

Berg Publishers – Online Activation Procedure

1. Register the institution on <https://www.ingentaconnect.com/register/institutional> . The whole process involves 5 simple steps and should take no more than 5 minutes. Please have ready the following information:

Contact details

- As administrator, your basic contact details
- Your library/institution's name and address
- If articles are to be received via fax or Ariel, a default fax number or the IP number of your Ariel machine (optional).

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.

2. Once you have registered your institution, you can activate your subscriptions at any time. Sign in with your administrator user name and password, and you will be provided with a menu of administration options. Select [Set up subscriptions](#) and enter the subscription number supplied by the publisher. If you purchase subscriptions through an agent see the instructions below.

Requests for access will be validated and confirmation will be emailed to you at the address with which you registered.

Please do not hesitate to contact us if you have any further questions.

Corina Kapinos
Assistant Marketing Manager
ckapinos@bergpublishers.com