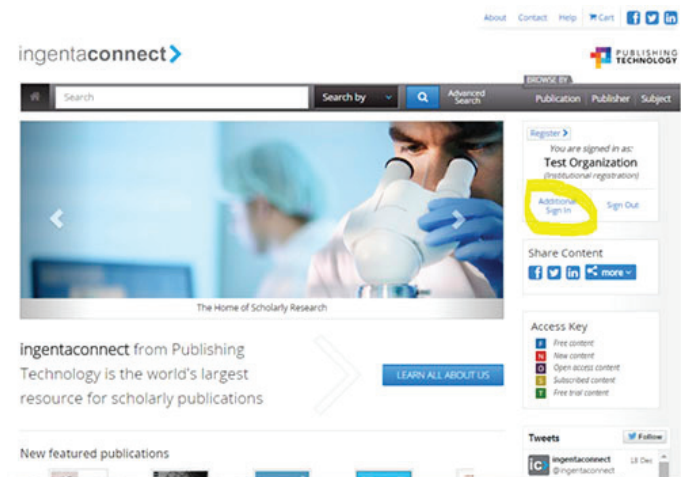
In order to access your institutional subscriptions online you must first complete a simple one-time registration and activation process. This takes no more than a few minutes.

Important: If you are already registered with ingentaconnect and want to add a new title or renewing an exiting subscription, please sign in with the administrator credentials and start at SECTION B - Step 1b.

If you appear to be signed in, this means you have been IP authenticated and your institution already has a registration.



In this case, you will need to use the link to Additional Sign In, and sign in using the Administrator login credentials.



Please contact help@ingentaconnect.com if you do not know who your administrator is or if you have forgotten your administrator login details.

A**Register – ingentaconnect need to know who you are**

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

Step 1: Enter your organizations' information and your contact details as the administrator. Click **Next**.

Step 2: Authenticate IP addresses. Access to ingentaconnect can be set up by IP address or by user name and password. You may choose to use one or both of these authentication methods. IP authentication works in a way that will allow users to access institutional subscriptions without needing to login. A shared username and password will allow institutional users who are outside a certain IP range to still login and access institutional subscriptions. **Check the box(es)** next to the authentication method(s) that you would like and click **Next**.

Step 3: Create an Administrator **User ID** and **Password**. Please be sure to choose an administrator username that is transferable should a new administrator take your place (i.e. Fname-Lname is not a transferable username, OrganizationNameAdmin is a more transferable username). **Check the box** next to **I agree to the terms and conditions** and click **Register**.

Step 4: Confirmation. Please take note of your customer ID number.

B**Activate Subscription(s) - to what content are you claiming access?**

Step 1a: If you are coming from just creating an institutional registration, click on the link **Set up Subscriptions**.

[Home / Institutional Registration: Confirmation](#)

Institutional Registration

Step 4: Confirmation

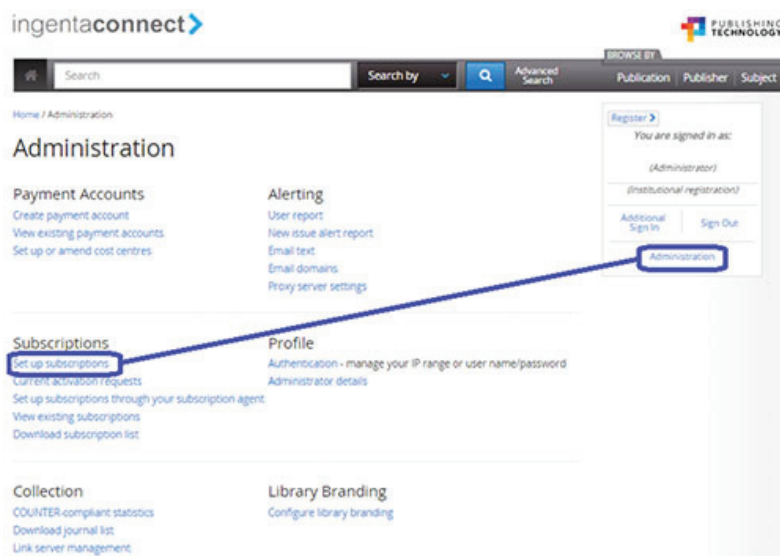
Thank you.

Your registration is now complete and your customer number is id22924936. Please make a note of this number and quote it whenever you contact us. You will soon receive a confirmation via email.

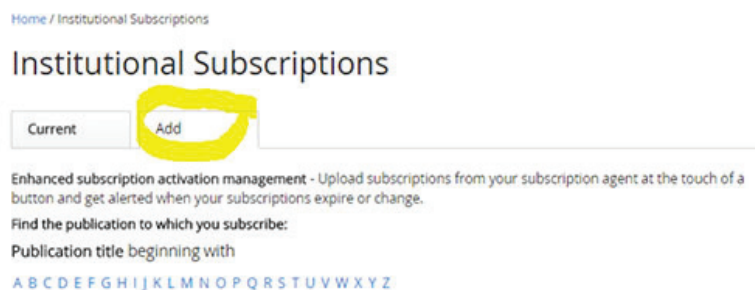
Now continue to:

[Set up subscriptions](#)
[Create payment accounts](#)
[Administrator home page](#)

Step 1b: If you already have an institutional registration, please sign in with your Administrator user ID and password. From **Administration page**, please click on the link **Set up Subscriptions**.



Step 2: From the **Institutional Subscription page**, select the **Add tab**.



Step 3: Search for the title you subscribe to either by Publisher name or Publication title.

Home / Institutional Subscriptions

Institutional Subscriptions

Current Add

Enhanced subscription activation management - Upload subscriptions from your subscription agent at the touch of a button and get alerted when your subscriptions expire or change.

Find the publication to which you subscribe:

Publication title beginning with
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

or

Containing the word(s)
GO

or


Connect Collections

Connect Collections are subsets of ingentaconnect's full journal list, usually themed by subject, and offered either by a single publisher or by a group of co-operating publishers. Each group of journals can be licensed as a collection, allowing specialist libraries to expand their holdings in specific subject areas at consortial prices. [Find out more >](#)

or

Publisher name beginning with:
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Step 4: Submit a subscription claim. Once you have found the title, you need to submit a subscription claim. **Check the box** next to the journal and enter in your subscription number**. Then click **Add**.

ingentaconnect  PUBLISHING TECHNOLOGY

Search by Search Advanced Search Publication Publisher Subject

Home / Institutional Subscriptions

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

ADD SEARCH AGAIN

<input checked="" type="checkbox"/>	Joint Commission Journal on Quality and Patient Safety, Joint Commission Resources, ISSN 1553-7250	Subscription ###
<input type="checkbox"/>	Joint Commission Perspectives, Joint Commission Resources, ISSN 0277-8327	
<input type="checkbox"/>	Joint Commission: The Source, Joint Commission Resources, ISSN 1542-8672	

ADD SEARCH AGAIN

Register >

You are signed in as:
(Administrator)
(Institutional registration)
Additional Sign In Sign Out
Administration

Share Content
f t in < more >

Access Key
[i] Free content
[j] Low content
[k] Open access content
[l] Subscribed content
[m] Free trial content

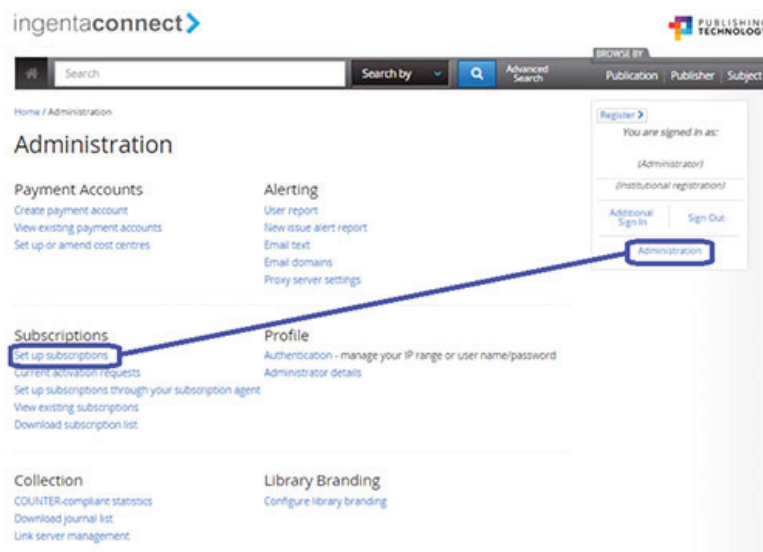
** Your subscription number is unique to you and assigned by **Paris Scholar Publishing**. If you do not know your subscription number, please contact us at:
<https://parisscholarpublishing.org/contact-us/>

Step 5: Repeat this process as necessary until you have activated all of your subscriptions.

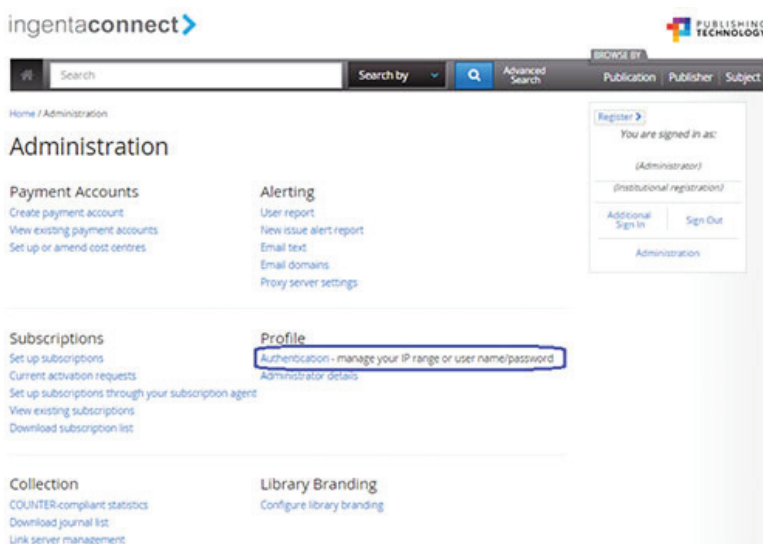
C

Update IP Ranges - Authentication

If you would like to update IP authentication for patron access, sign in as the administrator and navigate to the Administration Page.



Step 1: Click on the link Authentication.



Step 2: Type in your organizations IP addresses in the following format:

66.251.105.*; 91.230-234.41.5; 94.56.130.144-159; etc.

(Where the * serves as an all-inclusive range and #-# is a specific range, also, IPs are separated by a semi-colon)

D

View Current Subscriptions

Step 1: Sign into ingentaconnect with your administrator credentials.

Step 2: From the **Administration** page, click on the link **View Existing Subscriptions**.

